

2012 AHCA/NCAL National Quality Award Program Tips on Submitting your Quality Award Application

Before submitting your application:

- Check to make sure your application meets the following technical requirements – failure to adhere to these requirements will result in your application being disqualified.
 - Applications cannot exceed the appropriate page limit: Bronze – 5 pages, Silver – 18 pages and Gold – 55 pages.
 - Applications must be 8 ½ x 11” page size.
 - Applications must have one-inch margins all around.
 - All pages must be numbered.
 - Applicants must complete all sections of the application and must label responses to correspond to appropriate section and subsection numbers and letters of the criteria.
 - Applications should be written in prose style using complete sentences.
 - Applicants must meet all font requirements:
 - Running text: 12 point Times New Roman
 - Text within tables: 10 point Times New Roman
 - Charts and graphs: any font, legible text size
- Check to make sure you are uploading the final and correct draft of your application. Only the first document submitted will be reviewed!

To submit your application, please follow these step-by-step instructions:

1. Visit the application submission website:
http://www.ahcancal.org/quality_improvement/quality_award/Pages/Application.aspx
2. Complete all questions asked on the electronic application form
3. Attach your application (Microsoft word document with responses to the criteria) at the end of the form

A successful submission will generate a confirmation email. If you do not receive a confirmation email, your application has not been submitted correctly.

Deadlines

Applications must be submitted by 8 p.m. EST on the following deadlines; late applications will not be accepted!

- Bronze – Commitment to Quality – February 15, 2012
- Silver – Achievement in Quality – March 1, 2012
- Gold – Excellent in Quality – March 1, 2012

Questions?

Please contact Quality Award program staff via email at quality-award@ahca.org. If you are posting your application on the day of the deadline, please understand that calls for assistance will be at the highest level.