



AMERICAN COLLEGE OF
OCCUPATIONAL AND
ENVIRONMENTAL MEDICINE

CLASS OF 2024 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, 2023** deadline and you will be considered for induction into the College as a Fellow in May 2024 at the AOHC in Orlando, FL. Applicants will be notified of the determination of the Board of Directors no later than February 28, 2024.

Please note: Board certification is required to apply for Fellowship. If you are NOT certified under the American Board of Preventative Medicine (ABPM) or the American Board of Medical Specialties (ABMS), or an international equivalent, and do not meet one of the following three (3) scenarios, please contact fellows@acoem.org before applying to determine eligibility.

Scenario 1: You are board certified in Occupational Medicine through ABPM.

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

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

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

- Applicant information.
- Detailed description of contributions to ACOEM, including dates, titles, positions or activity, and benefactors of contributions (volunteer roles, publications, teaching and lecturing, mentoring, public advocacy, committee service, etc.). If you have no contributions to ACOEM, please write "None" in the appropriate boxes.
- PDF of a narrative statement 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.).
- PDF of current CV.
- PDF or Image of current Board Certification verification, 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 ACOEM CME Transcript, if following Scenario 2 or 3.
- Two references for Fellowship, one being a current Fellow.

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 or call 847-818-1800.



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APPLICATION FOR FELLOWSHIP

Applications accepted through November 1, 2023 for the Class of 2024

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.

ID Number (if known) _____ First Year as an ACOEM Active Member (if known) _____

▶ TRAINING AND LICENSURE

Medical School	Degree	Dates

Internships and Residencies	Name of Hospital / Program	Dates

Other Postgraduate Training	Location	Dates

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

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 (as determined by the Committee of Fellowship Examiners) plus an additional 50 hours of ACOEM CME* in the previous 5 years *(15 of these CME hours can come from component meetings. Please attach proof of attendance.)*
- Completion of 100 hours of ACOEM CME* in the previous 5 years *(30 of these CME hours can come from component meetings. Please attach proof of attendance.)*

SUPPORTING INFORMATION

A Curriculum Vitae, narrative statement, and letters of recommendation are also required to apply for ACOEM Fellowship.

- Please attach a current CV.
- In addition, the applicant must have two letters of recommendation, one by an ACOEM Fellow. (Members of the Fellowship Committee may NOT write letters of recommendation.) 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.*
- Please attach a one-page narrative report of your contribution to the field of OEM. This requirement may be satisfied through a multitude of activities including but not limited to teaching, presentations, public advocacy, publications, meeting attendance, or committee service. Statements should reference contributions and not the applicant's interest in or path to OEM. Visit the [Fellows FAQs](#) page to review what to include in the narrative.

PROVIDE YOUR CONTRIBUTIONS TO ACOEM. *Do not include membership or general conference attendance.*

ACOEM Component Name	Position	Term Dates	List All Responsibilities

ACOEM Section Name	Position	Term Dates	List All Responsibilities

ACOEM Committee Name	Position	Term Dates	List All Responsibilities

AOHC Poster Presentation, Session Presenter or Moderator Details	Year

▶ 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, fax to 847-818-8347, or mail to:

American College of Occupational and Environmental Medicine
Attn: Fellowship Examiners
25 Northwest Point Blvd., Suite 700
Elk Grove Village, IL 60007-1030

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 Fellowship Committee until a completed application, CV, narrative statement, two reference letters, and payment are received. **All items must be received by the November 1, 2023 deadline to be considered for the Class of 2024.**



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APPLICATION FOR FELLOWSHIP CHECKLIST

Completed application, with signature

Attached a PDF of a narrative statement 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.)

Attached a PDF of current CV

Attached a PDF or Image of current Board Certification verification, with expiration date (such as copy of certificate or printout from website)

Attached a PDF or Image of current medical license, with expiration date

Attached a PDF of verification of MPH degree, *if following Scenario 2.*

Attached PDF of ACOEM CME Transcript, *if following Scenario 2 or 3.*

Contacted two references for letters of recommendation, one being a current Fellow

Verified your ACOEM membership is current

Please submit completed application and documents to fellows@acoem.org **no later than November 1, 2023** to be considered for the Class of 2024.