

**To apply for Fellowship:**

- 1. Please complete all fields and sign application below.**
- 2. Enclose your dues payable to ACP (or include credit card information on the application) and return by fax or mail.**
- 3. Please note the following requirements to apply for Advancement to Fellowship:**
  - Member must be 3 years post residency training.
  - Member must have paid dues for the three out of four years immediately prior to applying for Fellowship.

**Applicant Contact Information**

Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Dept.  Suite  Apt.  Post Office Box  Private Mailbox \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP +4 \_\_\_\_\_

Country \_\_\_\_\_ Mailing Address:  Home  Office

Please check here if you wish to be excluded from non-ACP-related mailings.

**Education and Training**

**Self-designated Specialties:** Please indicate as your "primary" specialty/subspecialty the area in which you spend most of your time. As your "secondary" specialty/subspecialty, indicate the one in which you spend the next most amount of time (if applicable). **Use codes on reverse.**

Primary

Secondary

**Board Certification:** Please list all board certifications. **Candidates must attach proof of board certification for all boards except ABIM and its subspecialties.**

Name of Board	Candidate #	Date Certified	Expiration Date	Date Recertified	Expiration Date

**Documentation of Professional Activities**

**Please note: Please select from the list below all of the professional activities you wish to have considered in determining your eligibility for Fellowship. For each item selected, please provide sufficient detail in your curriculum vitae or in a separate document to assist in determining whether the activity meets the standard for Fellowship.**

**Current Members must have a minimum of three years of membership in good standing post-training to advance to Fellowship.**

**Continuing Medical Education (CME):** Applicants do not need to provide additional documentation at this time though may be required to later.

- I have completed the state minimum CME hours for the past 3 years (required).
- I have completed a total of \_\_\_\_\_ CME hours over the past three years.

**Community Engagement and Community Service**

Please list community service and engagement activities you have completed.

**Practice Improvement or Scholarly Activities**

Please list the practice improvement or scholarly activities you have completed.

**Teaching, Coaching, Mentoring, or Leadership**

Please list the teaching, coaching, mentoring, or leadership activities and/or roles you have completed.

To be considered for advancement to Fellowship, candidates must demonstrate a commitment to leading internal medicine and improving lives by completing activities within 3 of the four Pillars of Fellowship:

1. CME
2. Community Engagement and Community Service
3. Practice Improvement or Scholarly Activity
4. Teaching, Coaching, Mentoring, or Leadership

**Both sides of application must be completed.** 

**PLEASE DO NOT DETACH.**

**PAYMENT REQUIRED WITH APPLICATION**

Send application with payment to: American College of Physicians, Member Credentialing, 190 N. Independence Mall West, Philadelphia, PA 19106-1572 USA, or fax to +1-215-351-2799.

Initiation Fee: \$175

ACP USE ONLY

**Check enclosed.** Must make payable to ACP, and remit in U.S. funds drawn on a U.S. bank.

**Charge dues to:**

      

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ / \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

Required

Full Name of Applicant (Please Print) \_\_\_\_\_

## Sponsors

All candidates submitting an application must identify a sponsor who is a current MACP or FACP. The current ACP Governor for the candidate's chapter/region or a member of the candidate's family may not act as sponsors. Please visit [www.acponline.org/facp](http://www.acponline.org/facp) to locate sponsors in your area. If you do not know the sponsor professionally, please provide them with a copy of your curriculum vitae.

Sponsor Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

MACP: Recipient of Mastership

## Ethics Statement

ACP members are expected to uphold the ethics of medicine as exemplified by the standards and traditions of ACP, including those in the *Ethics Manual* ([www.acponline.org/ethicsmanual](http://www.acponline.org/ethicsmanual)). A booklet version can be ordered through Member and Product Support. Members should be familiar with the College's current Procedures for Addressing Ethical Complaints Against College Physician Members ([www.acponline.org/complaintsprocedures](http://www.acponline.org/complaintsprocedures)). The staff of ACP's Center for Ethics and Professionalism is available as a resource for questions concerning ethics.

**SIGNATURE OF APPLICANT: I affirm that I have not been the subject of disciplinary action and that if I am in clinical practice that all medical licenses granted to me are active and current\*\*. I have read the ACP Pledge ([www.acponline.org/acpledge](http://www.acponline.org/acpledge)) and affirm that I will uphold the ethics of medicine, as exemplified by the standards and traditions of the College.**

**\*\*If you are in clinical practice and your medical license(s) is (are) not in good standing, or if you have been subject to disciplinary action, please attach a detailed explanation, including current status, of any issue(s).**

**Sign Here**

Signature of Applicant (Required)

Date

## Materials Required to Complete the Fellowship Application Process

Applications will not be considered until all materials are submitted and complete. After six months, applications with missing information or documentation will be removed from consideration and the applicant will be required to resubmit all materials. Sample forms and materials are at [www.acponline.org/facp](http://www.acponline.org/facp). Please use the list below as a reference for the materials that must be submitted for Fellowship.

- Application Form, completed and signed. Please retain a copy for your records.**
- Fellowship Application Fee, enclosed with application.** Please note: **Membership dues must be current.** If dues are outstanding for the current membership year, please visit [www.acponline.org/dues](http://www.acponline.org/dues) to make a payment prior to submitting this application.
- Current Curriculum Vitae:** There should be **no gaps** from medical school graduation. Append additional documentation as appropriate.
- Bibliography** if you wish to have published works considered for Fellowship eligibility.
- Proof of Board Certification(s)** for all boards **except** for ABIM and its subspecialties.
- Sponsorship Letter or Form:** You or your sponsor may submit the letter/form along with this application by fax 215-351-2799 or by e-mail at [FACP@acponline.org](mailto:FACP@acponline.org).

## Submission Information and Schedule

You will be sent an acknowledgment after receipt of your application. **If an applicant does not fulfill requirements, the ACP Governor and/or the Credentials Committee may request additional information.** Incomplete applications will be withdrawn six months after the initial submission. Applicants not elected within six months of submission must submit a new application and supporting documentation.

Applications which are complete and accompanied by all required fees and supporting documentation will be considered for the next election upon completion of the review process. Generally, the review process takes approximately four months before the election is finalized. Some applications may require review at a Credentials Committee meeting, traditionally held in May and November.

## Notification of Election

The Credentials Committee approves and formally "elects" Fellowship candidates on behalf of the Board of Regents and with their input. Candidates are officially notified of their election or the deferral of their application in writing. Fellowship elections are held in July, September, November, January, and March of each year.

**Please keep a copy of your application for your records.**

### SELF-DESIGNATED SPECIALTY/SUBSPECIALTY CODES

IMA	Internal Medicine (Ambulatory)	GE	Gastroenterology	N	Neurology
IMH	Internal Medicine (Inpatient)/Hospitalist	GER	Geriatric Medicine	NEP	Nephrology
IMAH	Internal Medicine (Ambulatory and Inpatient)	HEM	Hematology	PUD	Pulmonary Disease
ADL	Adolescent Medicine	HEO	Hematology/Oncology	RHU	Rheumatology
AI	Allergy and Immunology	HPM	Hospice & Palliative Medicine	SLEEP	Sleep Medicine
CCM	Critical Care Medicine	ID	Infectious Disease	SPORT	Sports Medicine
CD	Cardiovascular Disease	ON	Medical Oncology	OS	Other
END	Endocrinology, Diabetes, and Metabolism	MPD	Medicine-Pediatrics		

**For Assistance, Call +1-215-351-2704 or 800-227-1915 in United States or Canada**

(M-F, 9 a.m-5 p.m. ET)

E-mail: [facp@acponline.org](mailto:facp@acponline.org)

**Send Application and Dues Payment:**

ACP, Member Credentialing, 190 N. Independence Mall West, Philadelphia, PA 19106-1572, USA