



## Level II Completion Record

Use this form to track and monitor the progress of your completion of the six required Level II modules. Please print or type clearly and fill out the record completely. This information will be used by **NHPCO** to process your **Hospice Manager Development Program** Level II completion certificate. Upon verification of successful completion of the modules, the certificate will be emailed to you and your name will be listed as a Level II designee on our Web site. Include any Certificates of Completion for the modules attended. (Please allow 2-4 weeks to receive the emailed certificate and name to be added)

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 (Conference Session if live)
	Emotional Intelligence (4 week course)		
	Managing Conflict in the Workplace (4 week course)		
	Inclusion and Access: The Manager's Role (EOL course available 24/7)		
	Managing Systems and Programs: Financial, Trending and Reporting Applications (Preconference course at <b>NHPCO's MLC or CTC</b> )		
	Managing the Changing Organization (4 week course)		
	Managing Workplace Negativity (4 week course)		
	The Interdisciplinary Team: Key Skills for Hospice (4 week course)		
	Provisions of Services (EOL course available 24/7)		
Include the cert of completion with this form.	Regulatory and Compliance Issues: <b>Hospice Regulatory Boot Camp/ Hospice Nuts &amp; Bolts® Program</b>		

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