

## Executive Skills Institute Stipend Application Instructions

### Eligibility Requirements:

1. Applicant must be a member of AHIMA.
2. Individuals are eligible to receive only one stipend per calendar year.
3. Applications must include *all* required elements or attachments and must be submitted by the deadline of **June 6, 2008**.

### Application *Must* include:

1. Completed application form.
2. One-page essay describing how what you learn through attendance at the Executive Skills Institute will be applied in your current position and/or how it will support your longer term professional objectives. Your essay should be specific in addressing your career goals.
3. A copy of your CV or resume.
4. An approval form from your immediate supervisor or higher (if applicable), supporting your participation in the Institute and verifying that your employer will not be covering full cost (registration and travel) for your attendance at the program. If you are self-employed please indicate so in the employer approval section.
5. Signed certification statement indicating your intention to apply for ACE status upon completion of the Institute (if not already applied for) and your commitment to actively participate in the ACE program.

### Program Details

1. AHIMA's Foundation of Research and Education has made limited funds available for stipend support for attendees at the Executive Skills Institute. Applicants will be considered on individual merit and funding availability.
2. A committee of member reviewers will score all stipend applications on the following criteria:
  - a. applicant background and benefit from attendance
  - b. evidence of commitment to apply Institute learning, as determined by the required essay and commitment statements
  - c. need for supplemental support for attendance
3. Applicants will be notified of their stipend status no later than June 20, 2008.
4. Stipends may be used to cover all or a portion of the registration fee for the Institute. It may not be used to cover travel or other associated expenses.

### Application Submission

Applications should be submitted electronically to [fore@ahima.org](mailto:fore@ahima.org). The application form and all required attachments should be submitted in a single Word or Adobe PDF file.



## Executive Skills Institute - Stipend Application

### Applicant Information

\_\_\_\_\_  
First Last AHIMA Member ID #

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
E-mail

### Stipend Request

Amount Requested \$ \_\_\_\_\_ (may not exceed the Executive Skills Institute registration fee)

**Please attach a one page essay describing how what you learn through attendance at the Executive Skills Institute will be applied in your current position and/or how it will support your longer term professional objectives. Your essay should be specific in addressing your career goals and the application of Institute learning.**

**Please also attach a current copy of your CV or resume.**

### Evidence of Employer Approval (if applicable)

The employee named above has applied for a FORE stipend to attend the AHIMA Executive Skills Institute. Please verify below this individual's status with your organization and approval of their proposed participation.

\_\_\_\_\_ I am self-employed and exempt from completing the Employer Approval section.

This verifies that the above named applicant is employed:

\_\_\_\_\_ full time \_\_\_\_\_ part time at \_\_\_\_\_ (name of organization)  
and that attendance at the AHIMA Executive Skills Institute is approved. This also verifies that this organization will not cover the cost of registration fees for attendance at the Institute.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

### Certification

I certify that the above information is true and complete to the best of my knowledge. If awarded a stipend, I agree to apply for ACE status upon completion of the Institute (if not already applied for) and commit to actively participate in the ACE program.

\_\_\_\_\_  
Signature of Applicant