

# Sample Application for Award of Fellow

**Please read the following carefully before submitting your application. APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH THE AOAQ 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 AOAQ 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 AOAQ 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 - AOAQ 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 - District Academy.

**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  
AOAQ Headquarters  
Joye Stewart  
[joye@aoao.org](mailto: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 (Postgraduate) and one Annual Fall Meeting during the three years previous to applying. EXAMPLE: If you apply in 2024, you must have attended at least one spring and one fall meeting within 2023, 2022 and 2021.

### **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 <i>Must be 3 hour or more session</i>	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 Deputy Editor	15 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](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.

	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
	AOA 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. Do not include meeting programs with multiple pages. The committee only wants to see the page with the meeting name, location, date and the page(s) that lists you as a speaker and the topic.
- 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](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.

	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
	Lecturer - College of Osteopathic Medicine or LCME Accredited Medical School	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/Practice/Group

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
	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	
	President or Officer of Practice/Group	5 each term/maximum of 10	

#### 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**

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
	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**

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
	Community Outreach/Service	2 each year/ max 10 points	
	Mission Work	10 each year/max 60 points	
	Other	2 each year/max 10 points	

## 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!

NOTE: You may save your progress and return to complete this form at a later time by clicking Save/Submit WITHOUT checking the 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.

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!