

Fellow Program Application

Renewing Fellows

Renewing Fellows

1. Current Fellows must renew their Fellow status every five years but no sooner than three years to keep it active.
2. Any Fellow completing a third recertification process will be granted Lifetime Fellow status.
3. All recertification points must have been earned since the date of the current Fellow status.
4. A total of 12 recertification points must be earned for each recertification process. Recertification points can be earned by a combination of the following. *(See pages 2 and 3 of this application for a detailed outline of all point values.)*
 - Continuing Education – 6 points maximum
 - Professional Activities – 6 points maximum (contributions to AHRMM and Materials Management only)
 - Written Paper – 6 points
5. All applications for FAHRMM recertification must be submitted to AHRMM no later than 90 days prior to the expiration of their current certification.
6. A recertification fee of \$50.00 must be submitted with the application.

Instructions

1. The entire application must be complete, including all supporting documentation where necessary. The Fellow Review Committee may request additional documentation at a later date. Renewing Fellows who choose to write a paper must include a topic summary and outline for the written paper along with this application.
2. Application fees are required and must be submitted along with a copy of the completed Fellow Application in order for the application to be processed. Fees cover the cost of maintaining the program. The application fee is \$50.00 for Renewing Fellows. Payment may be made via check or credit card. **Do not email credit card information.** Applications with credit card payments can be faxed to 312-422-3609, check payments can be mailed to:

AHRMM
Attn: Fellow Program
P.O. Box 75315
Chicago, IL 60675

3. Fellow Applications and published papers may be submitted to AHRMM via email at ahrmm@aha.org provided that payment is sent via fax or mail. All payments and supporting documentation must be faxed or mailed with a copy of the completed application.
4. AHRMM will confirm receipt of Fellow Application to applicant via the email address provided within the application.
5. Fellow recognition awards are presented at AHRMM's Annual Conference & Exhibition. **To be recognized at the Conference for that year, Renewing Fellow applications must be submitted by May 1st.** If you cannot attend the Conference, your award will be sent to you following the meeting.

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Certification Points

I. Continuing Education

All seminars must be a full day. Proof-of-attendance documentation is required with the Fellow Application. All programs do not need to be AHRMM sponsored to qualify. Company or facility sponsored programs may qualify.

Type	Renewing Fellows 6 points maximum
AHRMM's Annual Conference & Exhibition	3 points per year
AHRMM Seminars or Regional Programs	2 points per day
Other Full-day Healthcare Programs (6 hour minimum)	1 point per day
Job-related College Courses	1 point per credit hour

II. Work Experience

Required for First-time Fellow applications only. Work experience is not required for Renewing Fellows.

III. Professional Activities

Professional activities are characterized as contributions to AHRMM (national and/or affiliated chapters), the Materials Management field, hospital performance, and the community.

AHRMM and Materials Management Activities

Type	Renewing Fellows 6 points maximum
AHRMM Board Member or Officer	1 point per year
AHRMM Committee Member (non-Board)	1 point per year
AHRMM Affiliated Chapter President	1 point per year
AHRMM Affiliated Chapter Officer or Chapter Committee	1 point per year
Published Article in National or Regional Journal	2 points per article
Published Article in GPO, Chapter, Faculty, or Company Publication	1 point per article
Faculty at AHRMM Program	3 points per program
Faculty at Other National Professional Group Program (outline required for documentation)	2 points per program
Faculty at GPO, Chapter, Faculty, or Company Program (outline required for documentation)	1 point per program

Hospital Performance and Healthcare Activities

Required for First-time Fellow applications only. Hospital Performance and Healthcare Activities are not required for Renewing Fellows.

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IV. Written Papers

An original unpublished paper dealing with a relevant aspect of healthcare purchasing, materials management, or support services may be submitted in order to fulfill the required points for Renewing Fellows. Renewing Fellows who choose to write a paper must include a topic summary and outline for the written paper along with this application for review and approval by AHRMM's Fellow Review Committee. AHRMM will notify the applicant upon the Committee's approval of the topic summary and outline. Fellow Review Committee members serve as one-on-one mentors to assist in the paper writing process.

The final paper must be submitted to AHRMM and will be reviewed by the Fellow Review Committee on the quality and the relevance of the paper to the industry. Papers will be judged as acceptable or not acceptable. If a paper is deemed not acceptable, the applicant will be informed of the reason for the Committee's decision and may be allowed to submit a revised paper.

Papers should describe a new, relevant, cost-effective, innovative, or practical approach or experience in purchasing, materials management, or support services (i.e. developing a new procedure in order to solve a problem, trying a different management approach, etc.). Components for submittals include: title page, abstract, subject matter, paper length, bibliography, and must be written in APA format (see Fellow Paper Guidelines available on AHRMM website). AHRMM reserves the right to publish and post accepted papers to its website. If published, credit will be given to the author.

Final drafts must be submitted within 12 months from the date of the Fellow Review Committee's acceptance of the applicant's paper topic summary and outline. This deadline will be communicated to candidates upon approval.

AHRMM will host Fellow papers in the AHRMM Knowledge Center for five years from the date of publication.

Type	Recertifications
Acceptance of a Written Paper - A topic summary and outline must be submitted in advance of the paper.	6 points maximum

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Complete and return the remaining pages of the Fellow Application to AHRMM (see page 7 for instructions).

Contact Information

Name: (print or type as it is to appear on the award certificate)		Years in AHRMM:
Organization:		Years at Organization:
Email:	Phone:	
Work Address:		
City:	State:	Zip:
Home Address:		
City:	State:	Zip:

Fellow Designations

Year FAHRMM was first attained:	# of Recertifications:
Notify me of my Fellow status via regular mail to (check one): <input type="checkbox"/> Work Address <input type="checkbox"/> Home Address	
Name and Title of CEO AHRMM Should Notify if FAHRMM is Achieved:	
Address:	
City, State:	Zip:

Payment Information

<input type="checkbox"/> Check Payable to "AHRMM" enclosed		
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	Card Number	Expiration Date
Name As It Appears On Credit Card	Cardholder's Signature	

Do not email credit card information – fax to (312) 422-3609 or mail to AHRMM, P.O. Box 75315, Chicago, IL 60675.

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Certification Points

I. Continuing Education

Renewing Fellows require 6 points maximum and must have attended programs since the date their current Fellow level was attained. *See pages 2 to 3 for the detailed outline of point values.*

A. AHRMM's Annual Conference & Exhibition

	<u>Location</u>	<u>Year</u>
1.	_____	_____
2.	_____	_____

Total Points: _____

B. AHRMM Seminars or Regional Programs

	<u>Program Title</u>	<u>Location</u>	<u>Date(s)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Total Points: _____

C. Other Full-day Healthcare Programs

	<u>Title</u>	<u>Program Sponsor</u>	<u>Date(s)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Total Points: _____

D. Job-related College Courses:

	<u>Topic</u>	<u>College</u>	<u>Date(s)</u>	<u>Credits</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Total Points: _____

II. Work Experience

Renewing Fellows are not required to report work experience and may continue to Professional Activities.

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III. Professional Activities

Renewing Fellows require a minimum of 4 points for AHRMM and Materials Management Activities. See pages 2 to 3 for the detailed outline of certification point values.

NOTE: If receiving points for an affiliated chapter activity, please identify the Chapter Name. If receiving points for participating as a faculty member, presenter, or author of a publication, please submit supporting documentation.

<u>Activity</u>	<u>Date(s)</u>	<u>Points</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
		Total Points: _____

IV. Written Paper

Renewing Fellows may earn 6 points maximum for submitting additional written papers. Those who choose to do so must submit a topic summary and outline in advance of submitting a paper. Once approved, applicants must submit the final paper for acceptance by the AHRMM Fellow Review Committee.

Papers must be original, unpublished papers dealing with a relevant aspect of healthcare purchasing, materials management, supply chain management, or support services and must be submitted in accordance with the "Fellow Paper Guidelines" (available on AHRMM's website).

I promise that all of the information provided within the Fellow Program Application is true to the best of my knowledge. AHRMM may contact me for additional documentation or information at a later date if necessary.

Name (please print): _____

Signature: _____ **Date:** _____