



# Emerging Leader Program (ELP) for Upcoming Leaders

Application Process for References  
of 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

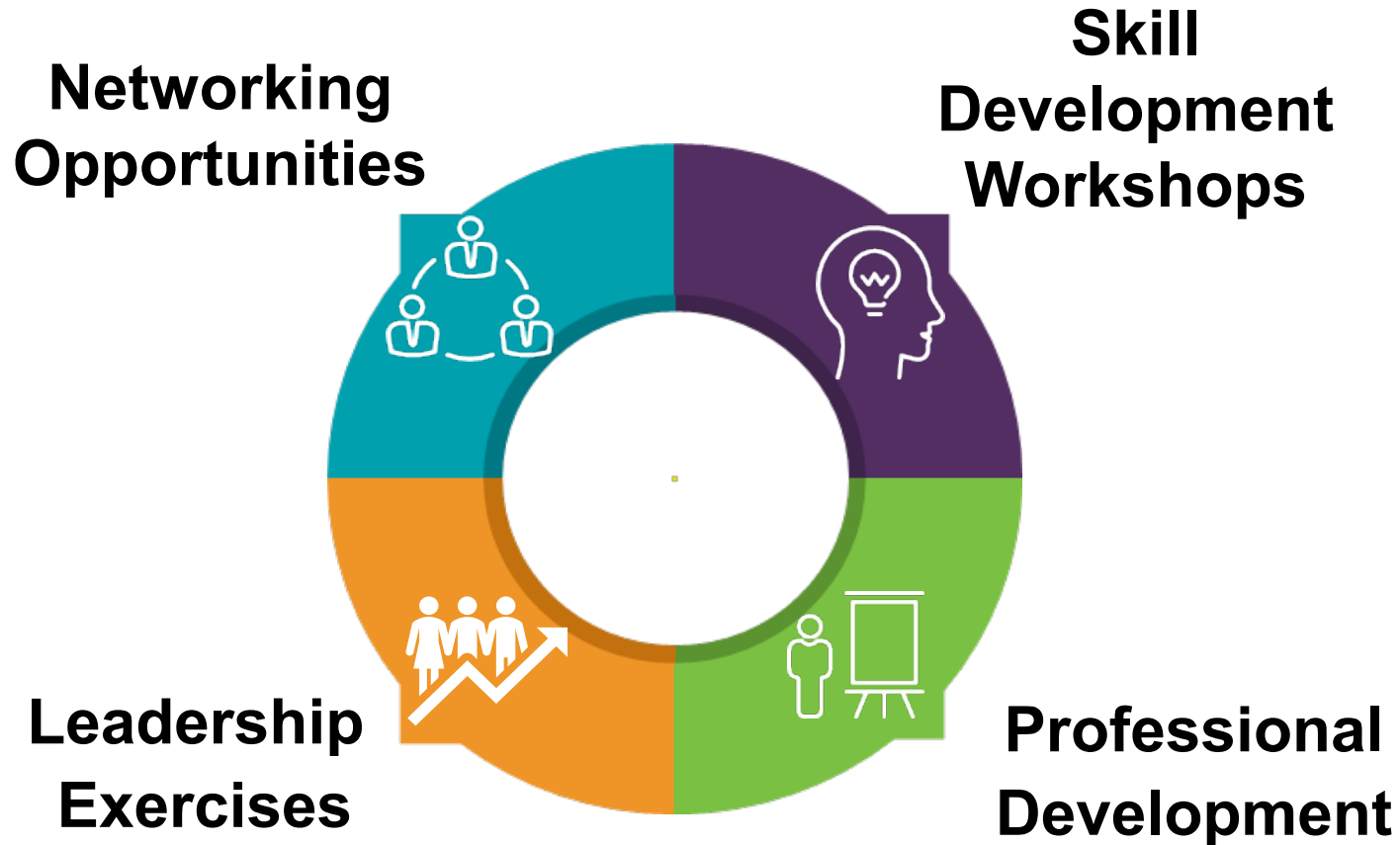


**Not sure? Visit:**  
[https://www.aphl.org/membership/  
Pages/memberlabs.aspx](https://www.aphl.org/membership/Pages/memberlabs.aspx)

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

- Detailed written responses to the prompts
- References from their Supervisor and Laboratory Director that support their 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 dates/locations
- **The virtual modality** is conducted 100% online

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



# ELP for Upcoming Leaders: Participant Expectations

- ✓ Attend in-person training (**hybrid program 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 Session 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](mailto: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 Reference



# Reference Email Notification to Complete Form

Please Submit Your Reference Form - APHL's Emerging Leader Program for Upcoming Leaders



Emerqng 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.



Wed 3/27/2024 1:30 PM

Greetings **Reference Name**,

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

Complete the electronic Reference Form. The deadline for submission **Application Deadline** by 11:59 pm ET. Once your reference has been submitted, it will move to the ELP for Upcoming Leaders application review stage. We anticipate informing applicants and their references of final decisions in August.

It's important to note that the information you provide will remain confidential and will not be shared with the ELP for Upcoming Leaders applicant. Please answer each question fully and thoughtfully. Each question allows up to 600 words; you are encouraged to use the available space to provide clear, complete responses and relevant examples.

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 applicant's score**. Thank you for helping us ensure a fair and unbiased review process.

The system will time out your session after 15 minutes of inactivity. We recommend preparing your responses ahead of time and returning to the reference form for your final submission. Please note you may need to clear formatting before using the paste feature in the reference form.

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 for Upcoming Leaders application process and for supporting the next generation of laboratory leaders!

For any questions or concerns, please contact us at [Leadership@aphl.org](mailto:Leadership@aphl.org).

Sincerely,  
APHL's Leadership Programs Team



Analysis. Answers. Action



[www.aphl.org](http://www.aphl.org)

# After Selecting the “Reference Form” Link in the Reference Email, You Will Be Asked the Following Verification Questions

## Reference Upload for

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:  $8 + 6 =$

Next



# 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. Which skills are exceptional? 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 in detail **three** significant skills, behaviors and/or contributions you would like to see from the applicant as a result of participating in a leadership development program.\*

Remaining words: 600 / 600

Using your own judgement, 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

Describe in detail the applicant's strongest leadership quality which distinguishes and qualifies their selection to participate in a national 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 for Upcoming Leaders

 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.

**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) for Upcoming Leaders 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 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 the APHL Leadership Team at [Leadership@aphl.org](mailto:Leadership@aphl.org). Thank you again for your support.

Sincerely,

APHL's Leadership Programs Team





# Thank you

For more info, visit <https://www.aphl.org/ELP>  
Contact [Leadership@aphl.org](mailto:Leadership@aphl.org) with questions and comments

