

## ACP's Guided Fellowship Program

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### **Certification & Eligibility**

1. **Is ABIM/AOBIM certification required for the program, and what are the rules for international board certification/equivalents (e.g., Royal College/FRCPC)?-US) board certification/equivalents (e.g., Royal College/FRCPC)?**
  - a. If you are an international member participating in the program, you must submit board certification information of the country/region you live and practice in. If your region does not have a board certification requirement, other medical credentialing certificates may be submitted for evaluation from ACP's Credentialing Committee.
2. **Does having a PhD impact eligibility or requirements?**
  - a. Having a PhD does not impact eligibility for participation in ACP's Guided Fellowship Program. However, attaining a PhD does help you in your progress in the program. You may submit your PhD or other Graduate degrees in the Practice Improvement or Scholarly Activities pillar under "Attainment of Masters or Doctorate Degree in Addition to an MD or MBBS..."
3. **Why is the program duration set at 3 years instead of 1–2 years?**
  - a. ACP's Guided Fellowship Program spans three years to align with ACP's longstanding Fellowship eligibility requirements while providing early-career members with a structured and supportive pathway to earning the FACP credential. Traditionally, applicants must be three years post-residency and maintain ACP membership for three years before applying. The program is designed to streamline this process, reduce barriers, and help physicians transition directly from training into a clear, guided track toward Fellowship.

### **Supervisor / Mentor / Sponsor**

- **Who should be my supervisor/mentor, what are the criteria, and do they need to be FACP**
  - Unlike the application for Advancement to Fellowship, the Guided Fellowship program does not require you to identify sponsors or provide a sponsorship letter. You may submit a workplace supervisor in your dashboard, though this is not mandatory, and they do not have to be an FACP or MACP member.
- **Is a supervisor assigned by ACP, or do we find our own? If assigned, when/how is this communicated?**
  - ACP does not assign supervisors for participants in the Guided Fellowship Program.
- **How do I get a supervisor or mentor if I don't currently have one?**
  - Submitting a supervisor is optional. If you do not have one or are unable to identify one, you may still fully participate in the program. If you're seeking guidance or mentorship

outside of your workplace, your local ACP chapter can be a great place to connect with potential supervisors or mentors.

- **For the online profile supervisor section, if I have separate clinical and academic supervisors, should I list one or both?**
  - If you have more than one supervisor, you may list both.
- **What should I enter for the supervisor's name and email for the current year (and do supervisors receive progress updates)?**
  - The supervisor's role is to receive annual updates on your progress—no direct action or formal sponsorship is required.
- **For ongoing mentorship, do we attest once or submit an annual attestation to confirm we're still mentoring?**
  - You may only submit once, unless your supervisor changes throughout your tenure in the program. If so, you may update your new supervisor's contact information.
- **If I move states or start fellowship, do I need to change my mentor/supervisor?**
  - If you relocate or change supervisors, you can update their information at any time through your personal dashboard.

#### **Training Time Counting (Residency, Chief Year, Fellowship)**

- **Does chief residency count (as post residency time, as an activity, and/or for research/teaching credit)?**
  - Yes, activities completed during your chief residency year may count toward the program, provided that your chief year was your fourth year of training.
- **If I completed a subspecialty fellowship (e.g., nephrology) before or after IM residency, can fellowship experience count?**
  - For members currently in subspecialty training or already completed training have in another discipline, activities completed within that discipline may be submitted for credit toward your progress in the program.

#### **Scholarly Activities & Teaching**

- **Do poster presentations or oral presentations at conferences count as scholarly activity (do they need to be first author, and do they have to be accepted/published)?-author, and do they have to be accepted/published)?**
  - Yes, presentations of research at a conference or meeting can be submitted in the Practice Improvement or Scholarly Activity pillar. Any publications (abstract, article, or

research papers) that were published after your residency training can be submitted as an activity in your dashboard.

- **Do activities during residency count? If not, do activities during fellowship (post PGY3) count, and do works started in residency but completed/published after PGY3 count?**
  - Activities completed during your PGY3 year or earlier are not eligible for submission. However, if a project or activity began during your residency and was completed after your training, it may be submitted for credit.
- **Can chief year or community hospital teaching activities (e.g., grand rounds or didactic sessions) be submitted for didactic teaching credit?**
  - Yes. Chief year and community hospital teaching activities (e.g., grand rounds or didactic sessions) may be submitted for didactic teaching credit. This includes fourth-year chief residents and teaching delivered in settings without residents or students present.

### **CME Credits**

**25. How do CME credits work for this program—how many are needed, and how are they used?**

- CME credits are one of the four pillars of ACP Fellowship. You do not have to complete the CME pillar if you choose to complete the other three pillars to satisfy the completion requirement of demonstrating activity in at least three out of the four pillars. There is no minimum number of credits needed for this pillar; however, it is best practice to complete as many as required by your state mandated minimum.

**26. Do CME activities during fellowship count, and are CME required while in fellowship?**

- Yes, CME earned during subspecialty fellowship does count and can be submitted into your dashboard. Submitting CME is not automatically required to complete the program; however, you must

**27. Do CME credits from MKSAP update automatically in the dashboard, or must they be entered manually?**

- Yes, any CME earned through an ACP product or program (Dynamedex, MKSAP, Online Learning Center, etc.) will be automatically uploaded into your dashboard once the credits have been claimed.

**28. Does UpToDate CME credits count toward the program?**

- Yes, you can submit CME credits from UpToDate under “Non-ACP CME” in your dashboard. Please note that you should enter the number of credits first in the submission bar and then the description of the module or session after.

### **Submissions, Pillars, Points & Process**

- **How many submissions are required per pillar, per year, and in total—is it annual or a cumulative process?**
    - A minimum of one activity at least one pillar per year is required. However, we encourage you to submit more than the minimum, to demonstrate active and longitudinal engagement with the Pillars of Fellowship throughout the program.
  - **Are activities graded differently across pillars (i.e., any weighting or rubric differences)?**
    - Activities in the program are not graded or assigned a numeric value on a scale. Activities and progress will be evaluated by the Credentialing Committee based on consistency within the program and quality of your CV as they relate to the completion requirements of the program.
  - **How can I edit or modify uploaded activities after submission?**
    - You can reach out to [guidedfacp@acponline.org](mailto:guidedfacp@acponline.org) with the information of the activity you would like to be edited, and your program administrator will modify your submission.
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## Enrollment, Elections & Logistics

- **How does the election/induction process work—could insufficient votes prevent induction even after completing requirements?**
  - The election process begins in August of your third year in the program and starts with an initial review by the Credentials Committee. During this review, participants are assessed based on their progress toward completing the program requirements. Those who are on track will advance to the next phase, those who are close to meeting the requirements are contacted with guidance on the remaining steps, and those who are not yet on track are offered a one-time, one-year extension.

Following this review, you will complete an attestation form confirming that you are board certified, actively licensed and practicing, and in good professional standing. The Credentials Committee then conducts a second and final review, during which the official roster of candidates for election is presented and approved.

Your application is subsequently forwarded to your local ACP Chapter Governor for final approval. Once all approvals are received, your election is processed, and you will be notified the following week. Newly elected Fellows are invited to participate in the Convocation ceremony at the next Internal Medicine Meeting following their election.

- **Where can you access the Guided Fellowship Participant Dashboard?**
  - You can access your dashboard at [www.acponline.org/gfdashboard](http://www.acponline.org/gfdashboard).

- Do we need a CV in a specific format, or is a standard CV acceptable?
  - You can access the ACP Curriculum Vitae format example by visiting [Model Curriculum Vitae | ACP Online.](#)