

# ADVANCEMENT APPLICATION

## For Fellow of the American College of Contingency Planners (FACCP)

You can be proud of your membership in the American Academy of Medical Administrators (AAMA), and its specialty group, the American College of Contingency Planners (ACCP). Through membership, you display a commitment to healthcare delivery throughout North America and the world. It means that you have accomplished a high level of excellence professionally and as a leader in a major decision-making role. By advancing within the Academy, you attain a level of verified prominence in the healthcare field.

- **To determine if you meet the qualifications to advance to FACCP, go to page 2.**
- **Note:** Advancement advice is available to help guide applicants through the process. If you have any questions regarding opportunities or criteria, please contact the Academy's Membership Director at (847) 759-8601 or [info@aameda.org](mailto:info@aameda.org).

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Your Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

Enclosed is my check for \$225\*

Please charge \$225 to my\*  Visa  AMEX  MasterCard  Discover

*\*The \$225 fee is a non-refundable application and processing fee.*

Card No. \_\_\_\_\_ Exp Date \_\_\_\_\_

Signature \_\_\_\_\_

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Be sure to include:

1. **The appropriate paperwork for your Fellow Project** (see page 2 for complete details).
  - **Personal Achievement Documentation (PAD) alone:** Attach documentation for points applied to local ACCP/AAMA and non-ACCP/AAMA activities such as CEUs, diplomas and awards received, etc. Documentation of national ACCP/AAMA activities is not needed.
  - **Case Studies alone:** Three copies of each case study
  - **Case Studies in combination with the PAD:** Attach completed PAD and pertinent information such as copies of diplomas, awards received, CEUs, etc PLUS three copies of each case study.
  - **Fellowship Paper:** Three copies.
2. **A letter to Academy Headquarters** requesting advancement with the names and addresses of two references to be contacted regarding the applicant's leadership, integrity and contributions to healthcare emergency/disaster management, leadership, education or contingency planning.
3. **This completed page.**
4. **A copy of your current resume.**
5. **The \$225 advancement fee**

**To participate in the formal advancement ceremony at AAMA's Annual Conference, the application deadline is August 15 in the planned year of advancement.**

# I. CRITERIA FOR ADVANCEMENT

## STEP 1: Qualifications to Apply for Advancement.

Check the following table to determine the qualifications you must meet to advance. Choose either option 1 or 2 and check across the row for the criteria you must meet to qualify.

Minimum Requirements	<u>Years of Full AAMA Membership*</u>	<u># of Professional References</u>	<u>Conference Attendance</u>	<u>Healthcare Emergency/disaster Management, Leadership, Education, or Contingency Planning Experience</u>	<u>Completion of a Fellow Project</u>
<b>1</b> <input type="checkbox"/> If you <b>ARE NOT</b> FAAMA, FACCA, or FACMCA credentialed <b>FOLLOW across &gt;&gt;&gt;&gt;&gt;&gt;→</b>	<input type="checkbox"/> 4 required	<input type="checkbox"/> 2 references (names and contact information)	<input type="checkbox"/> At 1 AAMA Annual Conference in the past 4 years (may include attendance at the Annual Conference at which member is to advance)	<input type="checkbox"/> At least the past 6 years	<input type="checkbox"/> Completion of one Fellow Project from <b>PATH A</b> below
<b>2</b> <input type="checkbox"/> If you are FAAMA, FACCA, or FACMCA credentialed, <b>FOLLOW across &gt;&gt;&gt;&gt;&gt;&gt;→</b>	<input type="checkbox"/> 4 required	<input type="checkbox"/> 2 references (names and contact information)	<input type="checkbox"/> At 1 AAMA Annual Conference in the past 4 years (may include attendance at the Annual Conference at which member is to advance)	<input type="checkbox"/> At least the past 6 years	<input type="checkbox"/> Completion of one Fellow Project from <b>PATH B</b> below

## STEP 2: Choose an Advancement Project from either PATH A if you are NOT FAAMA, FACCA, or FACMCA credentialed, or PATH B if you are FAAMA, FACCA, or FACMCA credentialed

**PATH A: Applicants who are NOT FAAMA or FACCA credentialed, Choose ONE FACCP Advancement Project below:**  
**Choose ONE FACCP Advancement Project**

- Submit the Personal Achievement Documentation (PAD) form (page 4), detailing 35 points earned through professional achievement, formal education, continuing professional education, and AAMA service including sufficient documentation of each achievement
- Submit Three Case Studies, to be evaluated by the AAMA Credentials Committee, for 12 points each.
- Submit Case Studies in combination with the PAD form for a total of 35 points.
- Submit an original thesis of graduate school quality, to be evaluated by the AAMA Credentials Committee, for a total of 35 points.

**PATH B: Applicants who are Fellow of the American Academy of Medical Administrators (FAAMA), Fellow of The American College of Cardiovascular Administrators (FACCA), or Fellow of the American College of Managed Care Administrators (FACMCA) credentialed, choose ONE Advancement Project below:**

- If you advanced to FAAMA, FACCA or FACMCA by completion of an original thesis, you are eligible to achieve the FACCP credential by earning 35 points on the Personal Achievement Documentation (PAD) form **OR** by completing three case studies.
- If you advanced to FAAMA, FACCA or FACMCA by completion of three case studies, you are eligible to achieve the FACCP credential by earning 35 points on the Personal Achievement Documentation (PAD) form **OR** by completion of an original thesis.
- If you advanced to FAAMA, FACCA or FACMCA by the Personal Achievement Documentation (PAD) form alone, you are eligible to achieve the FACCP credential by completing an original thesis **OR** three case studies.
- If you advanced to FAAMA, FACCA or FACMCA by a combination of the PAD form and case studies, you are eligible to achieve the FACCP credential by completing additional case studies to reach a total of three and earning additional PAD points to reach a total of 35 **OR** completing an original thesis.

## **STEP 3: Complete applications require the following:**

- 1. The appropriate paperwork for your Fellow Project (detailed below).
- 2. A letter to Academy Headquarters requesting advancement, including the required number of references (see Step 1, page 2).
- 3. Completed “Application for Advancement” (see page 1).
- 4. A copy of your current resume.
- 5. \$225 advancement fee.

## **II. FELLOWSHIP PROJECT DESCRIPTION**

### **A. Personal Achievement Documentation (PAD)** (see page 4)

The PAD calculates points for achievements earned through professional achievement, formal education, continuing professional education, and AAMA/ACCP service. Pertinent documentation is required. Attach documentation for points applied to local AAMA/ACCP and non-AAMA/ACCP activities such as CEUs, diplomas, and awards received, etc. Documentation of national AAMA/ACCP activities is not needed.

Advancement with the PAD requires one of the following methods:

1. 35 points documented on the PAD through professional achievements.
2. 35 points from a combination of the PAD and case studies (10 points each)

### **B. Case Studies**

1. If you chose to provide case studies alone or in conjunction with the PAD, should relate to the segment or facet of healthcare emergency/disaster management and/or healthcare contingency planning and may describe an actual problem encountered in your day-to-day activities. *If guidance is needed, please contact Academy headquarters.*
2. One case study may be a written presentation made at an AAMA/ACCP national or local conference.
3. No specific length is required; however, accepted case studies have generally been in the range of ten to twelve double-spaced pages.
4. *If you choose to write a case study, contact Academy headquarters and request the Style Guidelines document.*
5. Each case study is worth 12 points.
6. Three copies of each case study must be submitted for review. You may submit each case study electronically to AAMA headquarters by emailing [info@aameda.org](mailto:info@aameda.org), with **ACCP Advancement** in the subject line.

### **C. An Original Thesis**

1. The thesis must be an original paper related to healthcare emergency/disaster management and/or healthcare contingency planning. *If guidance is needed, please contact Academy headquarters.*
2. A Member may complete the thesis prior to meeting required membership years (see page 2, step 1); advancement will be awarded only when the membership requirement is met.
3. The Thesis is intended to be a contribution to the literature on healthcare delivery. Appropriate literature documentation (bibliography) is expected.
4. No specific length is required; however, approved thesis papers have generally been in the range of 30 double-spaced pages, excluding appendices and other documentation.
5. *If you choose to write a thesis, contact Academy headquarters and request the Style Guidelines document.*
6. The thesis paper is worth 35 points.
7. Three copies must be submitted for review. You may submit the thesis electronically to AAMA headquarters by emailing [info@aameda.org](mailto:info@aameda.org), with **ACCP Advancement** in the subject line.

# FACCP PERSONAL ACHIEVEMENT DOCUMENTATION (PAD)

Revised February 2004

Pertinent documentation required. *Attach documentation for points applied to local AAMA and non-AAMA activities such as CEUs, diplomas, and awards received, etc.* Documentation for national AAMA activities is not needed. 35 points are required for advancement with the PAD alone.

	Points Available	Points Applied
<b>I. Service to ACCP (20 available points)</b>		
A. Service as a national ACCP Board member.	4	_____
B. Service as a national ACCP committee member in the past four years.	3	_____
C. One point for each year of membership in the Academy <b>in excess of five years</b> to a maximum of five points.	5	_____
D. Two points each for having authored an article on a contingency planning topic published in the <i>AAMA Executive</i> , or presented a poster session at an AAMA Fall Conference.	6	_____
E. For receiving an ACCP award.	2	_____
<b>II. Formal Education—check only one (7 available points)</b>		
A. Associates Degree	2	_____
B. Bachelor's degree	3	_____
C. Master's degree	6	_____
D. Other advanced professional degree beyond the master's level (such as Ph.D. or M.D.)	7	_____
<b>III. Continuing Education (25 available points)</b>		
A. Two points each for attending a national emergency/disaster management or contingency planning educational conferences in the past four years, other than the ACCP Track sessions at the AAMA Annual Conference (maximum of 6).	6	_____
B. One point each for serving as director or program chair for a major local or regional emergency/disaster management or contingency planning educational conference in the past four years. Could include an ACCP Track (maximum of 3).	3	_____
C. One point for serving as a program committee member for a <b>non-ACCP</b> emergency/disaster management or contingency planning educational conference in the past 4 years (maximum of 2)	2	_____
D. Three points each for completing the contingency planning track at an AAMA Annual Conference in the past four years (maximum of 6).	6	_____
E. One point each for successfully completing a Federal Emergency Management Agency Independent Study Course or other emergency/disaster management or contingency planning courses (maximum of 8).	8	_____
<b>IV. Other Professional Achievements (44 available points)</b>		
A. One point for each year having served in a management position in the field of healthcare emergency/disaster management or healthcare contingency planning <b>in excess of five years.</b> One point will be allowed for each year to a maximum of five points.	5	_____
B. Four points for authoring a healthcare emergency/disaster management or contingency planning article in a nationally recognized, peer-reviewed emergency/disaster management or contingency planning journal (other than Section I.D), in the past four years.	8	_____
C. Two points each for being a faculty member of a national or local ACCP conference in the past four years (maximum of 8).	8	_____
D. One point each for being a faculty member of a <b>non-ACCP</b> contingency planning conference in the past four years (maximum of 3).	3	_____
E. Passed the Certified Emergency Manager (CEM) credential offered through the International Association of Emergency Managers (IAEM)	10	_____
F. Having achieved Credentialed Member or Credentialed Fellow of the American Academy of Medical Administrators (CAAMA) or (CFAAMA).	10	_____
<b>Total Available Points</b>	<b>96</b>	_____

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_