ACHE | MASTER OF PUBLIC HEALTH

APEx Timeline

Recommended Timeline for APEx

Step	Recommended semester
1) Attend required APEx information session	Semester 3
2) Complete 6 core courses (18 credit hours)	Semester 1 and 2
3) Begin searching for an APEx Site If students are unsure of how to get started searching for an APEx site, please reach out to the APEx coordinator. Students are encouraged to confer with their APEx course director to discuss APEx learning objectives.	Semester 3
4) Identify an APEx site, preceptor, draft the APEx Learning Agreement Working with the preceptor, the student must draft the APEx learning form, which requires approval and signatures from their APEx course director, and preceptor. APEx learning objectives and strategies must be articulate, concise, and SMART (specific, measurable, attainable, realistic, and timely). APEx learning objectives must be attainable during the length of the APEx and should be planned in collaboration with the preceptor and APEx course director. Each learning objective will have at least one (1) strategy: a plan of action by which to achieve the stated learning objective(s). New partners/sites might require a Linkage Agreement. If required by the site and no Linkage Agreement is in place, the student must inform the APEx coordinator to facilitate, review, and complete the Linkage Agreement. All approved and signed Linkage Agreements must be sent directly to the APEx coordinator, Ms. Anna Layne, anna.layne@achehealth.edu	Semester 3

5) Meet with APEx Course Director Students are required to meet with their assigned APEx course director to discuss their APEx learning agreement. Students draft their learning agreement which includes the selected chosen competencies specific to their APEx. The APEx course director approves the APEx learning agreement in collaboration with the APEx preceptor, and the student. The APEx course director will review the APEx learning agreement form in detail before approving to ensure all details of CEPH foundational competencies and concentration competencies they plan to attain through the proposed APEx are listed clearly.	Semester 3

6) Commence APEx and Create APEx E-Portfolio Upon completion of a signed APEx learning agreement, the student can start accumulating hours towards their APEx. Once the APEx learning agreement is completed, approved, and signed, students submit the signed APEx learning agreement to the APEx coordinator via email. The original signed APEx learning agreement shall be uploaded to the students folder. It is advisable that students have a completed and signed APEx learning agreement in the semester prior to APEx registration. Students are permitted to start accumulating hours towards their APEx once the APEx learning agreement is approved *prior* to registering for the course.	Semester 3 or 4
7) Register for APEx Students should register for the APEx course in their last semester of the MPH program. Students must have an approved and signed APEx learning agreement form uploaded to the folder by the last day of the Add/Drop period of the semester in which they are registering for the course.	Semester 5
8) Student and APEx Course Director Assessment Forms Approximately three (3) weeks prior to the end of the APEx, the student should complete the Student Competency Assessment Form. In this form, the student is asked to evaluate their APEx experience and whether they were able to strengthen their proposed competencies that are associated with each deliverable. This evaluation form will be given to the student by the APEx coordinator. The student's course director will provide a similar assessment of the student. Both forms will be sent to the APEx coordinator prior to the last week of the APEx course.	Semester 5
9) Preceptor Evaluation, Total Hours & Deliverables The student should also send the preceptor evaluation to their preceptor via email, copying the APEx coordinator. It is the student's responsibility to ensure that their preceptor completes the evaluation. After 120 hours or more are completed, students submit the activity log/journal of the total hours worked and electronic copies of the two work products/deliverables. The student must upload all these documents to their folder.	Semester 5
10) Exit Interview with APEx Coordinator Students will participate in an exit interview with the APEx coordinator. Students should schedule their exit interview with the APEx coordinator no later than one week prior to the semester end.	Semester 5