

# Fellow Program Application

## First-Time Fellows

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### First-time Fellows

1. A CMRP member may apply for the FAHRMM designation two years from the date in which they received their certification.
2. All certification points must have been earned since the date of receiving CMRP status.
3. A total of 18 certification points must be earned for all First-time Fellows. See pages 2 and 3 of this application for a detailed outline of all point values.
  - Continuing Education – 8 points minimum required
  - Work Experience – 4 points minimum required
  - Professional Activities – 6 points minimum required
    - 4 points for contributions to AHRMM and Materials Management
    - 2 points for Hospital Performance and Healthcare Activities
4. Applicants must submit an original, unpublished paper on a current aspect of materials or supply chain management. A topic summary and outline must be submitted for approval along with the application. The AHRMM Fellow Review Committee will review and accept the paper prior to granting applicant FAHRMM status.
5. An application fee of \$100.00 must be submitted at the time of application.

### Instructions

1. The entire application must be complete, including a topic summary and outline for the written paper and all supporting documentation where necessary. The Fellow Review Committee may request additional documentation at a later date.
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 \$100.00 for First-time 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**  
**PO Box 75315**  
**Chicago, IL 60675**
3. Fellow Applications and published papers may be submitted to AHRMM via email at [ahrmm@aha.org](mailto: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, final papers must be submitted by April 1<sup>st</sup>.** 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. Programs do not need to be AHRMM sponsored to qualify. Company or facility sponsored programs may qualify.

Type	First-time Fellows 8 points minimum
AHRMM's Annual Conference & Exhibition	4 points per year
AHRMM Seminars or Regional Programs	1 point per day
Other Full-day Healthcare Programs (6 hour minimum)	1 point per day
Job-related College Courses	2 points per course

#### II. Work Experience

Required for First-time Fellow applications only.

Type	First-time Fellows 4 points minimum
Director or Manager of Purchasing or Materials Management in a healthcare organization	3 points per year
A non-managerial role in Purchasing or Materials Management in a healthcare organization	2 points per year
Director or Manager of Purchasing or Materials Management in an industry other than healthcare	1 point per year

#### 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	First-time Fellows 4 points minimum
AHRMM Board Member or Officer	4 points per year
AHRMM Committee Member (non-Board)	2 points per year
AHRMM Affiliated Chapter President	3 points per year
AHRMM Affiliated Chapter Officer or Chapter Committee	2 points per year
AHRMM Member (national affiliation and/or Chapter Affiliate)	1 point per year
Published Article in National or Regional Journal	3 points per article
Published Article in GPO, Chapter, Faculty, or Company Publication	3 points per article
Faculty at AHRMM Program	3 points per program
Faculty at Other National Professional Group Program (outline required for documentation)	4 points per program
Faculty at GPO, Chapter, Faculty, or Company Program (outline required for documentation)	4 points per program

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### Hospital Performance and Healthcare Activities

*NOTE: A short narrative describing your involvement in hospital performance or healthcare activity will be required with the Fellow Application.*

Type	First-time Fellows 2 points minimum
Cost savings measures	1 point per year
Active involvement on hospital committees	1 point per year
Joint activity with another hospital or healthcare organization, such as participation on a quality team	1 point per year
Community involvement	1 point per year

### IV. Written Papers

An original unpublished paper dealing with a relevant aspect of healthcare purchasing, materials management, or support services must be submitted in order to achieve First-time Fellow status. A topic summary and outline must be submitted along with the First-time Fellow 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 all First-Time Fellow applicants to assist as needed.

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	First-time Fellows
Acceptance of a Written Paper - A topic summary and outline must be submitted in advance of the paper.	Required

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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:	
<b>Work Address:</b>		
City:	State:	Zip:
<b>Home Address:</b>		
City:	State:	Zip:

### Fellow Designations

Year CMRP was attained:	
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 AMEX	<input type="checkbox"/> MasterCard <input type="checkbox"/>	Card Number
Name As It Appears On Credit Card		Expiration Date
		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

First-time Fellows require 8 points minimum and must have attended programs listed since attaining their CMRP. 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:** \_\_\_\_\_

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### II. Work Experience

First-time Fellows require a minimum of 4 points for work experience. Please list employment experience with most recent position first. Number of years will account for total points earned. See pages 2 to 3 for the detailed outline of point values.

Title:		Years at Organization:	
Organization:		Phone:	
Address:			
City:	State:	Zip:	
Supervisor's Name and Title:			

Title:		Years at Organization:	
Organization:		Phone:	
Address:			
City:	State:	Zip:	
Supervisor's Name and Title:			

Title:		Years at Organization:	
Organization:		Phone:	
Address:			
City:	State:	Zip:	
Supervisor's Name and Title:			

### III. Professional Activities

First-time Fellows require a minimum of 6 points for professional activities: 4 points for AHRMM and Materials Management Activities and 2 points for Hospital Performance and Healthcare 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.	_____	_____	_____

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Hospital Performance & Healthcare Activity Description (50 words or less)

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

### IV. Written Paper

All First-time Fellow applicants 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:** \_\_\_\_\_