Emerging Leader Program (ELP) 2024-2025

Application Process for Interested Applicants
Are You Eligible for the Emerging Leader Program?

Criteria

- Must be a U.S. citizen, U.S. National, or lawful permanent resident
- Must be currently employed full-time by an APHL Member Laboratory located in the United States or its territories
- Must have a minimum of 3 years of laboratory experience
- May possess a degree in microbiology, biochemistry, virology, clinical laboratory science, or a comparable technical field

By the deadline, you must submit an application through RQ Awards which includes:

- Detailed written responses to the prompts
- References from your Supervisor and Laboratory Director that support your involvement in the program

Not sure? Visit: https://www.aphl.org/membership/Pages/memberlabs.aspx
Emerging Leader Program Content

In addition to:

- Delegation and task management
- Teamwork and collaboration
- Emotional intelligence
- Change management
- Conflict resolution
- Problem-solving strategies
- Strategic thinking

For more info, visit: https://www.aphl.org/ELP
Emerging Leader Program: Participant Expectations

- Attend up to four in-person experiences (including the annual APHL Conference)
- Attend monthly virtual skills-based training sessions
- Complete pre-session and post-session assignments
- Participate in a virtual peer-to-peer coaching program
- Collaborate on a project addressing a critical laboratory workforce challenge, which may require additional in-person meetings, virtual meetings and offline work
- Participate in the Emerging Leader Community of Practice (an online forum)
Emerging Leader Program Changes

• Expanded selection of member laboratory participants

• Application includes preliminary dates and travel locations

• Revised application process
  o Application uses RQ Awards (formerly APHL SharePoint)
  o Supervisor and Laboratory Director are involved in the application process as references
  o Updated written prompts
Preliminary Emerging Leader Program Timeline

- **April 9, 2024**: Application Launches
- **May 19, 2024**: Application Closes
- **June-July 2024**: Application Review and Selection Process
- **July 2024-August 2024**: Announcements Regarding Selection of Incoming Cohort
- **September 2024**: In-person Orientation and Project Selection
- **October 2024**: Virtual Session, Activities and Assignments Development
- **November-December 2024**: Launch of Coaching Experience, Virtual Sessions, Activities, Assignments and Project
- **January 2025**: Second In-person Meeting and Project Update
- **February 2025**: Virtual Session, Activities and Assignments
- **March 2025**: In-person Meeting and Team Building (Rowing Activity)
- **April 2025**: Virtual Session, Activities and Assignments
- **May 2025**: APHL Annual Conference where ELP will give project presentation
- **June-July 2025**: Virtual Session, Activities and Assignments
- **August 2025**: Final Evaluation & Graduation
ELP Office Hours

• Office hours are advertised for member laboratory applicants and references throughout the application period.

The link to join Office Hours can be found on the APHL ELP Website

Scheduled Applicant Office Hours

• Wednesday, 04/10/24 | 2-3 pm ET
• Wednesday, 04/24/24 | 2-3 pm ET
• Wednesday, 05/08/24 | 2-3 pm ET

Q&A's pertinent to all applicants will be shared on the APHL ELP Website throughout the application period

ELP Website:
https://www.aphl.org/ELP
Applying for the Emerging Leader Program

APHL Member Laboratory Applicant
Welcome to APHL’s Application Portal, where you can apply for the many different learning and leadership opportunities provided through APHL. Our mission to create a healthier world through quality laboratory systems starts with you!

Before You Begin
To apply, you will need to have an APHL online account. If you do not have an account, you can create one by clicking "create account" in the top right.

Follow APHL

Resources
- APHL Homepage

Apply at: https://apply.aphl.org
Welcome to the Emerging Leader Program (ELP) Application.

The Emerging Leader Program recognizes and develops the potential of laboratory professionals to create a lasting impact. Our program seeks out laboratory scientists from state, local, environmental, and agricultural laboratories, brimming with leadership potential and exceptional qualities, ready to embrace challenges, unlock hidden potential, and thrive on constructive feedback.

Throughout the year-long journey, ELP participants immerse themselves in a dynamic program designed to strengthen leadership skills, foster team building, and cultivate vibrant social and professional networks. Together, we tackle the ever-evolving challenges and opportunities within public health laboratories.

And the journey doesn’t end there! Upon completion of the program, participants continue to connect with past cohorts, ensuring the ongoing impact of ELP and fostering relationships across regions to expand their network.

Vision

By the end of the program, participants will have honed their leadership skills, strengthening their proficiency in a wide range of essential competencies, which may include:
Initiating Your Emerging Leader Program (ELP) Application

My Programs
- To create an application, select the program from the dropdown list below, and click Create
- To edit an existing application, click the Edit button
- To view your application as it will appear to the selection committee, click on the Download button

Dropdown - Select
• Emerging Leader Program

No programs have been created.

For any questions about program access or criteria, please reach out to the system administrator.
Starting Your Emerging Leader Program (ELP) Application

Emerging Leader Program

Applications that are incomplete or received after the deadline will not be considered.

For any questions, please contact the APHL Leadership Program at Leadership@aphl.org.

Please read all questions carefully and answer as completely as possible. Required information is marked with an red asterisk and must be completed in order for your application to be considered. APPLICATION DEADLINE: Sunday, May 19, 2024 by 11:59 pm ET.

Instructions

Select the appropriate radio button that is reflective of your response. Once you select the radio button and click "Save as draft" the edits you complete on your eligibility page will not alter your eligibility status. If you selected "Save as draft" and then go back to your eligibility page to make changes, this will alter your eligibility status.

Eligibility

Applicant Profile

Resources

System Resources

Assign to Review Phase

Dashboard

Your Name

Deadline: May 19, 2024
Last Modified: N/A
Status:
Review Phase: Not Assigned
Progress:
Application Instructions

Emerging Leader Program

Applications that are incomplete or received after the deadline will not be considered.

For any questions, please contact the APHL Leadership Program at Leadership@aphl.org.

Please read all questions carefully and answer as completely as possible. Required information is marked with an red asterisk and must be completed in order for your application to be considered.

APPLICATION DEADLINE: Sunday, May 19, 2024 by 11:59 pm ET.
# Eligibility Criteria Tab: Applicant Instructions

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Applicant Profile</th>
</tr>
</thead>
</table>

## Instructions

Select the appropriate radio button that is reflective of your response. Once you select the radio button and click "Save as draft" the edits you complete on your eligibility page will not alter your eligibility status. If you selected "Save as draft" with the incorrect radio button marked, you must contact Leadership@aphl.org to update your application eligibility.
Eligibility Criteria Questions for Applicant

Eligibility Criteria

Applicant is a U.S. citizen, U.S. National, or lawful permanent resident.*

- Yes
- No

Applicant is currently employed full-time by a Public Health Laboratory located in the United States or its territories.*

- Yes
- No

Applicant is currently employed by a Public Health Laboratory that is an APHL Member Laboratory. To check that your state or local public health, environmental health, agriculture and/or food safety laboratory is an APHL Member Laboratory please refer to this link: APHL Member Laboratories.*

- Yes
- No

Applicant has a minimum of 3 years of laboratory experience in disciplines such as microbiology, biochemistry, virology, clinical laboratory science or comparable technical fields.*

- Yes
- No
Applicant Profile Tab (Continued):
If Applicant selects “Yes” to the question, “Are you a laboratory director?”

Are you a laboratory director?*
- Yes
- No

Did you begin this role after September 2023?*
- Yes
- No
Applicant Profile Tab (Continued):
If Applicant selects “No” to the question, “Are you a laboratory director?”

Are you a laboratory director?*
- Yes
- No

Are you an assistant/deputy laboratory director?*
- Yes
- No

Previous

Save
Applicant Profile Tab (Continued): If Applicant selects “No” to the question, “Are you a laboratory director?” and selects “Yes” to the question, “Are you an assistant/deputy laboratory director?”

- Are you a laboratory director?*
  - Yes
  - No

- Are you an assistant/deputy laboratory director?*
  - Yes
  - No

- Did you begin this role after September 2023?*
  - Yes
  - No
Applicant Profile Tab After Clicking the “Save” Button

Application Saved as DRAFT

Based on the responses you provided, you are eligible to proceed. For your application to be considered, please complete all required fields and click the Submit as FINAL button.
Applicant Questions Tab: Instructions for Applicant

Instructions

To ensure privacy and a fair application review process, please refrain from mentioning your name or your references’ names and laboratory identifiers in your responses. For example, it is sufficient to say, “the lab” instead of “Texas Department of State Health Services Laboratory”.
Applicant Questions Tab

Applicant Questions

In your current role, do you have direct reports?*

- Yes
- No

Describe your current role in laboratory science and your career goals.*
Applicant Questions Tab (Continued)

Explain why the Emerging Leader Program is an appropriate step for you at this stage in your career by describing three leadership skills you would like to improve by participating in this program.*

Remaining words: 600 / 600

Describe an experience where you learned a great deal about yourself as a current or potential leader.*

Remaining words: 600 / 600
Applicant Questions Tab (Continued)

Thoroughly explain one major issue facing public health laboratories and provide an example of how it has directly impacted your lab.*

Describe your leadership philosophy and provide at least one example of how you demonstrate it in your workplace.*

Remaining words: 600 / 600
Describe at least two informal or formal professional development opportunities that you completed which impacted you. What was the impact and how did you take action on the information received?*

Remaining words: 600 / 600
Applicant Questions Tab: Orientation and Training Sessions

For planning purposes, if you are accepted into the Emerging Leader Program, do you have a conflict with any of the following tentative in-person orientation and training sessions? Please select the orientation and training session(s) that you have a conflict with and could not attend. *

- Orientation: September 24-26, 2024 in Austin, TX
- Second In-Person Meeting: January 28-30, 2025 in Atlanta, GA
- Third In-Person Meeting: March 11-13, 2025 in Seattle, WA
- Annual Conference: May 5-8, 2025 in Portland, OR
- N/A - I can attend all the tentative in-person orientation and training sessions.

Note: If you (the Applicant) can attend all sessions, please select “N/A.”
## Reference Questions Instructions for Applicant

### Instructions

Please note your application is not considered complete until references submit their responses. Please provide an accurate email address for your supervisor and/or laboratory director so your reference(s) can receive access to their reference prompts via email notification. **Upon completion of each reference submission, you will receive an email notification.**

**Once all your references have been submitted, please return to your application and submit it as final.**
Reference Questions Tab for Applicants

Emerging Leader Program

Applications that are incomplete or received after the deadline will not be considered.

For any questions, please contact the APHL Leadership Program at Leadership@aphl.org.

Please read all questions carefully and answer as completely as possible. Required information is marked with an red asterisk and must be completed in order for your application to be considered. APPLICATION DEADLINE: Sunday, May 19, 2024 by 11:59 pm ET.

Dropdown options:
• Yes
• No
• No, and I the applicant, am the Laboratory Director
Reference Questions that the Applicant is required to answer:
If Applicant selects "Yes" to "Is your Supervisor your Laboratory Director (LD)?"

Supervisor (LD)

Supervisor first name*

Supervisor last name*

What is your Laboratory Director's email address?*

Request not yet initiated

Note: Once you, the Applicant, click the red "Initiate Email Request" button, an email will be sent to the Supervisor (LD), notifying them that they need to complete the electronic Reference Form by 11:59 PM on May 19, 2024.
Reference Questions that the Applicant is required to answer:
If Applicant selects “No" to "Is your Supervisor your Laboratory Director (LD)?"

Note: Once you, the Applicant, click the red “Initiate Email Request” button, an email will be sent to the Supervisor (not LD) and the Laboratory Director, notifying them that they need to complete the electronic Reference Form by 11:59 PM on May 19, 2024.
You will receive an Email Notification confirming an email has been sent to your Reference.

Reference Name has been contacted via email to submit a request for reference for the Emerging Leader Program.

Your Emerging Leader Program application is saved as a draft and your Reference Forms are currently pending.

Please note that the application process is not considered complete until we receive the Reference Form from your Laboratory Director and/or immediate Supervisor. Upon completion of each reference submission, you will receive an email notification and "Request Complete" will be displayed in the application form. Once all your references have been submitted, please return to your application and submit it as final.

Once your application is submitted as final, you will receive an email notification confirming receipt of your completed application. The Leadership Team will then proceed to the ELP application review stage. We anticipate informing applicants of final decisions by mid-July 2024.

We appreciate your interest in our program.

For any questions or concerns, please contact the APHL Leadership Team at Leadership@aphl.org.

Sincerely,

The APHL Leadership Team
After Applicant clicks the red button, “Initiate Email Request,” the Applicant will need to click the gray button, “Next.”
Acknowledgement

☐ I hereby declare that the information provided on this application is correctly represented to the best of my knowledge. If accepted into the program I agree to allow APHL to publish my photo and other information. I also commit to full participation in and completion of this program, should I be accepted.*

☐ I agree that my participation in the program is contingent upon my employment at an APHL member laboratory. If I leave my laboratory during the ELP year, I will be allowed to continue with the program only if I accept another position at an APHL member laboratory.*
After Reference(s) Clicks the Red “Submit as Final” Button, the Reference and Applicant will Receive an Email Notification

Reference Form Received for APHL’s Emerging Leader Program Application

Reference Email
Applicant Email

 entirely if there are problems with how this message is displayed, click here to view it in a web browser.

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

Greetings Reference Name

We would like to confirm the successful receipt of your submitted Reference Form for APHL’s Emerging Leader Program (ELP) application for Applicant Name.

It’s important to note that the information you provided will remain confidential and will not be shared with the ELP applicant. After the application has closed, the Leadership Team will proceed to the ELP application review stage. We anticipate informing applicants of final decisions by mid-July 2024.

Thank you for your time and honest input! Your contributions play a crucial role in identifying and supporting the next cohort of emerging leaders.

If you have any questions or concerns, please contact the APHL Leadership Team at Leadership@aphl.org. Thank you again for your support.

Sincerely,

The APHL Leadership Team
Note: This pop-up window will appear to Applicant after they click the red button, “Submit as Final.”
After the Applicant, Clicks "Submit as Final", You Will Receive this Email Notification

Application Complete for APHL's Emerging Leader Program

To: Applicant Email

We are pleased to confirm the receipt of your completed application for the APHL's Emerging Leader Program (ELP). All components for your ELP application and references have been received.

After the application has closed, the APHL Leadership Team will proceed to the ELP application review stage. We anticipate informing applicants of final decisions by mid-July 2024.

We appreciate your interest in our program and feel honored that you would like for us to be a part of your leadership development journey.

For any questions or concerns, please contact the APHL Leadership Team at Leadership@aphl.org.

Sincerely

The APHL Leadership Team
Thank you

Contact Leadership@aphl.org with questions and comments