

What to include on your page?

Below is an outline followed by details on updating the NAFCAS Configuration Portal. If you have any questions or concerns, please email ncaf@nchl.org.

- About Your Organization
- Fellowship Overview
 - Some sites chose to include information on upcoming webinars (generally hosted in Aug/Sept)
 - **NCAF is strongly encouraging that fellowship sites include a salary range for prospective applicants to make a fair and accurate decision when applying to programs.**
- Application Process:
 - Please apply via the NAFCAS portal at www.nafcas.liaisoncas.org.
 - The application deadline is September 29, 2023
 - Formal Offers can be made any time after September 29, 2023, however applicants have ten (10) calendar days
 - Note: applicants may only hold one offer at a time.
 - You may choose to include interview dates/process on your NAFCAS page
- Application Requirements (feel free to add additional things here)
 - Qualifications/ Skill Set
 - Be sure to include what type of graduate degree program you would like to include. Common accreditations include MBA - AMBA, AACSB, EQUIS; MHA – CAHME; MPH - CEPH
 - Below is a list of additional documents the portal will allow applicants to add:
 - Cover Letter
 - Resume/ CV
 - Personal Statement
 - Essay Question
 - Writing Sample
 - Undergraduate Transcripts
 - Other
 - Note: We already collect the following:
 - Official Graduate School Transcript (Visit the "Academic History" quadrant to submit colleges attended and to download the Transcript Request Form for your registrar's office. Transcripts should be sent directly from your registrar's office to NAFCAS.)
 - Three (3) Letters of Recommendation (to be requested in the "Supporting Information" quadrant): (1) ACADEMIC, (1) PROFESSIONAL, and (1) OTHER (academic, professional, or letter from your program director)
- Non-Discrimination/ Equal Opportunity Employer Paragraph
- More Information Contact Info
- Applicant Questions – these will be listed on a separate page and can include voluntary information such as ethnicity and veteran status or can include site specific questions.

PROGRAM MATERIALS

The **Program Materials** section of the NAFCAS application is specific to your organization. You can:

- Update the displayed organizational information
- Customize your homepage
- Request **Documents**
- Add **Questions** for applicants

Please note: The applicant responses to **Questions** and **Documents** in this section are only available to your site.

Below is a checklist of items to consider for your **Program Materials**.

Other sections of NAFCAS (see **Appendix A**) — Personal Information, Academic History, and Supporting Information (Letters of Recommendation,)—are only collected once per applicant and cannot be altered or customized. This information is included in one consolidated application to your site.

Programs and Applicant Gateways

The Programs and Applicant Gateways below are available to view & edit. Select one to begin.

PROGRAM	WEBADMIT NAME	START DATE	DEADLINE	STATUS	LAST UPDATE
Health Policy...	N/A	10/01/2015	07/01/2016	Approved	04/26/2016
Administrative...	N/A	10/01/2015	ARCHIVE		


NAFCAS - NAFCAS 2016-2017 Cycle
Aurora Health Care
Administrative Fellowship Program

Status **Draft**

Program ID 49692 Program Code
Level Not Applicable
Location Milwaukee, WI
Start Term: Fall Start Year: 2017
Open Date: 07/19/2016 Deadline: 10/03/2016
Deadline Display Date: 10/3/2016

Program Type: 24 months Track: 6/5/2017 Delivery: 11/30/2016
Concentration: Not Applicable Department: Region 5 Application Type: 1

Program Settings

OPTION	ENABLED	LAST UPDATED	PREVIEW
Home Page/Branding	Yes	2016-04-26	
Questions	No	2016-05-03	
Documents	No	2016-05-03	

[edit](#) [Submit for Review](#)

CHECKLIST



Organization Information Review

Please check that the below information is correct for your organization's profile:

- Fellowship Title^D
- City - If you have fellowship sites are located in multiple cities, please list all cities in the box, e.g., "Milwaukee, Chicago, San Francisco." There is a 50 character limit in this field; if cities exceed this, please type "Multiple Cities." ^{D/F}
- State - Select a state. If you have fellowship sites located in multiple states, please select "Multiple States" as your state. ^{D/F}
- Start Term
- Start Year
- Open Date is 06/09/2023- This is the day NAFCAS will open to students
- Application Deadline – 2023 NCAF earliest application deadline is 09/29/2023; however, your site may choose a later date ^D
- Select "Show Deadline" to allow students to see when your application is due
- Program Length - Select the most appropriate program length (12 months, 18 months, or 24 months) ^{D/F}
- Selection Date - 2023 NCAF earliest initial offer date is 09/30/2023; however, your site may choose a later date ^D

- Region (see **Appendix B**) - If your fellowship application encompasses multiple regions, please select “Multi Region” ^{D/F}
- Approximate Start Date ^D
- Positions Available ^D - Confirm number of fellowship positions you plan to offer in 2023

^D This information will *display* in the search results for each program

^F Students will be able to *filter* by this when searching for fellowship sites in the Program Selection screen

Homepage/Branding

- Upload a branding image (image requirements: 270x900px; file size limit: 250kb)
- Create Homepage instructions. It is recommended to include:
 - ❖ Welcome language
 - ❖ Introduction to your fellowship program
 - ❖ Contact information
 - ❖ Key dates (such as interview dates or start dates)
 - ❖ Instructions on applying to multiple locations within your program (if applicable)
 - ❖ Application requirements
 - **Please Note:** If your organization requires that an applicant come from an accredited program (i.e., CAHME accredited) please indicate this requirement on your Homepage.
 - **Please Note:** Indicate that work visas are not sponsored on your Homepage.
 - ❖ Hyperlink to organization’s website
 - ❖ Anything you would like the applicants to know to be successful in applying to your site

Program Editor - Questions Page

Customize this section with required questions to complete the application. You can customize the question responses so that they are provided as a text box (Essay), single choice (Radio or Drop Menu), Either/Or, or multiple choice (Check Box).

- Using the Essay (9999-character limit), you can ask the applicant to respond to essay questions, submit a personal statement, etc., if you choose not to collect these responses as uploaded documents under **Documents**
- If you would like the applicant to select amongst multiple sites/cities/locations/types of fellowships, you can create a question under this section
- If you would like applicants to complete a short questionnaire or custom questions, you can include them in this section
- Some hospitals and health systems may be required to abide by affirmative action obligations, which include a requirement to collect applicants’ demographic data. Please see **Appendix C** for more details and language that can be used to meet these requirements. These requirements may include:
 - Gender (*this is collected for all applicants under the **Personal Information***)
 - Ethnicity/Race
 - Veteran Status
 - Disability Status
- Check with your HR department for any additional internal requirements for processing applications



Program Editor - Documents Page

Customize this section with the required documents to complete the application. The required documents and number of allowed submissions are set by the fellowship site. Each applicant can upload a total of 5 MB per document. The accepted file formats are MSWord (.doc, .docx), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). Document types available in NAFCAS are:

- ❖ CV/Resume
- ❖ Personal Statement
- ❖ Writing Sample
- ❖ Undergraduate Transcript
 - **Please Note:** If you require undergraduate transcripts, the uploaded transcript will be unofficial as it is uploaded directly from the applicant.
- ❖ Cover Letter
- ❖ Essay Question
- ❖ Other (e.g., publications, certificates, additional letter of recommendation)

Please Note: Some of these documents may be replaced by a question or questions under the **Questions** Settings (e.g., you may ask the applicant to respond to an essay question under the **Questions** Page and not require an essay document to be uploaded under the **Documents** Page).

- Check that all of your site-specific required documents are toggled on as “required”
- Check that you selected the number of submission allowed per document type (up to 5). Please note, if you are allowing more than one of the same document type to be submitted; all of the same document type will have to be “required” or all will have to be “optional” (i.e., 3 out of 3 personal statements will be “required” if the “required” option is toggled on.)

CAUTION:

Please check that all required applicant materials for your fellowship site application are being requested and required under the **Documents** or **Questions** page. Items such as the applicant’s CV/Resume, Personal Statement, Essay Questions, or voluntary self-identification data to meet federal requirements are not collected elsewhere in the centralized application service.

APPENDIX A: Other Sections of the CAS

NAFCAS will include pre-selected CAS-level questions and requests for materials, regardless of the site to which they are applying. These sections include: Personal Information, Academic History, and Supporting Information (Letters of Recommendation). The applicants will complete these sections one time and these questions and requests for materials cannot be altered or customized.

PERSONAL INFORMATION

Biographic Information

- Alternate Name
- Gender
- Birth Information (Date of birth, location of birth)

Please Note: NAFCAS will **NOT** be collecting Race/Ethnicity data in this section. If your organization would like to or is required to collect this information, please include it in the **Questions** Page under **Program Editor**.

Contact Information

- Current Address
- Permanent Address
- Phone
- Email

Citizenship Details

- Residency Information
- Visa Information

Language Proficiency

ACADEMIC HISTORY

Colleges/Schools Attended

Applicant must enter undergraduate and graduate colleges that they have attended, along with degrees obtained (or in progress)

College Transcripts

- Official graduate transcripts (scanned by Liaison)
- Official school GPA manual entry (by Liaison verification team)-Displays in WebAdmit

Once transcripts are verified, applicants will show as “Verified” in WebAdmit

Foreign Coursework Evaluations

WES Integration (This will be available for applicants who wish to provide this and is optional)

(Continued)

SUPPORTING INFORMATION (LETTERS OF RECOMMENDATION)

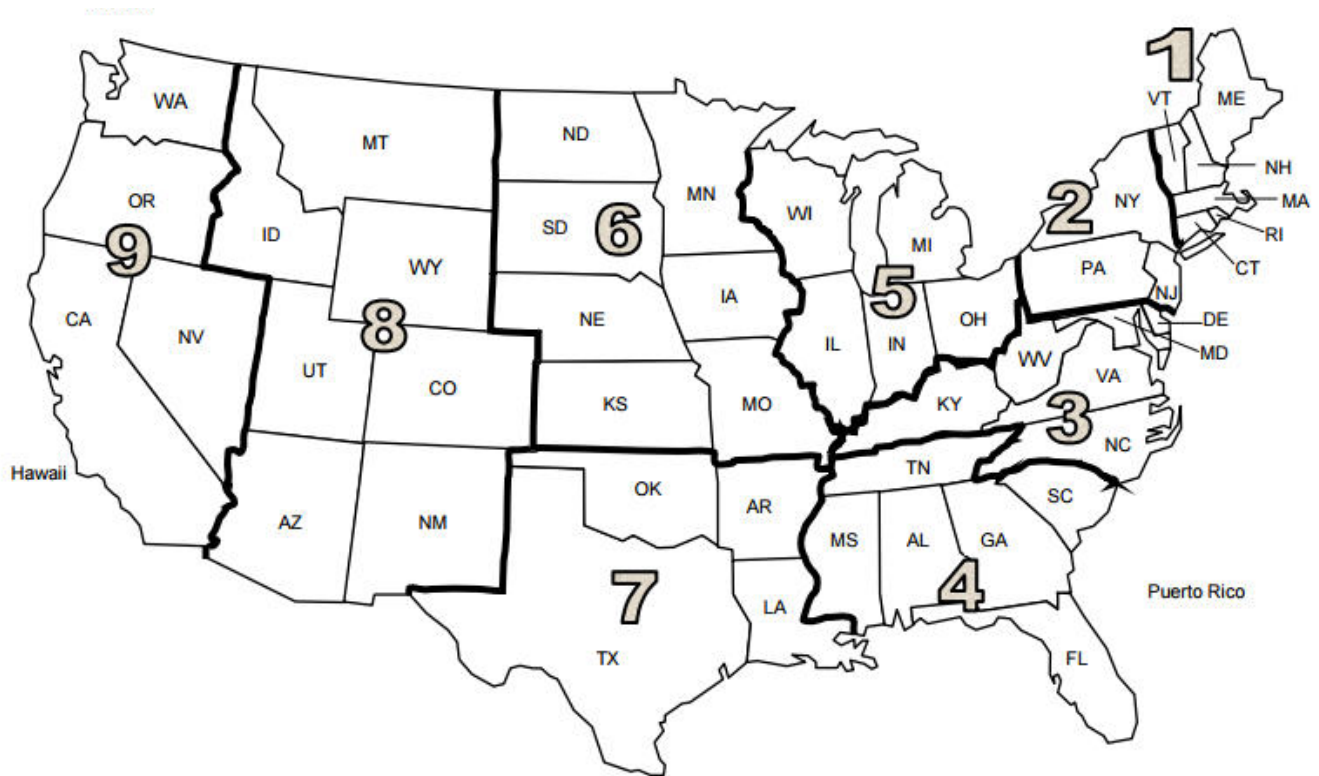
Students are required to request three letters of recommendation. Letters should be from the following: (1) ACADEMIC, (1) PROFESSIONAL, and (1) OTHER (academic, professional, or letter from your program director). If your site requires a personal letter of recommendation, you can toggle on the “Other” Document type in Program Materials under “Documents.”

Questions answered by the Recommender:

- How long have you known the applicant?
- How well do you know the applicant?
- In what capacity do you know the applicant?
- Rank compared to peers for a set of leadership competencies
- Overall recommendation concerning admissions
- File upload (letter of recommendation)

To view instructions provided to the recommenders, please access this [here](#).

APPENDIX B: American Hospital Association Regions Map



APPENDIX C: Federal Contractor Collection of Voluntary Self-Identification Information

Hospital and health systems that are Federal Contractors subject to affirmative action requirements will want to include language that meets these requirements under their **Question** page. The below is example language that can be used along with a template to create these question sets in NAFCAS. Please consult with your HR Department if you have any questions regarding the collection of this information.

EXAMPLE LANGUAGE WITH NAFCAS TEMPLATE

Question Set 1

Question Set Header: VOLUNTARY SELF-IDENTIFICATION

Question Set Description: As a government contractor and to assist us in our commitment to Affirmative Action and to help us comply with government record keeping regulations, we invite you to self-identify your race/ethnicity, veteran status, and disability status. Please complete the information below. Your response is strictly voluntary. The information provided will not be used to make employment decisions.

+ ADD QUESTION: Ethnicity/Race (*Select one or more*)

- Hispanic/Latino
- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Black of African American
- White
- I do not wish to provide this information

Question Set 2

Question Set Header: Veteran Status Definitions

Question Set Description: This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Question Set 3

Question Set Header: Protected Veterans Additional Rights

Question Set Description: Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Question Set 4

Question Set Header: Reasonable Accommodation

Question Set Description: Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

An Affirmative Action Plan has been prepared to implement the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA).

+ ADD QUESTION: Veteran Status (*Select one*)

- I identify as one or more of the classifications of protected veteran listed above
- I am a protected veteran, but I choose not to self-identify the classifications to which I belong
- I am not a protected veteran
- I am not a veteran
- I do not wish to provide this information

Question Set 5

Question Set Header: VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

This language cannot be customized. It is provided below as written by Form CC-305 Control Number 1250-0005.

Question Set Description: Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.ⁱ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you

will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

+ ADD QUESTION: Disability Status (*Please check one of the boxes below*)

- Yes, I have a disability (or previously had a disability)
- No, I don't have a disability
- I don't wish to answer

+ ADD QUESTION: Name (First Middle Last): [text box]

+ ADD QUESTION: Today' Date (mm/dd/yyyy): [text box]

Question Set 6

Question Set Header: Reasonable Accommodation Notice

Question Set Description: Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.