



Request for Fellow Status Reinstatement

Once earned, the ACHCA Fellow (FACHCA) is the highest level of ACHCA membership. As such, it is contingent on continuous membership. The FACHCA credential automatically renews upon membership renewal. However, if ACHCA membership is discontinuous (expired) more than 60 days, the Fellow status lapses and the FACHCA credential expires.

In 2011 the ACHCA Board of Directors approved a policy to allow *previously credentialed Fellows* to fast track to credential reinstatement. To do so, complete the reinstatement information below and submit it along with the reinstatement fee of \$250 as noted below. .

Note: If you have not previously been credentialed as an ACHCA Fellow, do not use this form to apply. Please complete the Advancement to Fellow Application.

Reinstatement Information:

Name _____

Email _____

Phone (____) _____

Year you first became an ACHCA Fellow _____

Payment Information:

- A. \$250.00 Fellow Reinstatement fee was paid at the same time membership was renewed.
- B. A check for \$250 is enclosed (Payable to ACHCA)
- C. Please charge the \$250 Fellow Reinstatement Fee to the following credit card account

Charge To (print/type name on the card) _____

Payment Options (check one)

Check enclosed (Payable to ACHCA) AMEX VISA MASTERCARD

Credit Card# _____ Exp. Date _____

Signature of Card Holder _____

I attest that I was previously credentialed as an ACHCA Fellow and that I am requesting reinstatement of the FACHCA credential.

Signature: _____ Date: _____

Fax the completed *Request for Reinstatement* to our secure fax at (800) 561-3148

Or mail it to:

ACHCA
c/o Fellow Reinstatement
1101 Connecticut Avenue, NW Suite 450
Washington, DC 20036

For questions contact professionaladvancement@achca.org or call (800) 561-3148

For Administrative Use Only

Date FACHCA status was checked and the data base updated: _____

Staff member initials: _____

Approved

Pending

Denied

Confirmation Correspondence, sent to Applicant Date: _____