

ASHI Director Training Review & Credentialing Committee Candidate Registration Chart

The purpose of this chart is to track new ASHI director candidates throughout the entire training process, to include initial registration with the DTRC, post-doc training, approval to submit a portfolio, portfolio review, and oral interview. The ASHI Accreditation Manager will create a new chart for each new director candidate upon registration. The charts for all candidates will be available on a shared website, so that they can be accessed by the DTRC chairs and/or reviewers at any time. In addition, at the time of registration, a copy of this chart will be sent to each candidate so they will also be able to track the process on their own.

Full Name: _____

Credentials: _____

Email Address: _____

Address: _____

Phone: _____

Steps in ASHI Director Training Process	✓	DATE
Candidate registers with the DTRC and/or Accreditation Office		
Start training/experience		
End training/experience		
Candidate submits request to submit portfolio		
Request to submit portfolio approved by the DTRC		
Portfolio received in Accreditation Office		
Invoice sent to candidate		
Portfolio review complete		
Oral interview date		
Payment received		
Board certified		
Final approval letter sent by email		