

Sample Application for Award of Fellow

Please read the following carefully before submitting your application. **APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH THE AOA WEBSITE.**

Application Completion Instructions:

1. Supporting documentation must be submitted to support ALL points. Your CV will not be accepted as supporting documentation. Up to six documents may be uploaded for each category.
2. The Fellow Award, Honors and Memorials Committee and the AOA Board of Directors will only consider documentation provided in all categories that shows completion after your residency training.
3. Carefully consider the examples provided for documentation. In the event you are unable to locate or receive sufficient documentation for points, they may be deducted from your points total.
4. The Award of Fellow application form may be best completed in the following browsers: Google Chrome, Mozilla Firefox and Internet Explorer/Edge. In some cases, this form will not work in Safari.
5. Each category provides the opportunity to upload 6 documents. If you have more than 6 documents, you may either combine some of the documents, or scan and send the additional documents to the AOA office.
6. No applications will be accepted after February 15.
7. Only applications with a point total of 100 or higher will be considered.
8. Avoid using documentation of more than 5 pages to allow quick access to the information for our committee's review.
9. Applicant must be board certified at the time the application is submitted.

PLEASE NOTE FOR CATEGORIES A & B: A candidate must attain at least 10 points in either category or in a combination of the two categories A - AOA Positions and Committee Activity and B - American Osteopathic Board of Orthopedic Surgery (AOBOS).

PLEASE NOTE FOR CATEGORIES G, I, J, K: A candidate must attain at least 10 points in either category or in a combination of these four categories G - State Osteopathic Association, I - Local Hospital, J - Community/State and K - Other/Community Outreach/Mission Work.

NOTE: You may save your progress and return to complete this form at a later time by clicking Save/Submit at the bottom of this page **WITHOUT** checking the electronic signature box. Your application will only be finalized if you check the signature box before submission. Once your application is finalized, you may not make any further edits using this form.

You MUST click Save/Submit in order to save your progress and upload files!

In addition to your online application, please submit the following by February 15, YEAR:

Documentation to accompany your application must be submitted, uploaded as attachments with the online application.

Questions may be directed to
AOAO Headquarters
Joye Stewart
joye@aoao.org

Required for all applicants:

- A letter of recommendation from a Sponsor who is an AOA Fellow
It is recommended that your sponsor letter be submitted on their practice/hospital letterhead.
- Professional photo of the applicant in .jpeg/.jpg format
This photo will be included in the Awards Ceremony brochure.
- Bio: In the box, please provide a brief bio including information on your COM, residency training program and where you now practice. Total word limit is 100.
This field is required to finalize and submit your application. Your bio will be included in the Awards Ceremony brochure.

Meeting Attendance

Meeting attendance must be in compliance with AOA Bylaws.

This section is automatically populated in your application based on the record of your attendance at all Academy meetings. Please note: You must have attended at least one Annual Spring Meeting (Postgraduate) and one Annual Fall Meeting during the three years previous to applying.

Bylaws Requirement for Members:

Article II, Section 6. Continuing Medical Education Attendance.

Active Members.

Shall register and attend one (1) out of every three (3) Annual Meetings; and

Shall register and attend one (1) out of every three (3) Postgraduate Seminars.

Military Members - Any Active Member who is a full time active member of the United States Military Armed Services shall:

Register and attend one (1) out of every three (3) Annual Meetings; or in the alternative, may register and attend one (1) out of every three (3) Postgraduate Seminars.

Please complete all categories below that apply

Enter points in the boxes below. As you enter the numbers, they will automatically total in the Final Total box. Please read through the application and complete thoroughly before clicking Save/Submit.

For all categories that assign points per year there is a maximum of five years per category unless stated otherwise.

PLEASE NOTE FOR CATEGORIES A & B: A candidate must attain at least 10 points in either category or in a combination of the two categories A and B, i.e. candidates must obtain a minimum of 10% of their points from either committee activity or certification activity, with the exception of someone serving as program director, assistant program director, chief of staff of a hospital for more than one term and/or any other activities pertaining to AOA business.

A - AOA Positions and Committee Activity

Category	Points Criteria	Points
Moderator Annual Spring and Fall Meeting	20 each year	
Ad Hoc Committee Member	5 each year	
CME Committee Member	7 each year	
Editorial Subcommittee Member	10 each year	
Evaluating Committee Member	10 each year	
Publications Committee Member	15 each year	
Rules, Regulations, Bylaws Committee Member	5 each year	
Strategic Planning Committee Member	10 each year	
Government Affairs Committee	7 each year	
Membership Committee	7 each year	
Residents and Fellows Committee	7 each year	
Program Directors Committee	7 each year	
Standing Committee Chair	20 each year	
Ad Hoc Committee Chair	10 each year	
Officer of Affiliate AOA Organization (Michigan Osteopathic Academy of Orthopedic Surgery)	3 each year	
Officer of AOA Section	5 each year	
JAOAO Editor-in-Chief	20 each year	
JAOAO Associate Editor	10 each year	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Copies of conference or seminar pamphlets that list your participation
- Search for lectures you may have given online at http://www2.aoao.org/members/protected/lecture_search.iphtml. You can print screen and save as a document (control P, then print).
- Copies of certificates of participation

B - American Osteopathic Board of Orthopedic Surgery (AOBOS)

Category	Points Criteria	Points
AOBOS Board Member	10 each year	
Chairman (President)	20 one time only	
Vice-Chairman	15 points one time	
Oral Examinations AOBOS	10 each year	
Clinical Examinations AOBOS	You may receive 10 points for a spring cycle inspection and 10 points for a winter cycle inspection when conducted in the same year. Maximum 20 each year	
Item Writing Committee Member	10 each year	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Contact the AOBOS office at (312) 202-8208 and they will have supporting documentation for your oral, clinical exams or item writing committee participation.

C - Publications - Maximum 60 points for category

Publications must be written and published **AFTER** completion of the Orthopedic Residency Program and applicant must be the **lead author**.

Category	Points Criteria	Points
Article in JAOAO	20 per publication	
Official Publication of AOA, The Orthopod and Virtual Library	20 per publication	
Journal Listed in Index Medicus	20 per publication	
Book Chapter	20 per chapter	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Copies of the title page of your authorship, or the entire article and must include the date of your publication. If your publication does not include the date, please provide documentation of the date the submission was accepted.

D - Scientific Display - Maximum 60 points for category

Recommended to have presented at least one (1) poster at a National Meeting of the AOA (year and topic), or before another body that the Committee accepts as equal value (meeting, year, and topic). (This poster must be written and presented after completion of the Orthopedic Residency Program, and the individual must be the lead author or principle investigator of the project).

Category	Points Criteria	Points
AOAO Annual	10 per poster	
Other Conventions-National-Non DO	10 per poster	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Letter from a physician verifying participation
- Brochure documentation listing your poster
- Copy of poster acceptance letter

*Only activity after residency training is considered.

E - Lectures - Maximum 60 points per category

Category	Points Criteria	Points
Scientific or Research National Specialty Meeting	15*	
AOAO Spring or Fall Meeting	20*	
Other National Specialty or State Conventions	15*	
Local Lectures to physicians or allied health personnel	5 each year/25 maximum	

* One (1) lecture on a specific subject can only receive fifteen (15) or twenty (20) points. The same lecture given multiple times cannot receive more than fifteen (15) or twenty (20) points. A lecture which is given in conjunction with a poster exhibit will receive a maximum of 30 points per lecture/poster topic.

EXAMPLES OF SUPPORTING DOCUMENTATION

- Copy of the conference program listing you as the speaker
- Copy of speaker letter supporting your presentation
- For AOAO lectures, Search for lectures you may have given online at http://www2.aoao.org/members/protected/lecture_search.iphtml. You can print screen and save as a document (control P, then print).

*Documentation to support lectures must include the date and location of the lecture.

*Power point slides are not acceptable as documentation of your lecture.

F – AOA

Category	Points Criteria	Points
Delegate to AOA House	5 per year	
AOA Standing Committee Chair	7 per year	
AOA Standing Committee Member	5 per year	
Inspector and/or Examiner Residency Program	25 per inspection	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Documentation from the AOA supporting volunteer involvement

G - State Osteopathic Association

PLEASE NOTE FOR CATEGORIES G, I, J, K: A candidate must attain at least 10 points in either category or in a combination of these four categories G - State Osteopathic Association, I - Local Hospital, J - Community/State and K - Other/Community Outreach/Mission Work.

Category	Points Criteria	Points
Delegate State Meeting	5 per year	
State Officer	5 for each office	
State Committee Appointment	5 one time only	
Program Chair – State Meeting	5 each year	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Contact your State Osteopathic Association for documentation of your participation.

H - Education - Maximum 50 points for Category

Category	Points Criteria	Points
<i>Lecturer - College of Osteopathic Medicine or LCME Accredited Medical School</i>	5 per lecture – Maximum 20 each year	
Off Site (Preceptorship)	2 each year/Maximum 20	
CORE Residency Education Training/Faculty	10 each year	
Establishment of Residency Program	25 one time only	
Program Director of Residency Program	15 each year	
Residency Training Program (Orthopedics)	5 each year	
Residency Training Program (Other)	2 each year	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Documentation listing the residents or preceptors that you trained
- Letter from the medical school or hospital verifying your participation

I - Local hospital

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Category	Points Criteria	Points
Chief of Staff	10 per term/maximum 20	
Member, Hospital Board	5 per term/maximum 15	
Chairman of Section or Dept at Local Hospital	5 each year	
Member Executive Committee at Local Hospital	5 each year	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Letter from hospital verifying your activity

- We do understand some hospitals no longer exist, but usually you can find an official that can document your participation.

J - Community / State

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Category	Points Criteria	Points
Member Area-Wide Health Planning Organization	3 per term	
Member State Health Department	5 per term	
Member State Board Registration & Licensure	5 each year	
Team Physician	Independent of the number or types of teams covered 5 each year/maximum 15	
Officer of Local or County Orthopedic Society	5 each year	
Officer State Orthopedic Society	5 each year	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Reference letter or pamphlet from an official regarding your community or team physician participation

K – Other/Community Outreach/Mission Work – MAXIMUM 1- POINTS FOR CATEGORY

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Category	Points Criteria	Points
Community Outreach	2 each year	
Mission Work	5 each year	
Other	2 each year	

EXAMPLES OF SUPPORTING DOCUMENTATION

- Letter from organization in which you served, if you have points in this category

L - Special Consideration

Points variable

The Special Consideration should be in the spirit of the title of Fellow, e.g., "other meritorious services reflecting credit upon the Academy and the Osteopathic profession." Eg: Volunteerism

Enter special consideration examples here:

EXAMPLES OF SUPPORTING DOCUMENTATION

- Here you may submit your curriculum vitae and/or other notes that you feel may be significant in consideration of your application that are NOT covered in any of the listed categories.

M - Other Committees

Please indicate below if there are any AOA Committees on which you served in the past that are not listed on this form.

EXAMPLES OF SUPPORTING DOCUMENTATION

- You may include a letter or brochure documenting your participation.

TOTAL NUMBER OF POINTS:

I HEREBY further authorize and consent to the release of information to the American Osteopathic Academy of Orthopedics Committee on Fellow Awards, Honors & Memorials. I hereby release from liability the American Osteopathic Academy of Orthopedics for doing so.

I UNDERSTAND and agree that I, as an applicant for the Fellow Award, have the burden of producing adequate information for proper evaluation of my professional competence, character, ethics and other qualifications and for resolving any doubts about such qualifications.

Electronic Signature:

- By checking this box I agree and attest that all of the information provided on this application is true, I will provide accompanying documentation as required, and I have indicated a total of 100 points or more.

If you check the above box and have less than 100 points your application will be saved, but it will NOT be finalized and submitted!

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If you are uploading files, please allow time for the files to transfer once you hit submit. DO NOT navigate away from this page until you see the submission confirmation or your information may not be saved!

SAMPLE

Updated: 6/2022