



## Level II Completion Record

Please complete and submit this record when you have completed six Level II modules, confirming that you have achieved the Level II Designation of the Hospice Manager Development Program.

Please print or type clearly and fill out the record completely. This information will be used by NHPCO to process your Hospice Manager Development Training Program Level II completion certificate (which will be mailed to you in 2 – 4 weeks) and to list your name as a Level II designee on our Web site.

Name _____
Agency Name: _____
Hospice Address _____
City, State, Zip _____
Work Phone: _____ E-mail: _____

Format Live, Online	Level II Enhancement Modules (Six are required)	Date Completed	Location (City/State if live)
	Emotional Intelligence		
	Health Insurance Concepts, Plans and Coverage		
	Managing Conflict in the Workplace		
	<b>Inclusion and Access: The Manager's Role</b>		
	Managing Systems and Programs: Financial, Trending and Reporting Applications		
	Managing the Changing Organization		
	Managing Workplace Negativity		
	The Interdisciplinary Team: Key Skills for Hospice		
	Provisions of Services		

**Please return to:**  
**NHPCO Attn: Education Department 1731 King St., Ste 100 Alexandria, VA 22314**  
**Fax: 703-837-1233**