



Emerging Leader Program (ELP) for Upcoming Leaders

Application Process for Interested Applicants



ELP for Upcoming Leaders: Eligibility

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

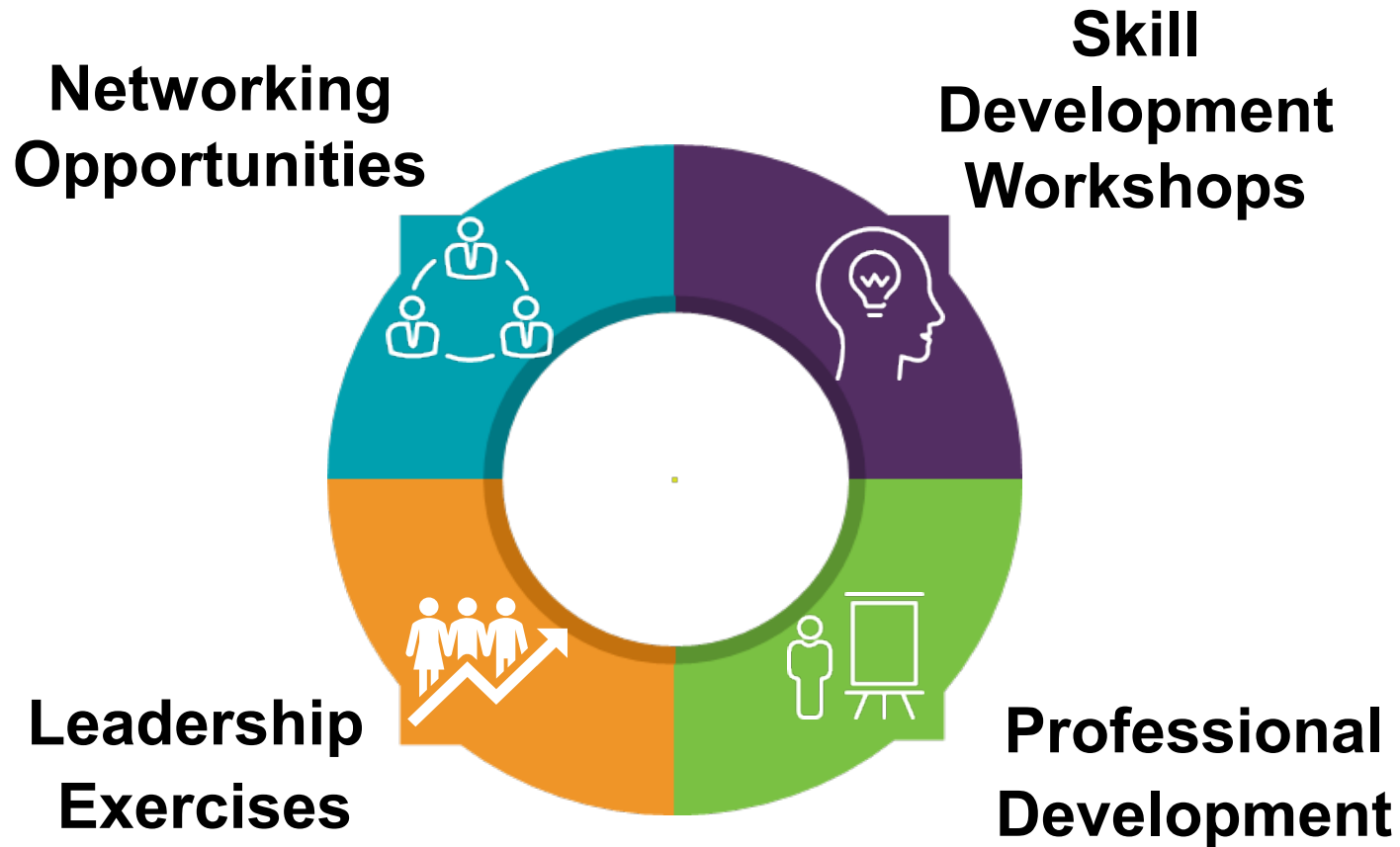


Not sure? Visit:
[https://www.aphl.org/membership/
Pages/memberlabs.aspx](https://www.aphl.org/membership/Pages/memberlabs.aspx)

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

ELP for Upcoming Leaders: **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>

ELP for Upcoming Leaders: Program Modalities

APHL offers two modalities of the Emerging Leader Program for Upcoming Leaders: hybrid and virtual.

- **The hybrid modality** consists of virtual monthly sessions in addition to in-person sessions
- **The virtual modality** is conducted 100% online

Applicants will indicate their preference for hybrid or virtual modality in a single application form.



ELP for Upcoming Leaders: Participant Expectations

- ✓ Attend in-person training (**hybrid modality only**)
- ✓ Attend monthly virtual skills-based training sessions
- ✓ Complete pre-meeting and post-meeting assignments
- ✓ Consider participating in an optional virtual peer-to-peer coaching program
- ✓ Participate in the Emerging Leader Community of Practice



ELP for Upcoming Leaders: Modality Comparison

Aspects Shared Across Both Modalities

Vision

- The program objectives translate across both modalities, with the goal that participants will have honed their leadership skills and strengthened their proficiency in a wide range of essential competencies.

Eligibility requirements

- 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

How to Apply

- Through a single application in RQ Awards (<https://apply.aphl.org>) that includes:
 - Detailed written responses to the prompts
 - References from your Supervisor and Laboratory Director that support your involvement in the program



Differing Modality Aspects	Hybrid	Virtual
Cohort Size	18-20 total (including external partners)	20 – 25 total (including external partners)
Monthly Sessions	6 virtual sessions 2 in-person sessions	8 virtual sessions
In-Person Component	Yes	No



ELP for Upcoming Leaders: Hybrid Timeline

- **April:** Application Launches
- **May:** Application Closes
- **June-July:** Application Review and Selection Process
- **August:** Announcements Regarding Selection of Incoming Cohort
- **September:** ELP Virtual Onboarding and Preliminary Action Steps
- **October:** In-Person Session
- **November-December:** Launch of Coaching Experience, Virtual Sessions and Activities
- **January:** Virtual Session and Activities
- **February:** In-person Session
- **March-April:** Virtual Session and Activities
- **May:** Graduation



NOTE: Exact dates are announced annually and available on the program webpage.

ELP for Upcoming Leaders: Virtual Timeline

- **April:** Application Launches
- **May:** Application Closes
- **January – April:** Virtual Session and Activities
- **May:** Graduation
- **June-July:** Application Review and Selection Process
- **August:** Announcements Regarding Selection of Incoming Cohort
- **September-October:** Virtual Sessions and Activities
- **November-December:** Launch of Coaching Experience, Virtual Sessions and Activities



NOTE: Exact dates are announced annually and available on the program webpage.

ELP for Upcoming Leaders: Q&A Sessions

Have questions about the application process?
Schedule a 15-minute one-on-one Q&A call with APHL
<https://calendly.com/leadership-nhft/elp-application-qanda>



Before You Book Your Q&A Session

- ✓ **Review** all available application resources.
- ✓ **Prepare** specific, concise questions to maximize your time.
- ✓ **Book at least 48 hours in advance.**
 - Sessions scheduled with less notice **will not be accepted.**
 - If no available times work for you, email leadership@aphl.org for assistance.

Who Can Attend Q&A Sessions?

- ✓ **Applicants**
 - Please indicate your application status: **Not Started, Drafted, or Final**
- ✓ **References**
- ✓ **Reviewers**

After Signing Up, you will receive a confirmation email and a Microsoft Teams invite at the email address you provided.



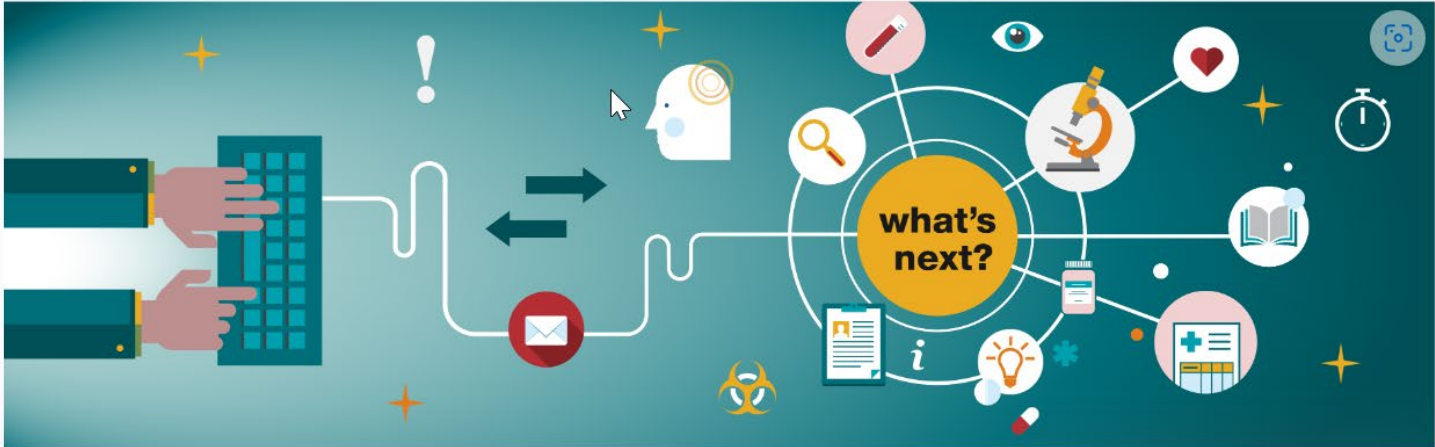


Applying for the Emerging Leader Program (ELP) for Upcoming Leaders

APHL Member Laboratory Applicant



APHL's Application Portal



Welcome Emerging Leader Program Radiochemistry Certificate Program Scholarship

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.

User Login

If you do not have an account with APHL, please use either a permanent personal or permanent professional email address to create account now.

Admin Login

Follow APHL

Resources

- APHL Homepage



Apply at:
<https://apply.aphl.org>



Homepage: Emerging Leader Program (ELP) for Upcoming Leaders Application Website



Welcome [Emerging Leader Program](#) Radiochemistry Certificate Program Scholarship

The Emerging Leader Program (ELP) ignites 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 strengths, 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:

Resources

- APHL Homepage

Contact Us

Association of Public Health Laboratories
7700 Wisconsin Avenue, Suite 1000
Bethesda, MD 20814
Phone: 240.485.2745
Email: info@aphl.org



Creating your ELP for Upcoming Leaders Application



ASSOCIATION OF PUBLIC HEALTH LABORATORIES



Dashboard

Your Name



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

Select...

Dropdown - Select

- Emerging Leader Program for Upcoming Leaders

ID#	Program Name	Close Date	Status	Action
No programs have been created.				

For any questions about program access or criteria, please reach out to the system administrator.

Resources

- [APHL Homepage](#)

Association of Public Health Laboratories
7700 Wisconsin Avenue, Suite 1000
Bethesda, MD 20814
Phone: 240.485.2745
Email: info@aphl.org



Starting Your ELP for Upcoming Leaders Application



ASSOCIATION OF PUBLIC HEALTH LABORATORIES

 [Emerging Leader Program for Upcoming Leaders](#)

[← View Applications](#)

Emerging Leader Program for Upcoming Leaders

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

Please read all application questions carefully and respond as fully and accurately as possible. Required fields are marked with a red asterisk (*) and **must** be completed for your application to be considered.

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

[Save](#)

Eligibility

Applicant Profile



Analysis. Answers. Action

www.aphl.org

Application Instructions

Emerging Leader Program for Upcoming Leaders

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

Please read all application questions carefully and respond as fully and accurately as possible. Required fields are marked with a red asterisk (*) and **must** be completed for your application to be considered.

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

Save



Eligibility Criteria Tab: Applicant Instructions

Eligibility

Applicant Profile

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 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 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



Save

Applicant Profile Tab

Eligibility

Applicant Profile

Applicant Profile

Applicant Position*

Applicant first name*

Applicant last name*

Applicant preferred name

If your preferred name differs from the name above (taken from your APHL account).

Email*

APHL ID

Phone number*

Are you a laboratory director?*

- Yes
- No



Applicant Profile Tab (Continued): If the 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 2024?*

- Yes
 No

Previous

Save



Applicant Profile Tab (Continued): If the 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 2024?*

- Yes
- No

Previous

Save



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.

Close

Eligibility ✓

Applicant Profile ✓

Applicant Questions ✓

Reference Questions

Acknowledgement

Applicant Profile



Applicant Questions Tab: Instructions for Applicant

Instructions

Please read **all instructions below before responding to the application questions**. Failure to follow these instructions may negatively impact your application score.

Please answer each question fully and thoughtfully. Each question allows up to 600 words; applicants are encouraged to use the available space to provide clear, complete responses and relevant examples.

Applications are reviewed using a standardized scoring matrix. Reviewers consider demonstrated leadership potential, commitment to public health laboratory work, quality, clarity and depth of responses and examples, and strength of reference support.

Typically, strong application responses:

- Clearly address the question asked
- Provide specific, relevant examples
- Demonstrate reflection, impact, and growth
- Avoid missed opportunities or unclear explanations

To ensure a fair and unbiased review process, **do not include personal identifiers** in your responses.

Do not include:

- Names of the applicant, references, colleagues, or peers
- Name of your laboratory or organization
- Name of your state, city, or region

Instead, use general descriptors (e.g., “the lab,” “my supervisor”).

You may include:

- Names of workgroups, projects, or initiatives
- Collaboration efforts or professional development activities
- Names of colleges or universities

Failure to adhere to these guidelines **may impact your application score**. Thank you for helping us ensure a fair and unbiased review process.



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)

Describe the critical challenges you face and the critical decisions you make in your current role within your public health laboratory.*

Remaining words: 600 / 600

Explain why the Emerging Leader Program for Upcoming Leaders 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



Applicant Questions Tab (Continued)

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

Remaining words: 600 / 600

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

Remaining words: 600 / 600



Applicant Questions Tab (Continued)

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

APHL plans to offer two modalities for the Emerging Leader Program for Upcoming Leaders - hybrid and virtual. The hybrid modality would consist of monthly virtual sessions in addition to in-person dates/locations listed below. In contrast, the virtual modality would be conducted 100% online.

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

- First In-Person Session (Hybrid ELP for Upcoming Leaders)
- Second In-Person Session (Hybrid ELP for Upcoming Leaders)
- Hybrid ELP for Upcoming Leaders Monthly Virtual Sessions
- Virtual ELP for Upcoming Leaders Monthly Virtual Sessions
- N/A - I can attend all the tentative in-person and virtual training sessions

Specific dates, times, and locations will be provided in the application next to each session.

Do you want to be considered for the hybrid modality?*

- Yes No

Do you want to be considered for the virtual modality?*

- Yes No

If you want to be considered for both modalities, which is your preference?

- Hybrid Virtual

Note: If you (the Applicant) can attend all sessions, please select "N/A."



Reference Questions Instructions for Applicant

Instructions

Please note: Your application will not be considered complete until all references have submitted their responses.

1. **Provide an Accurate Email Address:** Please enter the email address of your supervisor and/or laboratory director carefully. This will ensure that your reference(s) receive email notification of their access to complete their references.
2. **Initiate the Email Request:** Once you have typed the email address for your supervisor and/or laboratory director, click the red "Initiate Email Request" button. This action sends an email notification to your reference. If needed, you can return to your application at any time and click the "Initiate Email Request" button again to send a reminder email to your reference.
3. **Track Reference Submissions:** You will receive an email notification each time a reference submission is completed. Ensure all references have been submitted before the application deadline.
4. **Submit Your Application as Final:** Once all reference responses have been received, return to your application and proceed to the acknowledgment section. Be sure to review your entire application before clicking the "Submit as Final" button.



Reference Questions Tab for Applicants

Eligibility ✓

Applicant Profile ✓

Applicant Questions

Reference Questions

Acknowledgement

Instructions

References

Is your supervisor your Laboratory Director (LD)?*

Select

Previous

Save as DRAFT

Submit as FINAL

Next

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?*

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 must complete the electronic Reference Form by the application deadline.

Request not yet initiated

Initiate Email Request



Reference Questions that the Applicant is required to answer: If Applicant selects "No" to "Is your Supervisor your Laboratory Director (LD)?"

Supervisor (not LD)

Supervisor first name*

Supervisor last name*

What is your Supervisor's email address?*

Request not yet initiated

Initiate Email Request

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 the application deadline.

Laboratory Director

Laboratory Director's first name*

Laboratory Director's last name*

What is your Laboratory Director's email address?*

Request not yet initiated


Mark Received (As Admin)






Initiate Email Request




You will receive an Email Notification confirming an email has been sent to your Reference.

Application for APHL's Emerging Leader Program (Pending References)

 Emerging Leader Program <Leadership@aphl.org>
To  Applicant Email

  Reply  Reply All  Forward  

Wed 3/27/2024 11:30 AM

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

Greetings Applicant,

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

Your Emerging Leader Program for Upcoming Leaders 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 review your entire 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. APHL will then proceed to the ELP for Upcoming Leaders application review stage. We anticipate informing applicants of final decisions in August.

We appreciate your interest in our program.

For any questions or concerns, please contact us at Leadership@aphl.org.

Sincerely,
APHL's Leadership Programs Team



After Applicant clicks the red button, “Initiate Email Request,” the Applicant will need to click the gray button, “Next.”

Previous

Save as DRAFT

Submit as FINAL




Next



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 for Upcoming Leaders Application

 Emerging Leader Program <Leadership@aphl.org>
To Reference Email
Cc Applicant Email

  Reply  Reply All  Forward  •

Wed 3/27/2024 2:38

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

Greetings Applicant,

We would like to confirm the successful receipt of your submitted Reference Form for APHL's Emerging Leader Program (ELP) for Upcoming Leaders application for Applicant First and Last Name.

It's important to note that the information you provided will remain confidential and will not be shared with the ELP for Upcoming Leaders applicant. After the application has closed, APHL will proceed to the ELP for Upcoming Leaders application review stage. We anticipate informing applicants of final decisions in August.

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 us at Leadership@aphl.org. Thank you again for your support.

Sincerely,

APHL's Leadership Programs Team



Acknowledgement Tab for Applicants

Acknowledgement

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.*

Previous

Save as DRAFT

Submit as FINAL



After Applicant Clicks the Red “Submit as Final” Button

Application Saved as FINAL

Your responses have been saved as Final. Thank you for your submission! You will receive a confirmation email from APHL’s Leadership Team (Leadership@aphl.org) at the email address you provided. We appreciate your time and interest in the Emerging Leader Program.

Close

Note: This pop-up window will appear to the Applicant after they click the red button, “Submit as Final.”




After the Applicant, Clicks "Submit as Final", You Will Receive this Email Notification

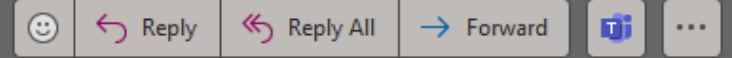
Application Complete for APHL's Emerging Leader Program for Upcoming Leaders



Emerging Leader Program <Leadership@aphl.org>

To Applicant Email

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



Wed 3/27/2024 12:39 PM

Greetings Applicant,

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

After the application has closed, APHL's Leadership Programs Team will proceed to the ELP for Upcoming Leaders application review stage. We anticipate informing applicants of final decisions in August.

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 us at Leadership@aphl.org.

Sincerely,

APHL's Leadership Programs Team





Thank you

For more info, visit <https://www.aphl.org/ELP>

Contact Leadership@aphl.org with questions and comments

