Fellow Program Application
Renewing Fellows

General Information

1. Fellow renewal candidates must be current AHRMM members in good standing and maintain current CMRP certification.

2. Fellow designation can be renewed every five years but no sooner than three years.

3. Fellows completing a third recertification process will be granted Lifetime Fellow status.

4. All recertification points must have been earned since the date of the current Fellow status.

5. A total of 12 recertification points must be earned for each recertification process. Recertification points can be earned by a combination of the following activities: *(see pages 2 and 3 of this application for a detailed outline of all point values.)*

   - Continuing Education − 6 points maximum
   - Professional Activities − 8 points maximum
     - AHRMM and Supply Chain
     - Health Care Provider Performance and Health Care Activities
   - Written Paper − 9 points

6. All applications for FAHRMM recertification must be submitted to AHRMM no later than 90 days prior to the expiration of their current certification.

7. A recertification fee of $50.00 must be submitted with the application.

Instructions

1. Complete the entire application, 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 fee of $50.00 must be submitted with the completed Fellow Application. Fees cover the cost of maintaining the program. 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 60675-5315

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 either mailed to the recipient, or 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.

For questions or more information, please contact AHRMM at (312) 422-3840 or ahrmm@aha.org.　　　Page 1 of 8

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Certification Points

I. Continuing Education

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. Full-day programs must be 6 hours at minimum, half-day programs must be 3 hours at minimum.

Type	6 points maximum
AHRMM's Annual Conference & Exhibition	3 points per year
AHRMM Seminars or Regional Programs	1 points per full day 0.5 points per half day 0.1 points per hour
Other Healthcare Programs	1 point per full day 0.5 points per half day 0.1 points per hour
Job-related College Courses	1 point per course

II. Professional Activities

Professional activities are divided into two sections: a) AHRMM and Supply Chain Activities, and b) Health Care Provider Performance and Activities. Activities are characterized as contributions to AHRMM, the health care supply chain field, provider performance, and the community.

Professional Activities	8 points maximum
A. AHRMM and Health Care Supply Chain Field Activities	**4 points maximum**
AHRMM Board Member	2 points per year
AHRMM Committee Member (non-Board)	1 point per year
AHRMM Affiliated Chapter Board Member	1 point per year
Board Member, Officer, or Committee Member of Other Professional Organization	1 point per year
Published Article in National Journal	2 points per article
Published Article in GPO, Chapter, Faculty, or Company Publication	1 point per article
Faculty at AHRMM Program	2 points per program
Faculty at other National Professional Group Program (outline required for documentation)	1 point per program
Faculty at other Regional Program (outline required for documentation)	1 point per program

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B. Health Care Provider Performance and Activities	4 points maximum
Cost savings measures	1 point per year
Active involvement on provider committees	1 point per year
Joint activity with another provider (ex: participation on a quality team)	1 point per year
Community involvement	1 point per year
Attach a short narrative describing your involvement in health care provider performance or activities to your Renewing Fellow application. See Appendix A.	

III. Written Papers

Renewing Fellows are not required to write a paper. Those who choose to write a paper must include a topic summary and outline with this application for approval by AHRMM's Fellow Review Committee, prior to paper submission.

A topic summary and outline must be approved by AHRMM's Fellow Review Committee prior to the paper submission.

Written papers must be submitted in the American Psychological Association (APA) style.

Written papers should describe a new, relevant, cost-effective, innovative, or practical approach or experience in health care 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. If chosen, AHRMM will host Fellow papers in the AHRMM Knowledge Center for five years from the date of publication.

Written papers will be reviewed by the Fellow Review Committee on quality and relevance of the topic to the field and will be judged as acceptable or not acceptable based on the Fellow paper rubric (available on AHRMM website). If a paper is deemed not acceptable, the applicant will be informed and may be allowed to submit a revised paper.

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 may be extended if needed and per Committee approval.

Written Paper	9 points maximum
Acceptance of a topic title, paper summary and outline	Required with application
Acceptance of a Written Paper	Required after application, topic, abstract and outline are accepted

For questions or more information, please contact AHRMM at (312) 422-3840 or ahrmm@aha.org.   Page 3 of 8

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Complete and return the remaining pages of the Fellow Application to AHRMM.

Contact Information

Name: (please type as it is to appear on the award certificate)	# of Years as AHRMM member:
Organization:	# of Years at Organization:
Title:	# of Years in Position:
Email:	Phone:
Work Address:	
City:	State:	Zip:
Home Address:	
City:	State:	Zip:

Fellow Designations

Year FAHRMM was first attained:
Year CMRP was last renewed/achieved for the first time:
Notify my CEO if FAHRMM is renewed ☐ Yes ☐ No
CEO Name:
CEO Title:
CEO email address:

Payment Information

Check Payable to "AHRMM" enclosed				
Visa	MasterCard	AMEX	Card Number	Exp. Date
Name As It Appears On Credit Card			Cardholder's Signature	

Email the entire application to ahrmm@aha.org. Do not email credit card information - we will send an invoice.
Fax credit card payments to 312-422-3609.
Mail check payments to: AHRMM, Attn: Fellow Program, PO Box 75315, Chicago, IL 60675

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Fellow Program Application
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Certification Points

I. Continuing Education

Six continuing education points are required for renewing Fellows. Points earned for CMRP recertification can also be used for renewing the Fellow designation. Candidate must have earned the points listed since attaining their CMRP and no sooner than three years prior to Renewing Fellow application submission. *See pages 2 to 3 for the detailed outline of point values.*

A. AHRMM's Annual Conference & Exhibition

Location   Year

1. _____

2. _____

Total Points: _____

B. AHRMM Seminars or Regional Programs

Program Title   Location   Date(s)

1. _____

2. _____

3. _____

Total Points: _____

C. Other Full-day Healthcare Programs

Title   Program Sponsor   Date(s)

1. _____

2. _____

3. _____

Total Points: _____

D. Job-related College Courses:

Topic   College   Date(s)   Credits

1. _____

2. _____

3. _____

Total Points: _____

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II. Professional Activities

Renewing Fellows require eight (8) points for AHRMM and Supply Chain Field Activities and Health Care Provider Performance Activities. *See pages 2-3 for a detailed outline of certification point values.*

A. AHRMM and Supply Chain Activities: 4 Points Required
Type the activity you completed, the date and number of points. If points are for an affiliated chapter activity, identify the chapter name. If points are for participating as a faculty member, presenter, or author of a publication, please submit supporting documentation.

	Activity	Date(s)	Points
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		
7.	_____		
8.	_____		

Total Points: _____

	Activity	Date(s)	Points

B. Hospital Performance & Health Care Activities: 4 Points Required

1. Type the activity you completed, the date and number of points.

1. _____

2. _____

3. _____

2. Explanatory Narrative: Hospital Performance & Health Care Activity

Type a short narrative describing your involvement in hospital performance or health care activity. Attach a separate sheet, if necessary.

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AHRMM
Advancing Health Care through
Supply Chain Excellence

III. Written Paper

Renewing Fellows may earn nine (9) points for submitting an additional written paper. Those who choose to do so must attach a topic summary and outline (see appendix A) with this application for Committee approval in advance of submitting a paper.

Once the application is approved, candidates will write an original, unpublished paper 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 will write a paper to achieve my recertification points. My title, abstract and outline are included with this application.   ***Total Points:*** _____

Signature

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:** _____

Appendix

Fellow Paper

If you have chosen to write a paper to meet the renewing Fellow qualifications, please include the information below with your application. The Fellow Review Committee will review the paper's topic, abstract and outline and candidate will be informed of acceptance or rejection and revision.

Title
Abstract
Outline

Move to a separate sheet of paper if necessary.

For questions or more information, please contact AHRMM at (312) 422-3840 or ahrmm@aha.org.   Page 8 of 8

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