



AMERICAN COLLEGE OF
OCCUPATIONAL AND
ENVIRONMENTAL MEDICINE

CLASS OF 2025 APPLICATION FOR FELLOWSHIP

PLEASE READ BEFORE COMPLETING APPLICATION

Thank you for choosing to apply for Fellowship in the American College of Occupational and Environmental Medicine. The FACOEM designation is ACOEM's highest acknowledgment recognizing years of dedication to exceptional education, leadership, and commitment to the specialty.

Apply before the **November 1, 2024** deadline and you will be considered for induction into the College as a Fellow in April 2025 at the AOHC in Austin, TX. Applicants will be notified of the determination of the Board of Directors no later than February 28, 2025.

Please note: Board certification is required to apply for Fellowship. You must be certified under the American Board of Preventive Medicine (ABPM) in occupational and environmental medicine (or equivalent), or another specialty under the American Board of Medical Specialties (ABMS) (or equivalent). International applicants must provide proof of their equivalent certifications and training to a nationally-recognized board certification in a medical specialty. If you are *NOT* certified under ABPM or ABMS and do not meet requirements noted in one of the below three (3) eligibility scenarios, please contact fellows@acoem.org before applying to determine eligibility.

Scenario 1: You are board certified in occupational and environmental medicine through ABPM.

Scenario 2: You are board certified in another ABMS specialty (or international equivalent), **PLUS** you have a Masters in Public Health (or equivalent), **PLUS** 50 ACOEM CME credits (earned within the five (5) years preceding the date of application with a maximum of 15 hours earned through component societies).

Scenario 3: You are board certified in another ABMS specialty (or international equivalent) , **PLUS** 100 ACOEM CME credits (earned within the five (5) years preceding the date of application with a maximum of 30 hours earned through component societies).

All CME credits must be earned directly from ACOEM (or component societies within the limits noted above) and claimed on your ACOEM account so they appear in your CME transcript. If you need assistance claiming ACOEM CME credits or would like to inquire about how you can earn more credits to meet the requirement, please contact educationinfo@acoem.org.

BEFORE PROCEEDING WITH SUBMISSION OF YOUR APPLICATION, PLEASE HAVE ALL DOCUMENTS AND INFORMATION READY FOR SUBMISSION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE DO NOT PASSWORD PROTECT ANY APPLICATION DOCUMENTS.

- Completed and signed application PDF.
- PDF or Image of current Board Certification verification (or equivalent), with expiration date (such as copy of certificate or printout from website).
- PDF or Image of current medical license, with expiration date.
- PDF of verification of MPH degree (if following Scenario 2).
- PDF of current CV (professional experience in OEM must be reflected in your CV).
- *Optional:* PDF of a narrative statement (1-2 pages) outlining contributions to the field of OEM, including dates, titles, positions or activity, and benefactors of contributions (volunteer roles, publications, teaching and lecturing, mentoring, public advocacy, committee service, etc.), as well as volunteer contributions to ACOEM (and/or special interest sections and component societies) outside of work duties.
 - ***Important note:*** while volunteer contributions to ACOEM are not required to apply (i.e. – serving on ACOEM committees, councils, leadership for special interest sections or component societies), they are **STRONGLY** encouraged. Being a member of ACOEM, a special interest

section, or a component society does not qualify as a volunteer contribution. If you need assistance volunteering at ACOEM please contact Adam Walaszek, Manager, Operations and Governance, at adam@acoem.org.

- A narrative statement can be used to expand on any information provided in your application. If you choose to write a narrative statement in support of your application, the recommended format is a 1-2 page statement with the first paragraph detailing your volunteer contributions to ACOEM, the second paragraph detailing your volunteer contributions to the field of OEM (outside of your job responsibilities), and the third paragraph detailing your work experience in OEM.
 - Two references for Fellowship (one must be from a current ACOEM Fellow).
 - PDF of ACOEM CME Transcript, if following Scenario 2 or 3.

Upon verification of eligibility for review, an email with a secure credit card payment processing link for the **\$225** application processing fee will be sent to the applicant. Applicants may also submit payment by check.

If you need assistance with your application, please contact us at fellows@acoem.org.



AMERICAN COLLEGE OF
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APPLICATION FOR FELLOWSHIP

Applications accepted through November 4, 2024 for the Class of 2025

Please type all responses

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

▶ ACOEM MEMBERSHIP

Applicants must be an Active Member for three (3) years. Student and Resident Membership years do not apply towards this requirement. Active Member years need not be consecutive.

ACOEM Member ID Number: _____ First Year as an ACOEM Active Member: _____

▶ TRAINING AND LICENSURE

Medical School	Degree	Dates

Residencies and Internships	Name of Program / Hospital	Dates

Other Postgraduate Training	Name of Program / School	Dates

State(s) in which license is held	Date of Issuance	Is license active?	Expiration Date

If you are an international applicant and do not reside in the U.S., please provide the country in which you hold an active medical license.

Have you ever been denied licensure to practice medicine or been disciplined by a licensing board?

No Yes

Has your license to practice medicine ever been revoked or suspended?

No Yes

▶ BOARD CERTIFICATION

Board certification is required to apply for ACOEM Fellowship.

REQUIRED: Are you ABPM Board Certified in occupational medicine? Yes No

If you answered no, you must complete this section:

ABMS Board Certified in (name specialty) _____ Year _____

Evidence of education and experience in OEM. **(Please check one)**

- Completion of the MPH (or equivalent) plus 50 ACOEM CME credits earned in the previous 5 years *(15 of these CME credits can come from component meetings. Please attach proof of attendance.)*
- Completion of 100 ACOEM CME credits earned in the previous 5 years *(30 of these CME credits can come from component meetings. Please attach proof of attendance.)*

▶ SUPPORTING INFORMATION

A Curriculum Vitae and letters of recommendation are also required to apply for ACOEM Fellowship. It is optional to submit a narrative statement in support of your application.

- Please attach a current CV.
- In addition, the applicant must have two letters of recommendation, one by an ACOEM Fellow. Letters, on letterhead, should be sent directly from the author to the attention of the Fellowship Committee at fellows@acoem.org, not to the candidate. *Responsibility for these letters is solely that of the applicant. ACOEM will not contact references.*
- *(Optional)* A narrative statement can be used to support your application and provide additional details on any information provided in your application. The recommended format is a 1-2 page statement with the first paragraph detailing your volunteer contributions to ACOEM, the second paragraph detailing your volunteer contributions to the field of OEM (outside of your job responsibilities), and the third paragraph detailing your work experience in OEM.

▶ PROVIDE YOUR VOLUNTEER CONTRIBUTIONS TO ACOEM (OPTIONAL)

Volunteer contributions to ACOEM include, but are not limited to, service on an ACOEM committee, council, work group, task force, presenting/moderating sessions at AOHC, presenting a poster at AOHC, serving in a leadership position on a special interest section or an ACOEM component society, etc. Please note the term years/dates of service for any volunteer contributions as well as details regarding your responsibilities.

While volunteer contributions to ACOEM or an ACOEM component society are not required to apply, they are *STRONGLY* encouraged. If you do not have any volunteer contributions to ACOEM or an ACOEM component society please write "None".

Being a member of ACOEM, a special interest section or component society does not qualify as a volunteer contribution. General attendance at AOHC does not qualify as a volunteer contribution.

VOLUNTEER CONTRIBUTIONS TO ACOEM

▶ PROVIDE YOUR VOLUNTEER CONTRIBUTIONS TO THE FIELD OF OEM (OPTIONAL)

Please provide information on any volunteer contributions to the field of OEM outside of your job responsibilities.

VOLUNTEER CONTRIBUTIONS TO THE FIELD OF OEM

▶ PROVIDE WORK EXPERIENCE IN OEM (REQUIRED)

Please provide details of your work experience in OEM.

WORK EXPERIENCE IN OEM

▶ PROVIDE ADDITIONAL INFORMATION (OPTIONAL)

Please provide any additional information you would like to note in support of your application.

Applicants may also submit a Narrative Statement in support of their application (see details on pages 1 and 2).

▶ APPLICANT SIGNATURE

In making application for Fellowship in ACOEM, I certify that I meet the requirements for Fellowship as stated in the Bylaws and Policies and Procedures. The pertinent sections of which are as follows:

Bylaws Article IV, Section 3 (a) Fellow. Any physician who meets all of the following criteria shall be eligible to apply to become a Fellow:

- (i) *has held membership in the College as a Master or Active Member for a period of no fewer than three (3) years;*
- (ii) *possesses a high level of documented expertise in occupational and environmental medicine and meets other requirements of the College as determined by the Committee of Fellowship Examiners under the policies and procedures of the College.*

Policies and Procedures Section 3.06 Fellows who allow their membership to lapse will be contacted by the President, Executive Director and/or chair of the Committee of Fellowship Examiners to advise them that unless they reinstate their membership, they are no longer eligible to use the FACOEM designation. Lapsed Fellows may resume using their FACOEM designation if they reinstate within 2 years. The Executive Director has the authority to approve on a case-by-case basis, instances where a lapse in is more than 2 years, with consultation from the Executive Committee and Committee of Fellowship Examiners as necessary, provided there is good reason for the lapse such as illness.

By signing this application, I certify that the information is accurate and complete to the best of my knowledge, and I agree to conduct my professional activities in accordance with the ACOEM Code of Ethics. I understand that maintaining unrestricted licensure is a requirement for membership in the College and I will advise the College in a timely manner of any final disciplinary action by any state in which I am licensed. I also understand that any intentional misrepresentation of the material contained in this application, or violation of the Code of Ethics could result in loss of Fellowship status and/or expulsion from the College membership.

Signature of Applicant: _____ Date: _____

▶ APPLICATION SUBMISSION

Return this completed application, supporting materials, and your **\$225 non-refundable application fee** to ACOEM. Applications may be submitted via email to fellows@acoem.org.

Payment Method:

- Check enclosed (pay to the order of ACOEM)
- Please email me a secure Credit Card Payment link

Please note: applications will not be reviewed by the Committee of Fellowship Examiners until a completed application, verification of board certification (or equivalent certification/training), copy of medical license, CV, two reference letters (one from a current ACOEM Fellow), copy of MPH (if following Scenario 2), copy of ACOEM CME transcript (if following Scenarios 2 or 3) and payment are received. Applicants will only be charged the non-refundable \$225 application fee once all other required documents are submitted.

All items must be received by the November 1, 2024 deadline to be considered for the Class of 2025.

Applicants will be notified of the status of their applications by February 28, 2025.