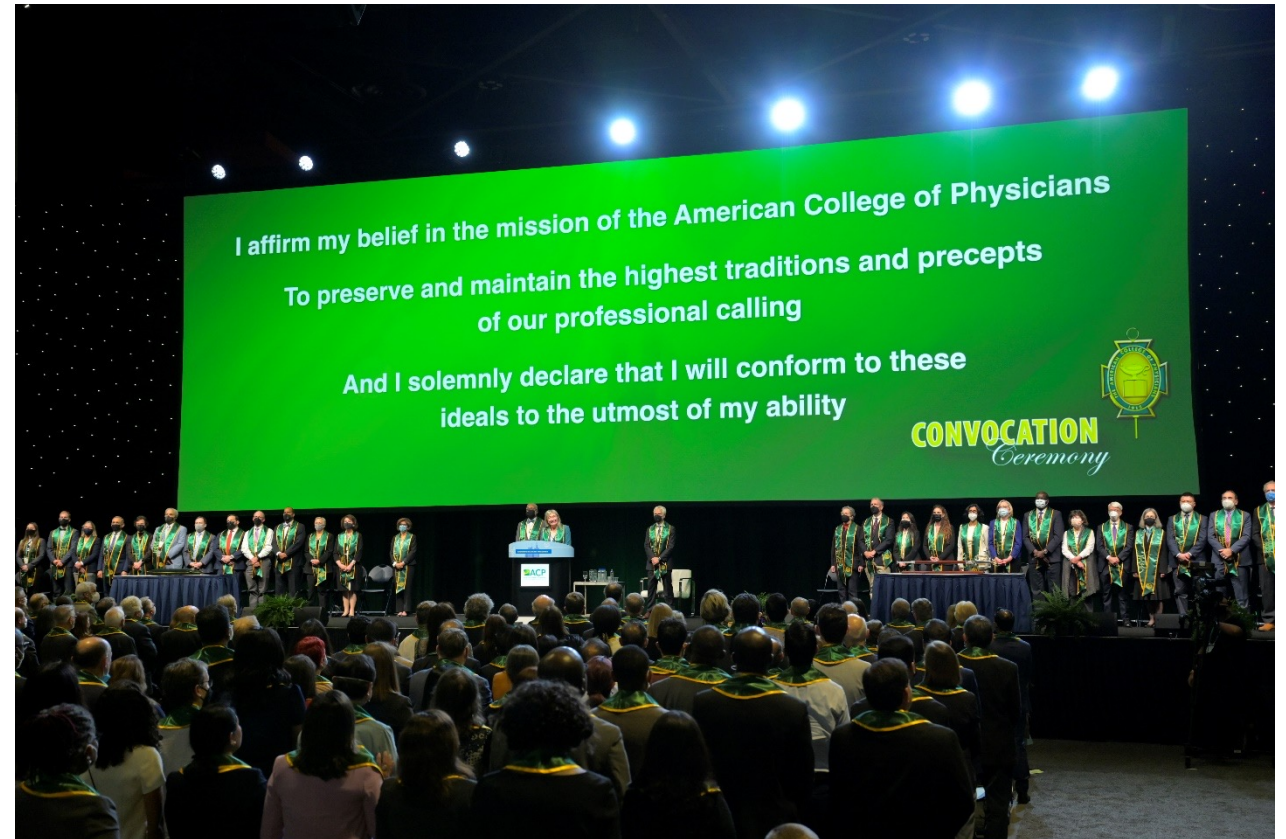


# Advancing to ACP Fellowship



# Outline of Presentation

- Why apply for ACP Fellowship?
- What are the requirements?
- What is the application process?
- What are common obstacles?
- What is the timeline?
- Questions?



# What is ACP Fellowship?

- An honor and a responsibility, representing the epitome of integrity, professionalism, and scholarship for those pursuing careers in Internal Medicine.
- A distinction earned from peers and colleagues to recognize professional accomplishments and achievements over and above the usual practice of medicine.
  - Application process is peer-supported and peer-reviewed







## Who are ACP Fellows?

- 31,000 Fellows in 104 countries exemplifying ACP's mission and goals in their professional lives by:
  - Upholding and practicing the highest clinical standards and ethical ideals
  - Serving as leaders in matters related to public health, citizenship, and social improvement
  - Advocating responsible positions in health and public policy
  - Providing education and information to other physicians and trainees, including students, residents, and fellows-in-training

## Benefits of ACP Fellowship-Organizational

- Hold office in the college at both the national and chapter level
- Judge national abstract competitions and more sought after for local events for ACP
- Serve as a member of the Certificate in Physician Leadership Program's Capstone Review Board
- Sponsor other candidates for Fellowship
- Celebrate Fellowship at the Convocation Ceremony held at the Annual Meeting



## Indirect professional benefits of ACP Fellowship

- Enhances promotion and academic advancement opportunities
- Enhances growth and leadership opportunities in your professional environment
- Perception to patients-leader in the field of internal medicine and high level of dedication to the profession



# Requirements for ACP Fellowship



# Basic Requirements for ACP Fellowship

- Board certification in internal medicine or neurology
  - ABIM or equivalent
  - Recertification is strongly encouraged
- ACP member in practice or a subspecialty fellowship for at least 3 years since the completion of residency
  - Membership should be active and current
  - Dues must be paid for at least 3 consecutive years
- Active medical license, if in practice
- Documentation of continuing scholarship and professional accomplishments
- Teaching (institutional and community-based), hospital committee work, and/or volunteer and community service, especially in the voluntary provision of medical care



American Board  
of Internal Medicine



American Board of Psychiatry and Neurology, Inc.

A Member Board of the American Board of Medical Specialties (ABMS)





# Domains of Additional Professional Accomplishment

## *Not Mutually Exclusive!*

- Publications
  - Articles; abstracts; book chapters; books; or online media
- Education and Continuing Education
  - Teaching of physicians, residents, students, patients, communities, other healthcare professionals
  - Subspecialty certification; recertification; advanced degrees
- Active ACP Participation
  - Attendance at chapter/national meetings; abstract competition judging; MKSAP or exam question review; or ACP committee/council participation
- Leadership or Community Service
  - Medical director; committee chair; or working group responsible party
  - Voluntary provision of medical care to underserved populations



# Applying for ACP Fellowship

# Applying for ACP Fellowship-Traditional Pathway

Applications must be complete and include the following before review and consideration:

- Completed application form, signed by candidate
- Sponsoring letters/forms from two current MACPs/ FACP
- Updated CV
- \$175 Fellowship initiation fee



# Letters of Sponsorship

- Each application requires two sponsoring letters or forms
- Sponsors must be current ACP Fellows or recipients of ACP Mastership
  - The ACP Governor of your current ACP Chapter cannot act as a sponsor
  - A family member cannot act as a sponsor
- A list of eligible sponsors may be obtained at [www.acponline.org/membership](http://www.acponline.org/membership)
- Sponsorship letters/forms must be *unique* and highlight special accomplishments, leadership qualities, or professional values





## Options Available for Sponsors

- Download a PDF sponsorship form, complete it, and give to you to enclose or upload with your application
- (E)Mail a letter directly to ACP or [facp@acponline.org](mailto:facp@acponline.org)
- Complete the endorsement electronically on ACP Online
  - Sponsor needs to log in, and supply the name, city, and state of the candidate

**Candidate Information:**

Name:  For current ACP members applying for Fellowship

City, State/Province, and Country:  ACP ID:

**Sponsor Information:**

(Please note: To sponsor a candidate for Fellowship, you must be a current Fellow or Master.)

Name:  ☐ Master (MACP) ☐ Fellow (FACP)

ACP ID:

☐ I understand that I must complete either A or B below for this form to be used in evaluating the candidate listed above. I am familiar with the criteria for ACP Fellowship as noted on the back of this form, and I endorse the candidate without reservation.

**A.** Candidate is known to you in a professional capacity. Please provide at least two examples of special accomplishments (e.g., exhibited leadership skills, recognized high levels of patient care) that you have witnessed and that are supplements to the candidate's curriculum vitae:

**B.** Candidate is not known to you professionally. Please provide at least two examples from the candidate's curriculum vitae of special accomplishments/contributions to medicine or the community that relate to the professional accomplishments as listed on the following page:

(Please note: You may send additional comments to ACP via e-mail at [FACP@acponline.org](mailto:FACP@acponline.org) or attach additional comments to this page.)

Signature:  Date:

Please submit this form via e-mail to [FACP@acponline.org](mailto:FACP@acponline.org) or via fax at 215-351-2799.

# Two Ways to Apply for ACP Fellowship-Traditional Pathway

1. Apply electronically at [www.acponline.org/facp](http://www.acponline.org/facp)
  - Auto-populates with your contact information, training information, and ACP CME activities
  - Upload your CV
  - Upload two sponsor letters
2. Use paper application form and mail to ACP
  - Include copy of your CV
  - Include the two sponsor letters



# ACP Guided Fellowship Program

- Only available to early career physicians, at the end of residency training
- ACP-mentored guidance on meeting requirements for ACP Fellowship
- Structured framework over a 3 year period
- Create a personalized “Progress Dashboard”
- Progress reviewed throughout the program with written guidance and recommendations for each year of participation
- Enrollment for the 2023 cohort now open through November 15 for those who completed residency on or before June 30, 2022



# Helpful links to the ACP Guided Program

- More information on Guided Pathway:  
[ACP Guided Fellowship Program | ACP Fellowship | ACP \(acponline.org\)](#)
- Webinar on the Guided-Pathway to FACP:  
[https://www.acponline.org/meetings-courses/acp-courses-recordings/acp-leadership-academy/acp-leadership-academy-webinars/achieving-facp-through-the-acp-guided-fellowship-program](#)
- For questions about Guided Pathway:  
[guidedfacp@acponline.org](#)





# ACP Fellowship Application Timeline

- Elections are held 5 times each year
  - July, September, November, January, and March
- The peer review process takes approximately 8-10 weeks
- Some applications may require review at a Credentials Committee meeting which are held twice each year
  - May and November



# Updating Your CV

- Document the following activities:
  - Teaching, either institutional or office-based
  - Committee participation
  - Community service, especially the voluntary provision of medical care
  - [ACP activities](#)
    - [ACP meetings, chapter activities, MKSAP for CME, etc.](#)
- Sample CV and webinar recording on *Writing a Professional CV* are available on ACP Online

Highlight  
your ACP  
activity!

## SAMPLE CURRICULUM VITAE

All candidates for Fellowship must submit detailed, updated curriculum vitae.

If your curriculum vitae is in a different format but still provides all of the information shown on the model curriculum vitae below, you may submit it with your application. If it does not, please add the necessary information.

This sample was developed to incorporate a full range of professional activities. You can modify it to reflect your individual circumstances, eliminating sections that do not pertain to your activities. Your curriculum vitae should be comprehensive and chronologically complete. **There should be no gaps since medical school graduation, domestic or international, as this may cause a delay in processing your application.**

Please contact us at 800-523-1546 or 215-351-2400, ext. 2709, or via e-mail at [FACP@acponline.org](mailto:FACP@acponline.org) if you have any questions.

## CURRICULUM VITAE

Name and medical degree

### \*I. PERSONAL INFORMATION

Date of Birth:  
Place of Birth:  
Citizenship (Do not include if you are a naturalized U.S. citizen):  
Home address and telephone:  
Professional address and telephone:  
E-mail address:

### II. EDUCATION/POST GRADUATE TRAINING (Degrees, dates, and locations must be included)

College/University:  
Medical School:  
Residency:  
Fellowship:  
Other:

### III. MEDICAL LICENSURE (Indicate state and license number only; date is not necessary)

### IV. BOARD CERTIFICATION (List month, year, and board certificate number, if known)

### V. PRESENT POSITION OR ACADEMIC RANK

Examples:  
Professor of Medicine  
Anytown Medical School  
  
Consultant, Department of Internal Medicine  
Division of Gastroenterology  
Anytown Medical School

### VI. PREVIOUS PROFESSIONAL POSITIONS AND APPOINTMENTS

(Academic research, clinical: list chronologically, beginning with earliest appointment)

\*Numbered for this outline only; do not use numbers in CV

DATE OF CV (this corner, e.g., 01/10; use only on first page)

# Possible Challenges

# Challenges in Advancing to ACP Fellowship

- Lack of board certification
- Lack of teaching, hospital committee work, or community service activities
  - Rural or remote practice setting
- Cannot locate local MACPs/FACPs to act as sponsors
  - ACP chapters can help
  - International members without chapters can contact ACP for help
- Non-clinical or non-traditional career path





# Overcoming the Challenges

- Reapply for ACP Fellowship
  - Members < 3 years should reapply after membership > 3 years
- Take advantage of opportunities to teach, serve on hospital/university committees, participate in community service projects and initiatives, assume leadership responsibilities
- Participate in ACP activities, such as local chapter meetings, annual ACP Internal Medicine Meetings, and MKSAP
- ACP can help you find sponsors in your region

*Unsuccessful candidates are notified in writing  
and given specific instructions on steps to qualify in the future.*



# Achieving FACP



# Convocation Ceremony

New Fellows are invited to participate in the Convocation Ceremony at the annual ACP Internal Medicine Meeting

April 27, 2023:  
San Diego, CA

April 18, 2024:  
Boston, MA

April 3, 2025:  
New Orleans, LA





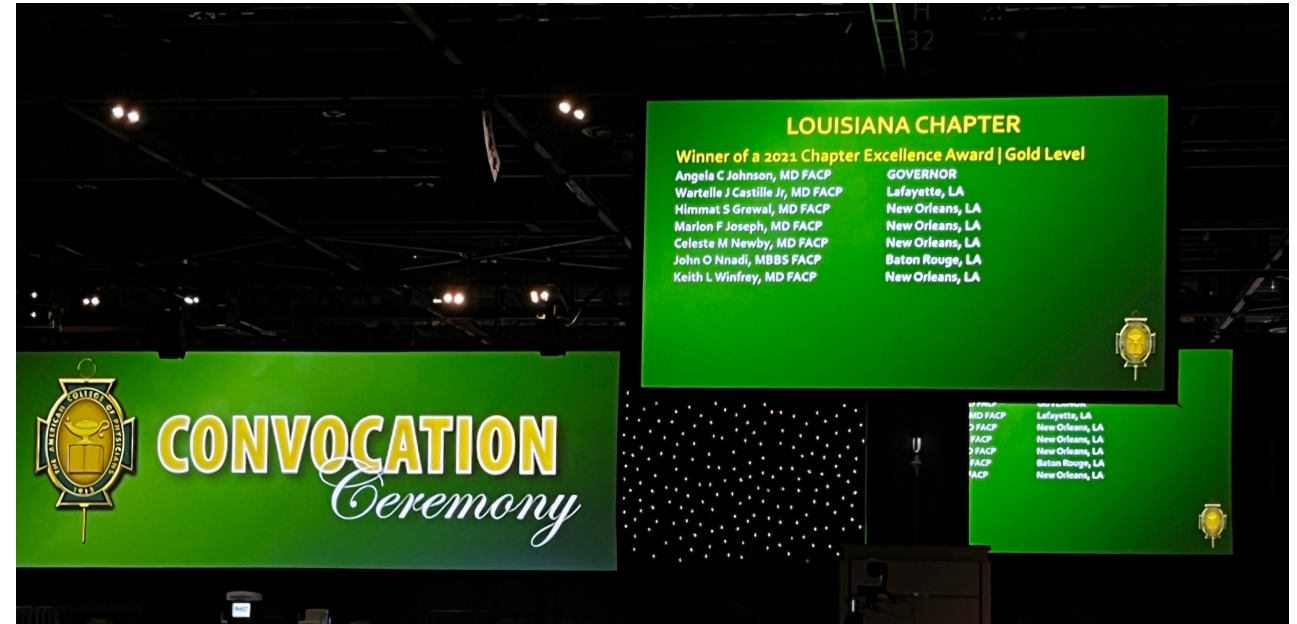
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# FACP

- ACP Fellows may use the credential **FACP**
- Membership must remain current
- Uphold the responsibilities of an ACP Fellow



## What do the letters FACP® after your doctor's name mean?

When you see the letters FACP® after your physician's name, it means that he or she is a Fellow of the American College of Physicians (ACP).

ACP Fellows are distinguished doctors dedicated to internal medicine. They are recognized by their peers for their excellence in medical practice, teaching, or research.

Fellowship is an honorary designation that acknowledges ongoing individual service and contributions to the practice of medicine. It means your doctor has made special efforts to be a better doctor and cares about delivering high-quality health care.

## Did you know?

- Internists are unique in their focus on adult medicine.
- They often serve as medical consultants to physicians in other specialties.
- Some internists choose to focus their practice on one area of internal medicine and take additional training to "subspecialize" in such areas as cardiology or gastroenterology.
- ACP is the largest medical internal medicine-focused society in the world, with more than 163,000 member physicians, trainees, and other health professionals.

# Frequently Asked Questions

# Frequently Asked Questions

- Who reviews my application?
  - ACP staff, your ACP Governor, and the ACP Credentials Committee
- How can I identify sponsors for my application?
  - ACP members may locate potential sponsors in the Membership Directory on ACP Online or by asking your local chapter
- What if I need more help?
  - [www.acponline.org/facp](http://www.acponline.org/facp)
  - [facp@acponline.org](mailto:facp@acponline.org)



**Thank you!**

**[www.acponline.org/facp](http://www.acponline.org/facp)**

**[laacp2015@outlook.com](mailto:laacp2015@outlook.com)**

**Louisiana Chapter**  
**Social Media**



la\_acp



@LAChapterAcp