

MANAGER DEVELOPMENT PROGRAM

Level II Completion Record



Use this form to track and monitor the progress as you complete the six required Level II modules. **Please print 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. Include all Certificates of Completion for the modules attended. *(Please allow 2-4 weeks to receive the emailed certificate.)*

Name _____

Title _____

Organization Name _____

Organization Address _____

City _____ State _____ Zip _____

Work Phone _____ E-mail _____

Format: Live or Online <i>(Name of conference)</i>	Level II Foundational Modules <i>(6 are required)</i>	Completion Date
	Hospice Compliance Certificate Program <i>(4 week course)</i>	
	Hospice Quality Certificate Program <i>(4 week course)</i>	
	Emotional Intelligence <i>(4 week course)</i>	
	Inclusion and Access: The Manager's Role <i>(Course available 24/7)</i>	
	Managing Conflict in the Workplace <i>(4 week course)</i>	
	Managing the Changing Organization <i>(4 week course)</i>	
	Managing Workplace Negativity <i>(4 week course)</i>	
	The Interdisciplinary Team: Key Skills for Hospice Managers <i>(4 week course)</i>	

Return to:

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 1731 King Street
 Alexandria, VA 22314

Fax: 703-837-1233 or scan and email to education@nhpco.org