



**2018 Indiana Health Care Foundation
Health Facility Administrator/Residential Care Administrator Scholarship
with sponsorship support from Success Development, inc.**

Multiple \$3,995 HFA/RCA Scholarships Available

Indiana Health Care Foundation (IHCF) and Success Development, inc. applaud individuals who are dedicated to advancing their career through continued education. IHCF is accepting scholarship applications from individuals pursuing educational training for [Health Facility Administrator/Residential Care Administrator licensure course offered by Success Development, inc.](#) **September 18-October 26, 2018 (four days per week, Tuesday thru Friday) in Indianapolis, IN.** Applicants must agree to attend the entire course in order to be considered for the scholarship funds. Failure to complete the course will require the recipient to reimburse the IHCF for the scholarship funds. The recipient will be notified by June 15, 2018.

To be considered for an IHCF and Success Development, inc. Health Facility Administrator/Residential Care Administrator Scholarship, the applicant must:

- Reside in the State of Indiana
- Possess a High School Diploma or its Equivalent and a minimum of 18 years of age
- Agree to attend the Health Facility Administrator/Residential Care Administrator Course provided by Success Development, inc. in Indianapolis, Indiana on September 18– October 26, 2018. (Sept. 19 – Oct. 12 for RCAs only)
- Acknowledge that the course would be a time commitment equivalent to a full-time job – for the period of 4 or 6 weeks plus study time – and made appropriate arrangements.
- Have an employment history that reflects management or leadership skills
- Have a passion to work with the elderly or disabled populations
- Return completed application with transcripts from the highest level of degree completed, three letters of recommendation, and an essay to IHCF by the **extended May 11** deadline
- Agree to personal interview in Indianapolis if and when requested by IHCF

Individuals related to a member of the IHCF Board of Directors or Success Development, inc. are ineligible.

IMPORTANT NOTICE:

IHCF requires the following information to be submitted online by May 11, 2018. Failure to provide all requested information will result in disqualification.

- ✓ Completed Application Form
- ✓ Three Professional Letters of Recommendation - one of which must be from a current Employer
- ✓ Essay (as noted on the application form)
- ✓ A clear photocopy of high school or college transcript (whichever is higher level completed)

Application forms are available on the IHCF's website at:
<http://www.indianahealthcarefoundation.org/pages/Scholarship/>

Completed applications and supplemental information should be submitted online at by May 11, 2018:
<https://bit.ly/2IHxbnH>

Questions? Contact Emily Berger, IHCF Executive Director, at eberger@ihca.org or 317-616-9036.

Complete Employment History (additional pages accepted)

Current Employer: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ / _____ Fax: _____ / _____

Present Position: _____ Date Started: ____/____/____

Immediate Supervisor: _____

Will your employer allow you time off to attend the HFA/RCA course on Sept. 18 – Oct. 26, 2018?

Yes _____ No _____

Do you understand that the course would be a time commitment equivalent to a full-time job – for the period of 4 or 6 weeks plus study time – and you would need to make schedule arrangements that would promote a rewarding learning experience? Yes _____ No _____ ---- If yes, Please explain your plan to take the course while being employed.

Does your employer offer tuition assistance or tuition reimbursement? Yes _____ No _____

Previous Employer: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ / _____ Date Started: ____/____/____ Date Ended: ____/____/____

Position or Job Held: _____

Immediate Supervisor: _____

Previous Employer: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ / _____ Date Started: ____/____/____ Date Ended: ____/____/____

Position or Job Held: _____

Immediate Supervisor: _____

Essay Questions

On a separate page, please write an essay that covers each of the following points. Your essay should be typed. Please limit your response to 1000 words.

- Describe your work and leadership experience, include volunteer experience in your community
- Describe your interest in working with the elderly and chronically ill and long-term care
- Describe your expectations and vision as an Administrator in a residential or long-term care facility

Finalists may be asked to come to Indianapolis in May to take part in a 30-minute interview at the discretion of the IHCF Scholarship Committee.

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Professional References: (please list the three references whose letters of recommendation are attached)

Reference 1 – Current Employment:

NAME: _____

TITLE: _____

RELATIONSHIP TO CANDIDATE: _____

Reference 2:

NAME: _____

TITLE: _____

RELATIONSHIP TO CANDIDATE: _____

Reference 3:

NAME: _____

TITLE: _____

RELATIONSHIP TO CANDIDATE: _____

Please ask references to submit to you a letter of reference to be attached to your application. The letter should be on the individual’s company letterhead if appropriate and should describe why you would be a worthy recipient of a Success Development, inc. and IHCF scholarship, addressing such areas as level of maturity, sensitivity to people’s needs, a known commitment to the elderly or to long-term care, that reflects good leadership and advocacy skills. **This reference page, along with the letters of recommendation, should be submitted online with your completed application. Letters of recommendation sent without applications will not be considered.**

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