The designation, Fellow of the American College of Osteopathic Family Physicians (FACOFP), signifies the recognition of the member’s experience, dedication, and contributions of the highest order to the advancement of family medicine by their peers.

QUALIFICATIONS
The award of Fellow in the American College of Osteopathic Family Physicians (FACOFP) may be conferred on founder and active members who meet the following qualifications:

1. Have been an active dues-paying member of ACOFP for at least six consecutive years (starting after residency and prior to nomination).

2. Have served a one-year American Osteopathic Association (AOA) approved internship, or its equivalent. In the event the nominee has not served a one-year AOA-approved internship or its equivalent, the nominee shall have been an active dues-paying member of this College for at least eight consecutive years prior to nomination.

3. Be certified by the American Osteopathic Association (AOA) or the American Board of Medical Specialists (ABMS).

4. Actively participate in local/state osteopathic organizations and/or their ACOFP state society. Support past and current hospital and national activities of the ACOFP.

5. Contributed outstandingly through teaching, authorship, research, professional leadership, or as a moderator at an ACOFP Annual Convention & Scientific Seminars or Intensive Osteopathic Update (IOU), formerly known as the Intensive Update and Board Review.

6. Must have attended and registered as a family physician a minimum of at least six ACOFP Annual Convention & Scientific Seminars, or AOA’s Osteopathic Medical Conference and Exposition - OMED Conference in the immediate past ten years. At least three meetings must be ACOFP Annual Convention & Scientific Seminars.
   - Only one ACOFP Annual Convention & Scientific Seminars registration during residency may be used for the three ACOFP Annual Convention and Scientific Seminars meeting requirement.
   - One ACOFP IOU convention may be used in place of OMED. Candidates may count the ACOFP Annual Convention and Scientific Seminars registration in which they receive the Fellow Award at as one of the ACOFP conventions.
   - A nominee in the military who is unable to attend the required conventions may substitute up to three Association of Military Osteopathic Physicians and Surgeons (AMOPS) conventions. for OMED. The AMOPS substitution applies only to those on “active duty.”

Completed applications are due to ACOFP no later than September 15, 2023 for consideration for the next Conclave of Fellows Awards Ceremony during the ACOFP Annual Convention & Scientific Seminars in March 2023 in Orlando, Florida.
NOMINEE REQUIREMENTS

The award of Fellow in the American College of Osteopathic Family Physicians (FACOFP) may be conferred on founder and active members who meet the following requirements:

1. One letter of recommendation from the sponsor and one letter of recommendation from the nominee’s ACOFP state society. If there is not an active state society, a letter of recommendation from another ACOFP Fellow who practices in the area or state of the nominee is acceptable.

2. Submission of an unpublished scientific paper pertinent to family medicine and suitable for publication.
   - The nominee must attest that he/she is the primary author of the submitted, unpublished scientific paper.
   - The paper must be submitted to the sponsor one month in advance for initial review, editing and approval.
   - The sponsor must submit the completed Scientific Paper Critical Appraisal Report of the nominee’s paper, which must be included with the completed application and prior to consideration.
   - Guidelines for the scientific papers: Must be written in APA or MLA format (refer to the submissions section of www.ofpjournal.com for details on guidelines); text should be limited to 3,000 words (not including title page, abstract and references); must include a 250-word abstract, footnotes and references; if charts or pictures are referenced or copied from other sources, appropriate citations must be included.
   - All papers that when submitted shall become the property of ACOFP until after the acceptance of the award at the ceremony.

3. Upon approval, the successful nominee must submit a $375 fee for ceremony expenses including the cap and gown rental. This fee must be received prior to the nominee receiving the award.

SPONSOR REQUIREMENTS

1. The sponsor must contact the ACOFP to submit the name of the nominee by email at fellowsinfo@acofp.org prior to beginning the application process.

2. Submit a letter of recommendation.

3. Complete and sign the scientific paper critical appraisal report.

4. An application fee of $225 must be submitted by the sponsor prior to consideration for all administrative and Awards Committee expenses. A suitable portion of the fee, as determined by the ACOFP Board of Governors, may be refunded to the sponsor of an unsuccessful candidate.

Any active Fellow may nominate only one qualified member for the award of Fellow each year. The sponsor may be contacted for consultation should the Awards Committee find the nominee’s application needs corrections or additional clarification. This award shall not be conferred on any person outside of the osteopathic profession. Notwithstanding any of the requirements herein above stated, the Board of Governors shall have the authority, in its discretion, to confer the Award of Fellow of the ACOFP on an active member, in addition to those nominated by the Awards Committee. The nominee shall be approved by a confidential majority vote of the Board of Governors.
APPLICATION CHECKLIST

☐ Completed signed application.

☐ Current curriculum vitae.

☐ Current AOA CME Activity Report.

☐ One letter of recommendation from the sponsor.

☐ One letter of recommendation from their ACOFP state society. If there is not an active state society, a letter of recommendation from another ACOFP Fellow who practices in the area or state of the nominee is acceptable.

☐ Electronic submission of the unpublished scientific paper by email to fellowsinfo@acofp.org.

☐ Completed Scientific Paper Critical Appraisal Report with sponsor signature.

☐ Electronic submission of high-resolution head-shot suitable for publication by email to fellowsinfo@acofp.org.

☐ Submission of the application fee of $225 from the Sponsor. Checks made payable to ACOFP.

☐ Pending notification of approval, Ceremony fee of $375 from the nominee. Checks made payable to ACOFP.

Completed applications are due to ACOFP no later than September 15, 2022 for consideration for the next Conclave of Fellows Awards Ceremony during the 2023 ACOFP Annual Convention & Scientific Seminars in March 2023 in Orlando, Florida.

Please contact Tina Burk at tinab@acofp.org with questions.
APPLICATION

Name of Nominee: ___________________________ AOA # of Nominee: ____________

Mailing Address: ____________________________

City: ___________________ State: ________ Zip Code: __________

Phone: ___________________ Cell Phone: ___________________

Email Address: ____________________________

Company Name: ____________________________

Company Address: __________________________

City: ___________________ State: ________ Zip Code: __________

EDUCATION

Pre-Professional College(s) attended:

Name of School: ____________________________

City: ___________________ State: ________ Year Graduated: __________

Degree(s): ____________________________

Name of School: ____________________________

City: ___________________ State: ________ Year Graduated: __________

Degree: ____________________________
College(s) of Osteopathic Medicine Attended

Name of School: ____________________________________________________________
City: __________________________ State: ________ Year Graduated: ____________

Name of School: ____________________________________________________________
City: __________________________ State: ________ Year Graduated: ____________

Degree: __________________________________________________________

Internship/Residency Program Attended

Name of Program: _________________________________________________________
City: __________________________ State: ________ Year Completed: ____________

Name of Program: _________________________________________________________
City: __________________________ State: ________ Year Completed: ____________

Certification

Family Medicine Year Certified: ____ Year Re-certified: ____

List current state licenses:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
MEMBERSHIP / AFFILIATIONS

ACOFP dues-paying member since: ____________________________

List positions held in national ACOFP:

________________________________________________________________________
________________________________________________________________________

List memberships in local or state organizations:

________________________________________________________________________
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List positions held in the local or state organizations:

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List memberships in other national organizations:

________________________________________________________________________
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List positions in other national organizations:

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List current hospital affiliations:

________________________________________________________________________
________________________________________________________________________

List positions held in the listed hospitals:

________________________________________________________________________
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**CONVENTION ATTENDANCE**

Please list conventions attended and registered as a family physician.

A minimum of at least six ACOFP Annual Convention & Scientific Seminars, or AOA's Osteopathic Medical Conference and Exposition - OMED Conference in the immediate past ten years. At least three meetings must be ACOFP Annual Convention & Scientific Seminars.

- Only one ACOFP Annual Convention & Scientific Seminars registration during residency may be used for the three ACOFP Annual Convention and Scientific Seminars meeting requirement.

- One ACOFP IOU convention may be used in place of OMED. Candidates may count the ACOFP Annual Convention and Scientific Seminars registration in which they receive the Fellow Award at as one of the ACOFP conventions.

- A nominee in the military who is unable to attend the required conventions may substitute up to three Association of Military Osteopathic Physicians and Surgeons (AMOPS) conventions for OMED. The AMOPS substitution applies only to those on “active duty.”

Please include your current AOA CME Activity Report.

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SCIENTIFIC PAPER CRITICAL APPRAISAL REPORT

Name of Nominee: ________________________________ AOA # of Nominee: ________________

Scientific Paper Title: ________________________________

Attestation of Writing Assistance

Are you the primary author of the submitted scientific paper? □ Yes □ No

If no, did the authors assist in writing the text or conducting statistical analyses of the data?

________________________________________________________________________________

Provide the name(s) of those who assisted in the writing:

________________________________________________________________________________

________________________________________________________________________________

By signing below, I certify that I have read and approved the submitted scientific paper for publication, and I certify to the best of my knowledge that the information provided on the application is true and accurate.

Nominee Signature: ________________________________ Date: _________________________

(Below to be completed and signed by the sponsor)

□ Excellent □ Good □ Satisfactory □ Not Good □ Poor

1) Abstract
   Comments:
   Rating: 5 4 3 2 1

2) Introduction
   Comments:
   Rating: 5 4 3 2 1

3) Methods
   Comments:
   Rating: 5 4 3 2 1

4) Results
   Comments:
   Rating: 5 4 3 2 1

5) Discussion
   Comments:
   Rating: 5 4 3 2 1

6) Conclusion
   Comments:
   Rating: 5 4 3 2 1

7) Acknowledgments
   Comments:
   Rating: 5 4 3 2 1

Sponsor Signature: ________________________________ Date: _________________________