**INTENT TO APPLY AND**

**DETERMINATION OF ELIGIBILITY**

This *Intent to Apply* form can be used for both Lite and Full applications. If an applicant does not submit a Full or Lite Application within one year of submitting this *Intent to Apply* form, the applicant will be required to re-submit the *Intent to Apply* form and pay a $200.00 refiling fee. **This form is valid for one year from the date submitted.**

**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| **Organization Name:** |  |
| **Prior Names** (if applicable): |  |
| **Other Names** (if applicable): |  |
| Address: |  |
| **Telephone Number(s):** |  |

**Has Applicant submitted a prior PENW Full or Lite Application?**

Yes No If yes, when (year):

## Does Applicant intend to submit a Full or Lite Application? Full Lite

**SECTOR**

Business/Not-for-Profit Healthcare Education

**CRITERIA:** To get copies of the appropriate *Baldrige Excellence Framework* (Full applications) or *Baldrige Excellence Builder* (Lite applications) please contact the Baldrige program ([www.nist.gov/baldrige/publications](http://www.nist.gov/baldrige/publications)) or email [askus@performanceexcellencenw.org](mailto:askus@PerformanceExcellenceNW.org).

**INTENT TO APPLY, APPLICATION, AND ASSESSMENT FEES**

**APPLICATION DEADLINES AND FEES for BOTH LITE & FULL APPLICANTS  
Choose one: What is your filing deadline (at least 90 days prior to application submission)**

**□ Jan. 1 □ Apr. 1 □ July 1 □ Oct. 1**

**Application Fees:**

|  |  |  |
| --- | --- | --- |
|  | **Lite Application Fee** | **Full Application Fee** |
| **Non-Member** | $4,495 | $7,995 |
| **Member** | $2,995 | $5,995 |

## CONTACT AND ORGANIZATION INFORMATION

|  |  |
| --- | --- |
| **Highest Ranking/Chief Officer in Applicant’s Organization** | |
| Name: |  |
| Title: |  |
| Address: |  |
| Telephone Number(s): |  |
| Email: |  |

|  |  |
| --- | --- |
| Official Contact Person for the Examination Process | |
| Name: |  |
| Title: |  |
| Address: |  |
| Telephone Number(s): |  |
| Email: |  |

## 

## Examiner Training

Applicants are **encouraged** (not required) to register one individual for examiner training prior to submitting a Lite or Full Application. The goal of this action is to begin developing the organization’s internal knowledge of the assessment and application writing requirements. Training date(s) are quarterly and found at <https://www.performanceexcellencenw.org/learn>

|  |  |
| --- | --- |
| Individuals Interested in Examiner Training: | |
| Name: |  |
| Title: |  |
| Address: |  |
| Telephone Number(s): |  |
| Email: |  |

If Applicant wishes to register more than one examiner, please provide contact information for the other individual(s) at the end of the document.

## SIZE AND LOCATION(S) FOR ORGANIZATION:

|  |  |
| --- | --- |
| No. of Employees: |  |
| No. of Sites: |  |
| If more than one site exists for the organization, provide a brief description and complete address for each site (attach additional sheet of paper if necessary). | |

## SUBSIDIARY INFORMATION:

Is Applicant a unit, division, or other function/component of a larger parent organization?

Yes No

If no, skip to *Disclosure and Release Statement.* If yes, provide the following information:

|  |  |
| --- | --- |
| Name of Parent Organization: |  |
| Name of Highest Ranking Official: |  |
| Title: |  |
| Address: |  |
| Telephone Number(s): |  |
| Email: |  |

Indicate if other units within the parent organization offer similar products or services:

Yes

No

If yes, briefly describe major business support functions provided from parent organization to Applicant (describe at the end of this form).

# Disclosure and Release Statement

The signing official attests that the information provided in this *Intent to Apply* form and the *Lite* or *Full Application* to be submitted on behalf of the Applicant is accurate and true to the best of his/her knowledge. Full disclosure of any circumstances that may negatively affect an award has been made with submission of this *Intent to Apply* form. The signing official understands the PENW program may verify this information, and that untruthful or misleading information may result in forfeit of an Award. Also, the signing official certifies that the Applicant filing this *Intent to Apply* is not engaged in any activity (past or present) that could be deemed embarrassing to the state where Applicant’s business is located, to that state’s governor, nor PENW. The official signing this form further understands he/she must immediately notify PENW if the organization’s status changes during the next twelve months. If changes do occur, the Applicant may be asked to revalidate this disclosure at that time.

# Waiver of Right to Bring Suit

PENW utilizes a secure Google Business Suite of cloud-based storage for examining customer applications. This program is licensed to PENW for use by its examiners, judges, and others involved in the examination and administration of the regional quality award program The agreement between PENW and RMPEX requires that Applicants waive their right to bring suit against PENW, their licensees, agents or assigns and releases them, their licensees, agents or assigns from any claims, action, or losses arising from the use of the software in conjunction with evaluating the *Lite* or *Full Application* document submitted by the Applicant. By submitting this *Intent to Apply*, the Applicant waives its right to bring suit as defined above.

The signing official also understands that members of the PENW Board of Examiners will be using video chat, cell phones, cordless phones, email, personal computers, laptops, and the aforementioned cloud-based software program to review and discuss the Applicant’s application among team members, judge mentors, and other authorized individuals involved in the process.

# Potential Site Visit Evaluation

Applicants submitting a Full Application may be eligible for a site visit based on level attained during the examination. To accelerate learning within the organization, PENW offers two types of Site Visits based on level of maturity based on scoring. The PENW Panel of Judges oversees the assessment process and determines the type of site visit using an objective scoring methodology.

**If the applicant is selected for a site visit, an additional fee plus actual expenses for each examiner will be required**. The signing official will be given the option to host the PENW Examination Team following the development of Consensus Findings. Upon acceptance, the applicant will be asked to arrange for meeting space, and other logistics necessary for the visit. The Applicant will also participate in an open and unbiased review of the organization.

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |
| Printed Name |  | Title |