

Application for Fellowship in the American College of Physician Executives

Name _____ MD DO

Title _____

Organization _____

Address _____

City/State/Zip _____

Telephone _____

FAX _____

Email _____

% of Full Time Work in Management _____

Review Process

The standards for Fellowship and the application process are rigorous. All applicants must meet and document all criteria and standards to the satisfaction of the Council of Fellows. It is the responsibility of the applicant to demonstrate to the Council of Fellows that they meet these requirements.

Applications are due by December 31 of each year. Completed applications are then reviewed by the Council of Fellows.

Candidates will be notified by letter of their Fellowship status and be invited to participate in the ACPE Induction Ceremony held at the Annual Meeting in the Spring.

American College of Physician Executives

400 North Ashley Drive • Suite 400 • Tampa, Florida 33602-4322 • (813) 287-2000 • FAX (813) 287-8993

Requirements for Fellowship

Applicants are required to meet all 8 criteria below in addition to completing this Fellowship application and supporting documentation as further described within the application form. All successful applicants must:

1. Be an **ACPE member** for the last five consecutive years.
2. Hold **Diplomate status** in ACPE which requires board certification in medical management (CPE) by the Certifying Commission in Medical Management.
3. Provide two **letters of recommendation**:
 - A letter from a current ACPE Fellow who can nominate the candidate to receive Fellowship status based on the applicant's significant medical management contribution.
 - A letter from a person in a leadership role within the local organization of employment who can speak from personal experience about the applicant's contribution to the field of medical management.
4. Exhibit **contributions to the field of medical management** over and above the applicant's job function and those that extend well beyond the local organization of employment. This is generally demonstrated through published articles and books, papers, teaching, research, and/or service to the profession. Further examples are described within the application form.
5. Show **participation in ACPE** meetings or actively participate in the ACPE online networks.
6. Provide a current **curriculum vitae**.
7. Provide a **narrative that describes achievements** in the field of medical management.
8. Provide a current **professional resume**.

1. ACPE Membership: Membership for the last five consecutive years.

No documentation required – on file with ACPE.

2. ACPE Diplomate Status: CPE certification awarded by the Certifying Commission in Medical Management.

No documentation required – on file with ACPE.

3. Letters of Recommendation: The letters can be included in your Application Package or can be mailed to:

Ruth Mikula, ACPE, 400 North Ashley Drive, Suite 400, Tampa, FL 33602

- A letter from a current ACPE Fellow who can nominate the candidate to receive Fellowship status based on the applicant's significant medical management contribution. The recommending Fellow's letter should state specifically what the applicant has done as a contribution to the field of medical management over and above the applicant's job function (activities that extend well beyond the local organization of employment.)
- A letter from a person in a leadership role within the local organization of employment who can speak from personal experience about the applicant's contribution to the field of medical management. This recommendation must provide a detailed description of the nature and extent of the applicant's contribution and must go beyond a simple summary and review of a candidate's resume.

Lectures to regional or national audiences: Content of lecture must address activities, tasks, or disciplines of medical management.

1. _____
Title of Presentation Name of Meeting/Conference

Sponsor of Meeting/Conference Date(s) of Presentation

Approximate Number of Attendees Approximate Length of Presentation

Brief description or outline of presentation: _____

2. _____
Title of Presentation Name of Meeting/Conference

Sponsor of Meeting/Conference Date(s) of Presentation

Approximate Number of Attendees Approximate Length of Presentation

Brief description or outline of presentation: _____

3. _____
Title of Presentation Name of Meeting/Conference

Sponsor of Meeting/Conference Date(s) of Presentation

Approximate Number of Attendees Approximate Length of Presentation

Brief description or outline of presentation: _____

5. Participation in ACPE Activities:

Within the space provided below, describe your ACPE participation, such as attending ACPE meetings or actively participating in ACPE online Networks. This participation should extend over several years, during which time the applicant has been able to meet and network with College members, Fellows and staff. The applicant's CPE may have been awarded before or at any time during this period

6. Current Curriculum Vitae:

Include in your Application Packet, one copy of your curriculum vitae which will be used as a reference to better understand your clinical history, credentials and achievements.

7. Narrative:

In a separate type-written document, briefly describe your achievements in the field of medical management — specifically explain your area of expertise and special contribution.

8. Current Professional Resumé:

Include your 2-3 page professional resume in your Application Packet. The resume should showcase your accomplishments within the business side of medicine.

Application Fee

Application Fee: \$100.00

Visa Mastercard Discover American Express Check enclosed (made payable to ACPE)

Card Number _____ Exp. Date _____

Name on Card _____

Applicant's Confirmation

The information in this application is true to the best of my knowledge.

Applicant's Signature

Date _____



American College of Physician Executives
The Home for Physician Leaders

Send application to:

American College of Physician Executives
400 North Ashley Drive • Suite 400
Tampa, Florida 33602-4322
(800) 562-8088 • (813) 287-2000 (outside the U.S.)
(813) 287-8993 FAX
www.acpe.org