



Advanced Leadership Training Program APPLICATION INSTRUCTIONS & CHECKLIST

APPLICATION & SELECTION PROCESS

The Advanced Leadership Training Program (ALTP) will accept approximately 45-50 participants for the Class of 2026. Only complete applications will be considered and reviewed. Factors that weigh significantly on the final application score include: the quality of the essays, applicant experience and readiness for the program (as demonstrated through their resume or CV), and the recommendations. In addition to considering each applicant's score, applicants will be selected with the goal to achieve a diverse cohort of participants, representative of many types of organizations and many geographic areas.

APPLICATION TIMELINE	
January 2025	Application Process Opens
April 25, 2025 by 11:59pm	Application Due Date
By June 2, 2025	Notification regarding application outcome
By June 30, 2025	Submission of acceptance paperwork and tuition payment due
July 15, 2025	Materials Sent to Participants
August 13th at 10:00am	Start of First Training Session*

*A complete program schedule can be found online at <https://www.rihel.org/programs-training-and-events/altp/>.

The tuition (single occupancy lodging, \$6,495) is payable upon acceptance into the program and due by June 30th. Tuition covers program instruction, coaching, materials, lodging, and most meals (approximately three meals during the entirety of the program are on your own). Transportation arrangements and expenses to and from the events are the responsibility of the participant and are encouraged to be reimbursed by employer.

CHECKLIST

Step I - Sign up for an application login and create a Profile

Go to the [online application portal login page](#) and click the "Sign Up" button. Once you have set up your email address and password, you will be asked to create a basic profile. This [profile form must be completed to activate your application account](#). You should receive a confirmation email that you've created a login (you may need to check your spam/junk mail folder). Be sure to **remember the email address and password that you created as your login** - they are needed each and every time to login to your application. Once you've created your profile, you may begin an application.



Advanced Leadership Training Program APPLICATION INSTRUCTIONS & CHECKLIST

Step II - Create Application

Once you have created a profile, the Homepage will now show that your Profile is “complete.” Immediately below the Profile status box will be instructions for beginning your application. Click on the “+Get Started” box to open and create your new application. Note that you may leave and return to the login page later to work on an unfinished application.

Step III - Complete all sections of the online application

APPLICATION

Complete the main Application, providing the following:

- Work Information** – current employment and work contact information
- Education** – information about the institutions you attended and degrees you hold
- Resume/CV** – upload your current resume or CV. Your resume/CV will be reviewed as part of your application. The reviewers are looking for experiences that demonstrate your readiness to participate in the program, and your current or future potential to apply what is offered in the program. Upload your resume/CV in a MS Word-compatible or .PDF format using the upload fields provided in the application.
- Additional Information** – how you heard about the program, and your plans for tuition payment
- Essays** - Complete the five essay questions (A-E). Your essays should be prepared as a document and then copied and pasted into the fields provided (to avoid the loss of information in case of technical difficulties). The five essay questions are provided here, but each answer needs to be submitted in the appropriate field of the online application. The response to *each* question should be approximately 250 to 500 words. The answers to these questions are read carefully and scored by a panel of reviewers. Scores depend heavily upon the insight and leadership potential demonstrated in the answers to these questions. The answers should be thoughtful and prepared with care. **Please note that this is a very important part of the application.**
 - A. Please share your concept of leadership and describe a recent example of something you've done that illustrates your own leadership style.
 - B. What do you expect to gain by participating in the Advanced Leadership Training Program, and how do you hope to use what you've gained through the Program?
 - C. What contributions have you made in your professional field that reflects/demonstrates your capacity as a leader?
 - D. As you look to the future of health and/or the environment, what motivates you to pursue leadership training, and what qualities (attributes, values, skills, knowledge, etc.) do you believe will be required of leaders?
 - E. Describe a current health equity and/or environmental justice issue and discuss the role that leadership can play in addressing it. (Definitions of “health equity” and “environmental justice” are offered below*).



Advanced Leadership Training Program APPLICATION INSTRUCTIONS & CHECKLIST

***Health Equity:** Health equity is the state in which everyone has a fair and just opportunity to attain their highest level of health. Achieving this requires ongoing societal efforts to:

- Address historical and contemporary injustices,
- Overcome economic, social, and other obstacles to health and health care; and
- Eliminate preventable health disparities.

To achieve health equity, we must change the systems and policies that have resulted in the generational injustices that give rise to racial and ethnic health disparities.

[What is Health Equity? | Health Equity | CDC](#)

***Environmental Justice:** Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. ... It will be achieved when everyone enjoys the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.

<https://www.epa.gov/environmentaljustice>

RECOMMENDATIONS

Enter Names and Email Addresses for Recommendations (2 required)

Complete the “[Recommendation Request](#)” form. Two recommendations are required for your application, and it is strongly suggested that one recommendation be from your current employer (if applicable). Provide the first name, last name and email addresses for the people who will provide recommendations for you. The system will automatically send an email message to your recommenders with instructions on how to complete the online recommendation.

You are encouraged to contact your recommenders personally and let them know to expect an email from RIHEL with the recommendation request. The request email is system-generated and sometimes gets trapped by firewalls or ends up in spam/junk folders. Please let your recommenders know that if they do not see the email in their Inbox to check their spam/junk folders to see if it is there.

Please feel free to share the following questions with your recommenders in advance.

Recommenders are asked to respond to the following five items:

1. Please describe your relationship with the applicant, including the frequency of your observations, interactions, conversations, or work with the applicant.
2. Please describe the applicant’s typical leadership style and describe an example of the applicant using that style. Please comment on the effectiveness of this style.
3. From your personal knowledge or observation, please list some of the significant contributions that the applicant has made to his or her professional field that demonstrate leadership capacity.



Advanced Leadership Training Program APPLICATION INSTRUCTIONS & CHECKLIST

4. Will the applicant have an immediate or near-future opportunity to apply the leadership knowledge and skills gained from participation in the Advanced Leadership Training Program? [Yes/No]. Please explain:
5. What is the applicant's strongest personal quality which distinguishes and qualifies them for selection to participate in the Advanced Leadership Training Program?

Given the long application period, you will need to communicate a deadline to your recommenders, **and it is your responsibility to make sure that the two recommendations are received to be able to submit your application.**

From the Recommendation Request form, you can send a system-generated reminder to your recommender to complete the recommendation. If you need to replace a recommender, please **"Delete"** the line for that person and enter the information for your new recommender.

SUPERVISOR NOMINATION

Enter the Name and Email Address for Your Supervisor Nomination

To participate in the Advanced Leadership Training Program, applicants must have stated support from their supervisor, acknowledging the tuition, time, and resources necessary for successful participation in the program. Your application may not be submitted until your supervisor completes this form.

Given the long application period, you will need to communicate a deadline to your supervisor, **and it is your responsibility to make sure that the supervisor nomination is received by the deadline to be able to submit your application.**

From the Supervisor Nomination Request form, you can send a system-generated reminder to your supervisor to complete the nomination. If you need to replace your supervisor, please **"Delete"** the line for that person and enter the information for your new supervisor.

PARTICIPANT RESPONSIBILITIES AND AGREEMENT

Read, mark, and sign the Participant Responsibilities and Agreements form

The Participant Responsibilities and Agreement form acknowledge the tuition, time, and resources necessary for successful participation in the Advanced Leadership Training Program. This form is required as part of your application.

Step IV - Review your application

The last step prior to submitting your application is to review it for accuracy and completeness.

Application Section. Open the main "Application" section of your overall application. Click on the blue dropdown icon next to the header "Application" at the top of the page. You can select "Preview Form" or "Print Form." This will provide you with a complete view of your application responses. This is the same way the application reviewers will also view this information. If all the information is complete, return to the Application form, scroll to the bottom of the page, and click on the "Mark Complete" button.



Advanced Leadership Training Program APPLICATION INSTRUCTIONS & CHECKLIST

All Sections. From the main overarching application view (with your name as the header), each section – Application, Recommendation Request, Supervisor Nomination Request, and Participant Responsibilities and Agreements – will display the word “Complete” (in green) when their associated requirements have been met.

Step V - SUBMIT your application

WHEN YOUR ENTIRE APPLICATION IS COMPLETE, a green “SUBMIT” button will appear on the top right of your overarching application page (the one with your name as the header). Click that button to submit your application.

Please direct any questions to altp@rihel.org.