

## Eligibility Requirements

### **1. Membership:**

All renewal candidates must be a current AHRMM member in good standing.

### **2. CMRP:**

All renewal candidates must maintain a current CMRP certification.

### **3. Certification Points:**

All certification points used towards this renewal application must have been earned after receiving the current Fellow status.

A total of 12 certification points must be earned for each renewal process. Certification points can be earned by a combination of the following activities:

- I. Continuing Education – 4 points minimum / 8 points maximum required
- II. Professional Activities – 4 points minimum / 8 points maximum required
  - A. AHRMM and Supply Chain Activities
  - B. Health Care Provider Performance Activities
- III. Written Paper (Sufficient on its own) - 12 points

*(See pages 2 and 3 of this application for a detailed outline of all point values.)*

## Important Information

- All Fellow renewal applications must be submitted to AHRMM no later than 90 days prior to the expiration of their current FAHRMM certification.
- Fellow designation can be renewed every five years but no sooner than three years.
- Fellows completing a third recertification process will be granted Lifetime Fellow status.

## Certification Points

### I. Continuing Education

Proof-of-attendance documentation may be required with the Fellow Application. Programs do not need to be AHRMM sponsored to qualify. Company or facility sponsored programs may qualify.

Type	4 pts min /8 pts max
AHRMM's Annual Conference & Exhibition	3 points per year
AHRMM Seminars or Regional Programs	1 point per full day 0.5 point per half day 0.1 point per hour
Other Healthcare Programs	1 point per full day 0.5 point per half day 0.1 point per hour
Job-related College Courses	1 point per course

### II. Professional Activities

Activities are contributions to AHRMM, the health care supply chain field, provider performance, and the community.

Professional Activities	4 pts min /8 pts max
<b>A. AHRMM and Health Care Supply Chain Field Activities</b>	
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
<b>B. Health Care Provider Performance and Activities*</b>	
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

### III. Written Papers

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.

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

\*NOTE: A short narrative describing your involvement in hospital performance or health care activity will be required with this Fellow Application. (See page 6.)

# Renewal Fellow Application



## Certification Points

### **I. Continuing Education**

Renewing Fellows require 4 points minimum / 8 points maximum.  
(See page 2 to 3 for a 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. Professional Activities

Renewing Fellows require 4 points minimum / 8 points maximum for professional activities.  
(See page 3 for a detailed outline of point values.)

### A. AHRMM and Health Care Supply Chain Field Activities

List 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.

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

**Total Points:** \_\_\_\_\_

### B. Health Care Performance & Health Care Activities

List the activity you completed, the date and the number of points.

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

**Total Points:** \_\_\_\_\_

## Explanatory Narrative: Hospital Performance & Health Care Activity

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

## III. Written Paper

Renewing Fellows may earn twelve (12) 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:** \_\_\_\_\_

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

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Application Instructions

1. Complete the entire application, including all supporting documents, as necessary. (The Fellow Review Committee may request additional documentation.)
2. Scan and email the entire application to [ahrmm@aha.org](mailto:ahrmm@aha.org). Upon receipt of your application, you will receive a return email with an invoice for payment.
3. An application fee of \$75.00 must be submitted with the Renewal Fellow Application. (Fees cover the cost of maintaining the program.)
4. AHRMM will notify candidates of approved applications via the email address provided.
5. Once you have met all the requirements and your application has been approved, you may continue using the designation in your signature.
6. Fellow recognition awards are either emailed to the recipient or presented at AHRMM's Annual Conference.

## Contact Information

<b>Name:</b> (print or type as it is to appear on the award certificate)		<b>Years in AHRMM:</b>
<b>Organization:</b>		<b>Years at Organization:</b>
<b>Title:</b>	<b>Years in Position:</b>	
<b>Email:</b>	<b>Phone:</b>	
<b>Work Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Home Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Year FAHRMM was attained</b>	<b>Initial:</b>	<b>Renewal:</b>
<b>Year CMRP was attained</b>	<b>Initial:</b>	<b>Renewal:</b>
<b>Notify my CEO if FAHRMM is achieved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Name and Title:</b>		
<b>Address:</b>		
<b>Email:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>

## Appendix A

### 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

**Add a separate sheet of paper, if necessary.**