CAHME/Canon Award for Excellence in Sustainability in Healthcare Management Education

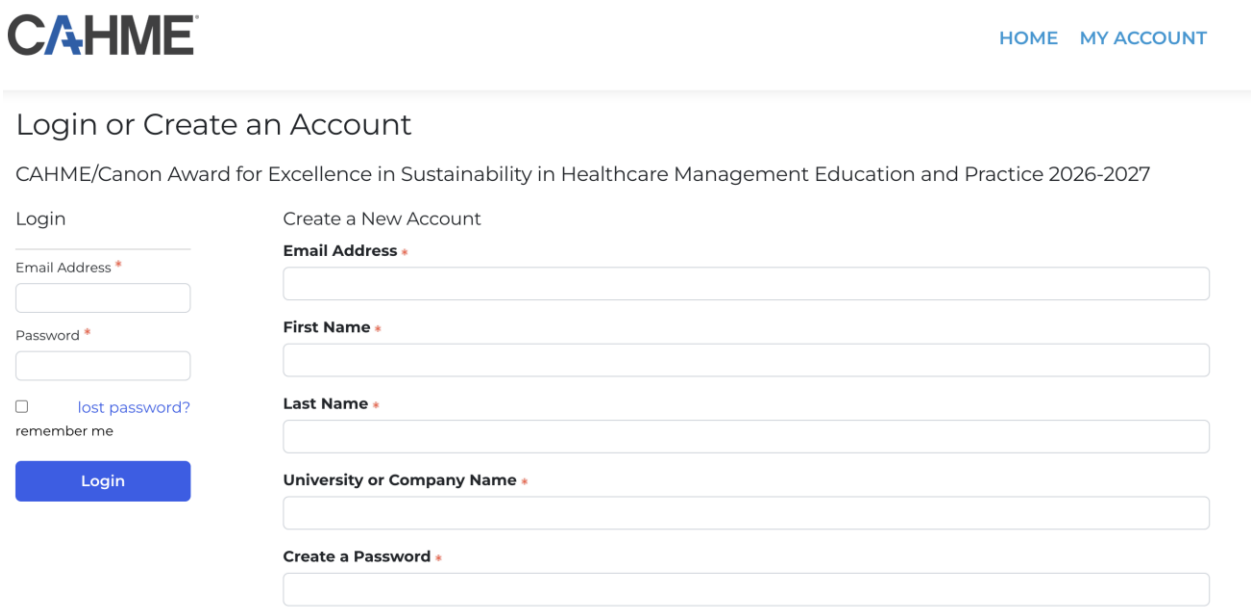
CAHME Application Instructions

1. Go to the Canon Award for Excellence in Sustainability in Healthcare Management Education webpage here.

2. Click on the "Apply for Award" button (see below) which will bring you directly to the CAHME/Canon Award for Excellence in Sustainability in Healthcare Management Education application.

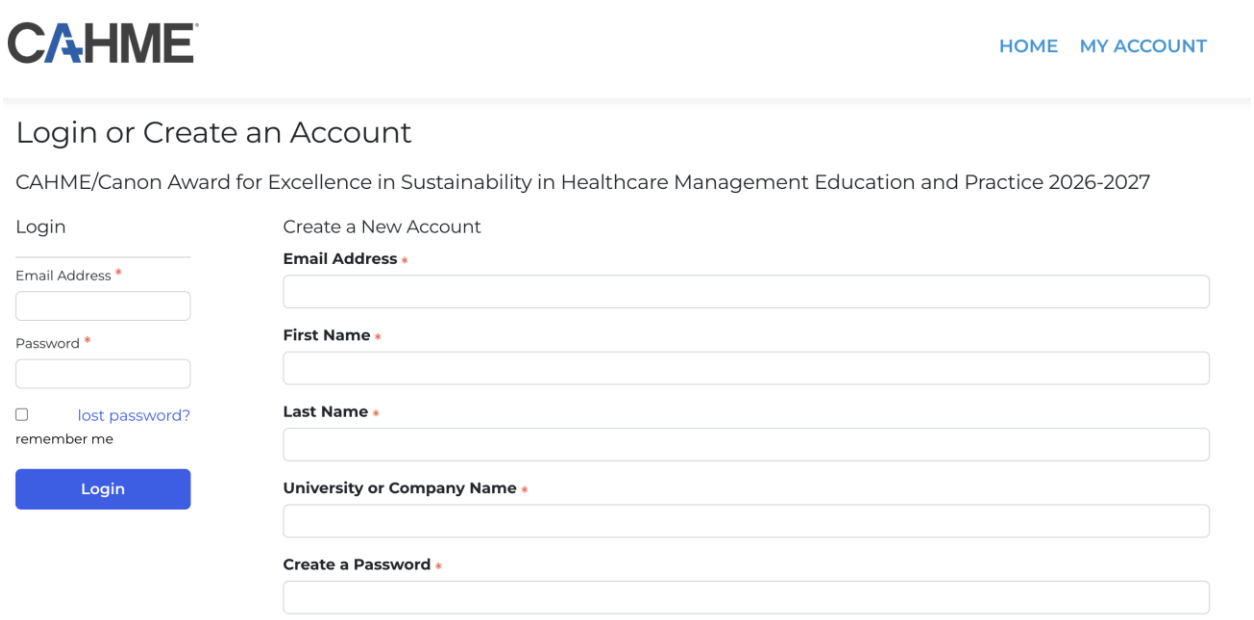


3. Once you click on the "Apply for Award" button, you will be brought to the login page below.

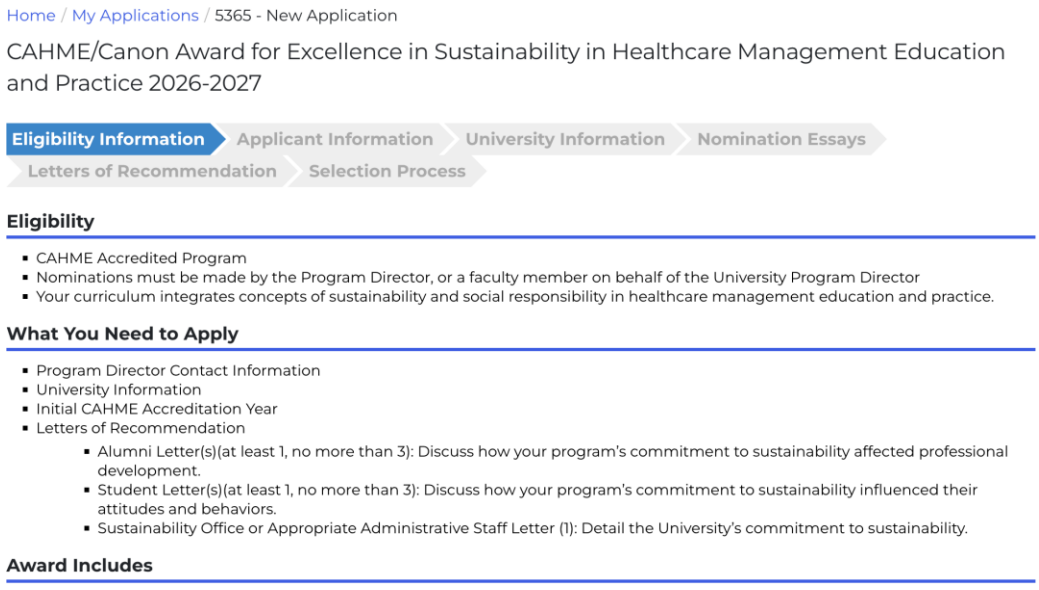


4. Create an Account by filling out the appropriate fields. Then, login using your information.

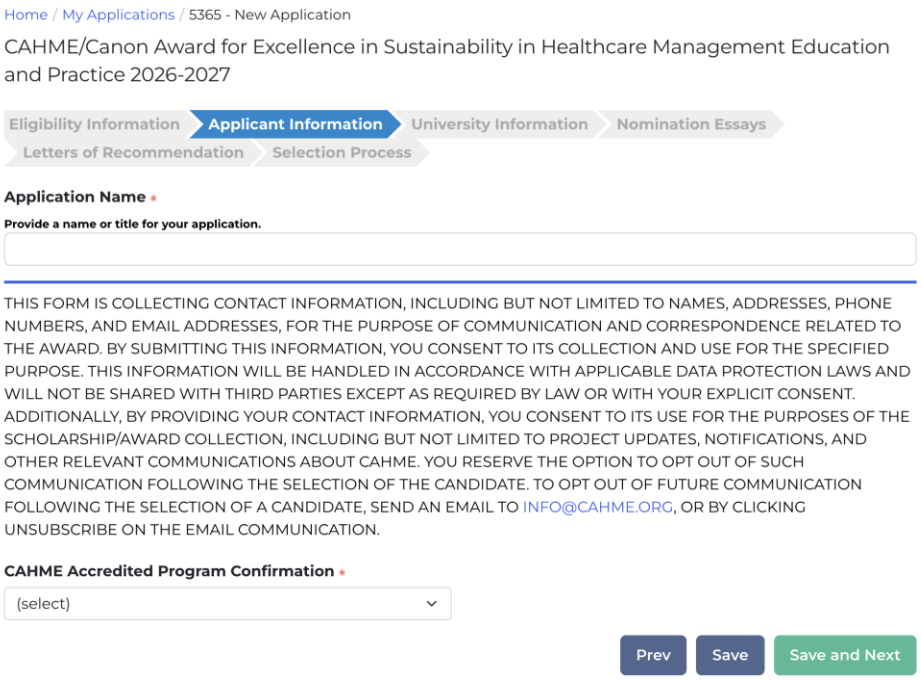
**Note: Once you log in, you'll be able to save your progress and return to it anytime.



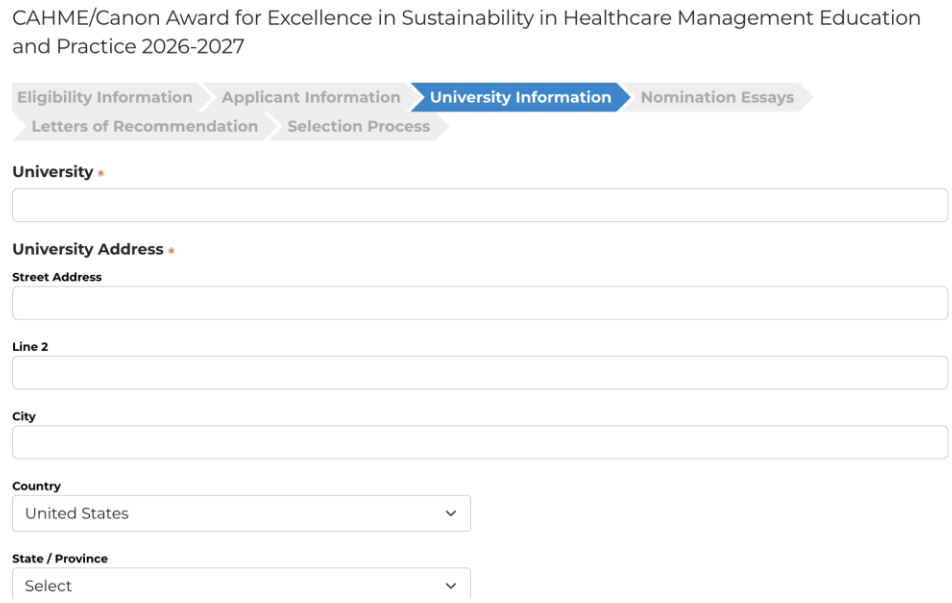
5. Read through the first tab (Eligibility Information). At the bottom of the page, select Yes to accept the conditions. Once you have selected Yes, click Save and Next to continue. Please note that you must accept the conditions to proceed with the application.



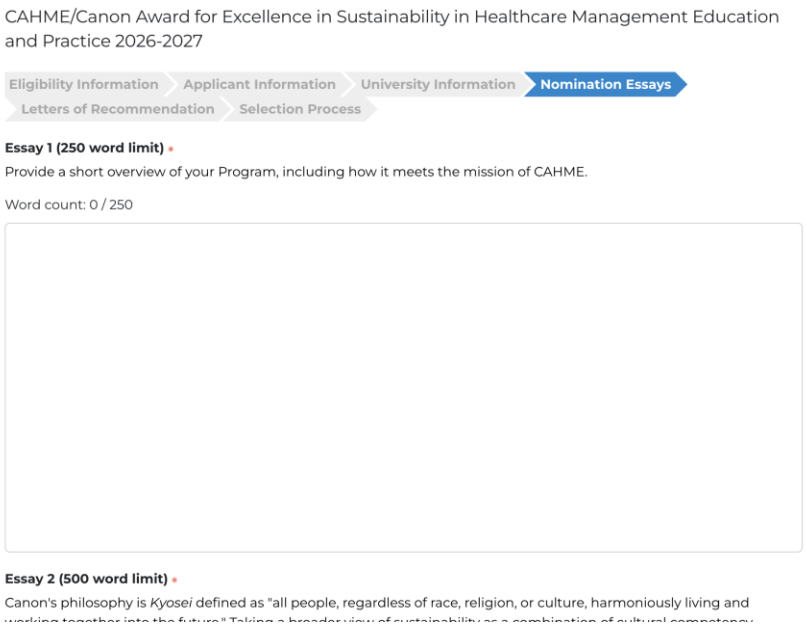
6. Read through the second tab (Applicant Information). Fill out “Application Name” and select from the dropdown menu for “CAHME Accredited Program Confirmation” section. Once complete, hit Save and Next.



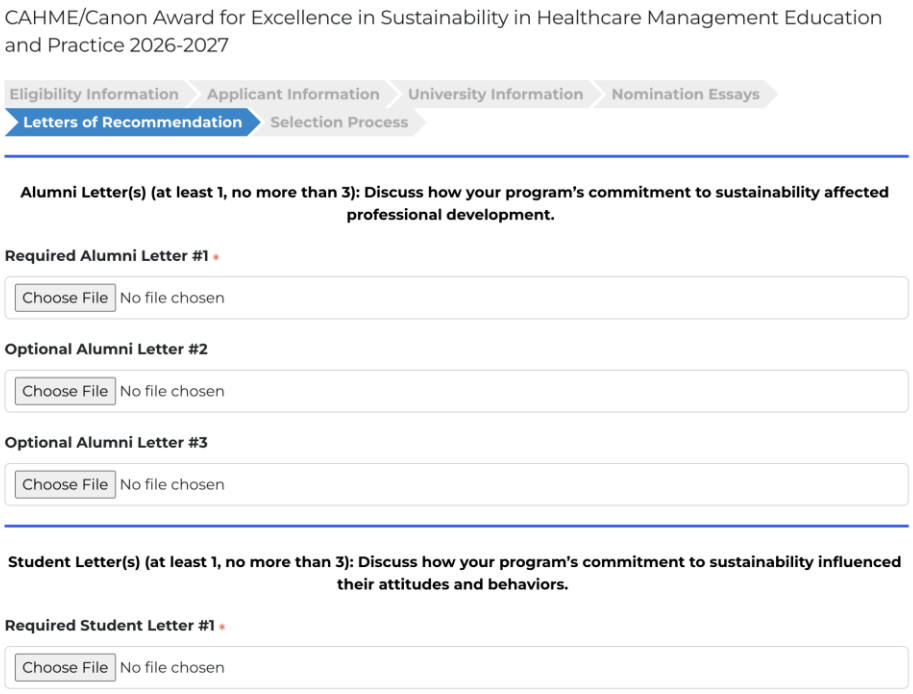
7. Fill out the third tab (University Information) and hit Save and Next.



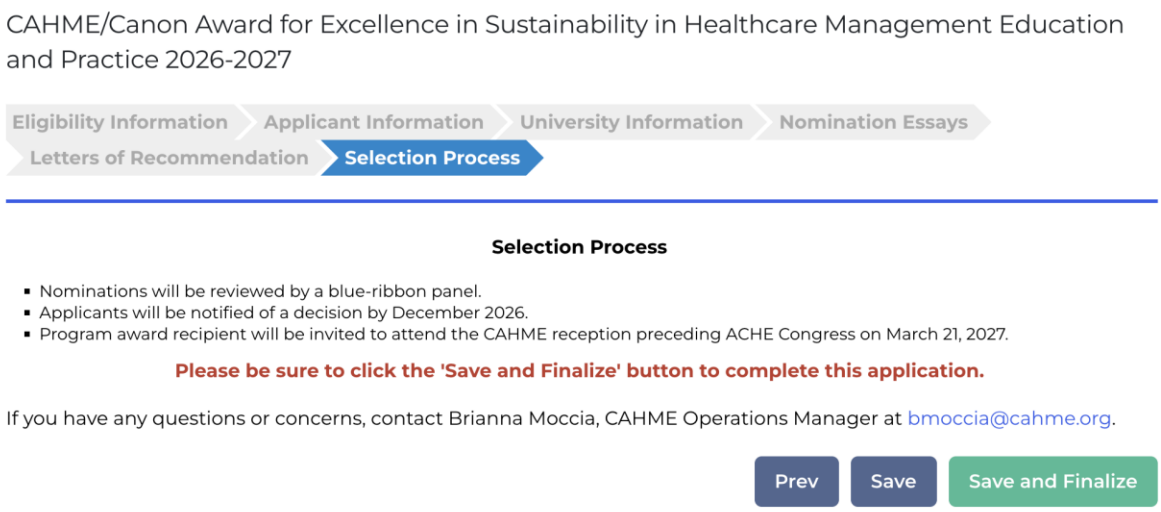
8. Fill out the fourth tab (Nomination Essays). In this section, you will answer essay questions. Once you answer all the essay questions, hit Save and Next.
   **Note: Feel free to write out your responses in a different document (ex. Word) and copy & paste them when complete.



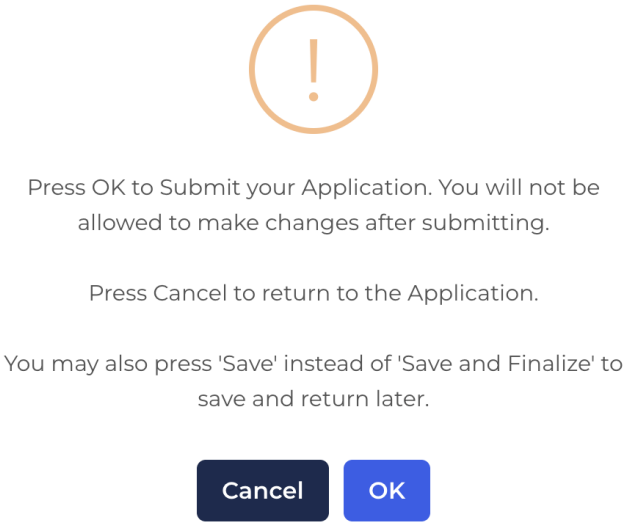
9. Fill out the fifth tab (Letters of Recommendation). You will upload three different letters of recommendation (Alumni, Student and a Sustainability Office or Appropriate Administrative Staff Letter). Once all letters have been uploaded, hit Save and Next.



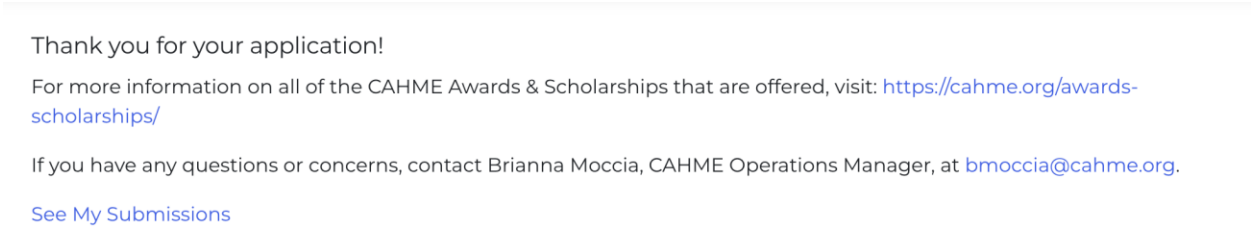
10. You will be brought to the sixth tab (Selection Process). Once you have finalized all fields of the application, hit Save and Finalize.



11. When you hit Save and Finalize you will receive the message below:



12. Hit Ok which will bring you to the page below.



13. Your application is submitted. If you have any questions, feel free to reach out to Brianna Moccia, Operations Manager, at bmoccia@cahme.org.

Thank you for applying for the CAHME/Canon Award for Excellence in Sustainability in Healthcare Management Education.