



American College of Physicians
Leading Internal Medicine, Improving Lives

Application for Advancement to Fellowship

For Current ACP Members

ASS012-1

To apply for Fellowship:

1. Please complete all fields and sign application below.
2. Enclose your Fellowship Initiation Fee 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 36 out of the past 48 months immediately prior to applying for Fellowship. Please note, membership dues paid during residency training do not count toward the 36 month membership requirement.
 - Applicant must currently be a member in good standing.

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: To be considered for advancement to Fellowship, candidates must demonstrate a commitment to leading internal medicine and improving lives by completing activities within three 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. For each item selected, please insert brief details below and be sure to 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).

Teaching, Coaching, Mentoring, or Leadership

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

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.

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 and Product Support, 190 N. Independence Mall West, Philadelphia, PA 19106-1572 USA, or fax to +1-215-351-2799.

Fellowship 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)

Sponsor

All candidates submitting an application must identify a sponsor who is a current recipient of ACP Mastership (MACP) or Fellowship (FACP). The current ACP Governor for the candidate's chapter/region or a member of the candidate's family may not act as a sponsor. Please visit 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: _____

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). 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). 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) and affirm that I will uphold the ethics of medicine, as exemplified by the standards and traditions of the College. I understand that the FACP credential may only be utilized by ACP members in good standing.

***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. 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 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.

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 note, one certificate will be mailed upon election to Fellowship. Please ensure your address is up to date. If replacement certificates are needed, a print-on-demand digital copy of the certificate will be provided.

Please keep a copy of your application for your records.

SELF-DESIGNATED SPECIALTY/SUBSPECIALTY CODES

IM	Internal Medicine	GER	Geriatric Medicine	PUD	Pulmonary Disease
HM	Internal Medicine-Hospital Medicine	HEM	Hematology	RHU	Rheumatology
ADL	Adolescent Medicine	HPM	Hospice & Palliative Medicine	SLEEP	Sleep Medicine
AI	Allergy and Immunology	ID	Infectious Disease	SPORT	Sports Medicine
CCM	Critical Care Medicine	ON	Medical Oncology	OTHIM	Other Internal Medicine specialty
CD	Cardiovascular Disease	MPD	Medicine-Pediatrics		
END	Endocrinology, Diabetes, and Metabolism	NEP	Nephrology		
GE	Gastroenterology	N	Neurology		

For Assistance, Call +1-215-351-2600 or 800-227-1915 in United States or Canada

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

E-mail: facp@acponline.org

Send Application and Dues Payment:

ACP, Member and Product Support, 190 N. Independence Mall West, Philadelphia, PA 19106-1572, USA