

Guidelines for Requesting Letters of Support for Your Fellowship Proposal

Candidates for Fellowship must obtain support letters from two ACP Fellows or Masters to act as proposing and secondary sponsors. The national Credentials Subcommittee emphasizes that sponsoring letters are extremely important. To assist the proposer and seconder, the candidate should provide both sponsors with a copy of these guidelines.

How to Identify Sponsors

The proposer and seconder must be current Masters or Fellows of ACP from the same region, chapter, or country (if outside the U.S. and Canada) as the candidate or from the same federal service for which the candidate works. A sponsor may be not the current ACP Governor for the candidate's chapter or a member of the candidate's family.

In some circumstances, and upon approval from the local ACP Governor, the proposer and seconder may be from an adjacent chapter or a former area if the candidate has moved recently.

International candidates who do not know any Masters or Fellows in their country may request letters of support from Masters or Fellows from the United States, Canada, or other countries where they may have trained or worked. One sponsor may be the President or Past President of the internal medicine or subspecialty society of the country in which the candidate resides, regardless of whether he or she is a current member of ACP.

Candidates who are current members of the College are encouraged to utilize the online membership directory, Member Connection, at www.acponline.org, for help in obtaining eligible sponsors. If help is needed in obtaining sponsors, Member or nonmember candidates should contact the ACP's Credentials Administrator by phone at 800-523-1546, ext. 2709, or by e-mail at mbrservices@acponline.org.

About the Sponsoring Letters

The proposer and seconder each must prepare a detailed letter in duplicate that specifically recommends election to Fellowship. The letters should be addressed to "Chair, Credentials Subcommittee," and should address the following activities and/or accomplishments of the candidate:

- Publications
- Teaching activities—hospital or community-based
- Hospital/university committee appointments
- Continuing medical education activities, both taken and given
- Community service work, either medically or non-medically related
- College activities, such as attendance at national and local meetings, chapter committee work, MKSAP programs taken for CME credit, and postgraduate and/or board review courses

The candidate should submit both letters with their proposal form. It is recommended that the sponsors submit their letters to the candidate in sealed envelopes to ensure confidentiality (but it is not required).

Questions from candidates or sponsors may be directed to 800-523-1546, ext. 2709, or via e-mail at mbrservices@acponline.org.