Emerging Leader Program (ELP) 2024-2025

Application Process for References of Interested Applicants
Is an Applicant 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, the applicant must submit an application through RQ Awards which includes:

- Detailed written responses to the prompts
- References from the applicant's Supervisor and Laboratory Director that support their 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: 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)
  ★ 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 Reference Office Hours

• Wednesday, 04/14/2024 | 2-3 pm ET
• Wednesday, 05/01/2024 | 2-3 pm ET
• Wednesday, 05/15/2024 | 2-3 pm ET

Q&A’s pertinent to all references 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 Reference
Reference Will Receive an Email Notification to Complete the Reference Form

Please Submit Your Reference Form - APHL's Emerging Leader Program Application

Emerging Leader Program <Leadership@aphl.org>

To: Reference Email

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

An applicant, Applicant Name, for APHL’s Emerging Leader Program (ELP) needs your reference to complete the application process. Your reference is invaluable in the selection process.

To complete the electronic Reference Form, please ensure you are signed in with your APHL Account. The deadline for submission is May 19, 2024 by 11:59 pm. Once your reference has been submitted, it will move to the ELP application review stage. We anticipate informing applicants of final decisions by mid-July 2024.

It’s important to note that the information you provide will remain confidential and will not be shared with the ELP applicant. Please provide honest input and refrain from mentioning the applicant’s name and laboratory identifiers to uphold their privacy and ensure a fair review process.

If you have already submitted the Reference Form and believe you are receiving this notification message in error, please double-check your Reference Form to ensure that all required fields are completed and click the "Save as Final" button.

Thank you for your participation in the ELP application process and for supporting the next generation of laboratory leaders!

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

Sincerely,

The APHL Leadership Team
After Selecting the “Reference Form” Link in the Reference Email, You Will Be Asked the Following Verification Questions

**Reference Upload for** *(Applicant Name will appear here)*

Please upload and submit your reference letter. Once your letter is successfully submitted, you will get a confirmation email.

Provide your email address

Type in the spam control answer value: $8 + 6 =$
Reference Questions to Be Answered by the Supervisor/ Lab Director

Supervisor (LD)

Supervisor first name

Supervisor last name
Reference Questions to be answered by the Supervisor/Lab Director

Take into consideration the applicant’s leadership skills such as critical thinking, creative problem-solving skills, planning, and inspiring others. From your personal knowledge or observation, describe in detail **three** significant contributions the applicant has made to their organization or immediate work area.*

Remaining words: 600 / 600

Describe **three** significant skills, behaviors, and/or contributions you would like to see from the applicant as a result of participating in a year-long leadership development program.*

Remaining words: 600 / 600

Does this applicant have at least 3 years of laboratory experience?*

Dropdown options:
- Yes
- No
- Unknown
Reference Questions to Be Answered by the: Supervisor/Lab Director

What is the applicant's strongest leadership quality which distinguishes and qualifies their selection to participate in a national year-long leadership development program? Specify if this is based on your direct observation, your intuition, or feedback you have received from others.*

Remaining words: 600 / 600

Is your laboratory a current or past mentor/host laboratory for APHL fellows or interns?

Dropdown options:
- Yes
- No
- Unknown
After Reference 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: Reference@aphl.org
To: Reference Email
Cc: Applicant Email

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
Thank you

Contact Leadership@aphl.org with questions and comments