Candidate for Fellowship Application – User Guide

Create an AAO Account

1) Log in to your account at www.aaopt.org under Member Login.
   a. If you do not have an account, select “Don’t have an account?” and create one. Be sure to complete all fields to ensure there are no issues with your Candidate application assignment. Once completed, Select “My Profile” to access your account.

You must complete fields ending with ∗.

My Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Test CFF</td>
</tr>
<tr>
<td>Last Name ∗</td>
<td>Candidate</td>
</tr>
<tr>
<td>Mailing Country Code</td>
<td>United States</td>
</tr>
<tr>
<td>Mailing Street</td>
<td>622 East Washington Street Suite 300</td>
</tr>
<tr>
<td>Mailing City</td>
<td>Orlando</td>
</tr>
<tr>
<td>Mailing State/Province Code</td>
<td>Floridea</td>
</tr>
<tr>
<td>Mailing Zip/Postal Code ∗</td>
<td>32801</td>
</tr>
</tbody>
</table>

Security & Login

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email ∗</td>
<td><a href="mailto:aaotestingmail-hcuff@gmail.com">aaotestingmail-hcuff@gmail.com</a></td>
</tr>
<tr>
<td>Retype Email ∗</td>
<td><a href="mailto:aaotestingmail-hcuff@gmail.com">aaotestingmail-hcuff@gmail.com</a></td>
</tr>
<tr>
<td>Password ∗</td>
<td>∗∗∗∗∗∗∗∗∗∗</td>
</tr>
</tbody>
</table>

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength: Medium

<table>
<thead>
<tr>
<th>Password Strength</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Medium</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retype New Password ∗</td>
<td>∗∗∗∗∗∗∗∗∗∗</td>
</tr>
</tbody>
</table>

Create Account
2) Once logged in, go to Edit My Profile on the Personal Snapshot page to complete the remaining account information. Be sure you enter your Birthyear and OD Grad Year as this will affect your Candidate membership pricing. Please note, membership fees are NOT refundable or adjustable after purchase.
3) Once completed, go back to your Personal Snapshot main page and on the left hand side, select Become a Member then select Candidate from the options.

NOTE: You will not be able to select “Candidate” unless you have an OD grad year entered. See Step 2 for details. Please note, the dues amount is based on your OD grad year. Visit www.aaopt.org/faao to see the dues amount possible based on your OD grad year.
4) Select Candidate for Fellow Membership Dues. If you'd like to make a donation, you can do so on this page. When ready, press “Checkout.” If the Candidate Application Fee is not already checked, be sure to check it as you will not be able to proceed to step 6 if it is not included in your membership order. Step 5 will explain how to apply an application fee waiver (if applicable).

Choose a Membership
For Students, Residents or Candidate for Fellowship new members.

- Resident
- Candidate

Dues Selection
Please select one of the following options.

- Candidate for Fellow Membership Dues $190.00

Additional Options
- AAOF General Fund $0.00
- AAO Student Travel Fellowships $0.00

Purchase Summary

<table>
<thead>
<tr>
<th>Product</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate for Fellow Membership Dues</td>
<td>$190.00</td>
</tr>
<tr>
<td>Candidate Join Application Fee</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Grand Total $250.00
5) On the checkout page, enter your payment details. If you have a Coupon Code, be sure to add it here as the fees can NOT be adjusted after payment is submitted. When ready, press “Submit.” You will receive an Order Confirmation email for your payment.
Completing the Candidate Application

6) Go back to your Personal Snapshot page and select Candidate for Fellowship Application.

7) Select the Candidate type you best fit (Clinical, Scientific, or Special Category) into and press “Start Application”

8) Proposer: You must select an Academy Fellow to be your proposer. Select “Search for Proposer” to enter the name of an Academy Fellow. They will receive an email once you submit your application. If you do not know a Fellow, select “Request Proposer” to have one assigned to you.
9) Profile Attestation: You must attest that your profile information is correct. If you need to make changes, go to Edit My Profile.

10) Complete your Personal Information. If a Fellow referred you, be sure to add their name here so they receive a bonus, if eligible. This cannot be adjusted later.
11) Enter your Licensure/Accreditation History
12) Enter your Professional activities. For allocation of your professional time, the totals for each section must equal 100. Do not include the % sign when entering your numbers.
13) Candidate Type Specific Questions: This next page will be specific to your Candidate type i.e. Clinical. Please enter your current and recent employment details as directed. These questions will vary for Scientific/Special Category candidates.
14) Indicate if you have completed any publications or lectures.

15) Share any Membership Affiliations/Activities here.
16) Disciplinary History: Answer the yes/no questions regarding any previous disciplinary actions. If “Yes” is selected for any of these items, you will be asked to provide additional details for review by the National Chair. If none, apply, select “No” for all and proceed to the next page.
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Disciplinary History

* Have you been convicted, found guilty, pleaded no contest, received probation without verdict, or received any other disposition (excluding acquittal or dismissal) with respect to any criminal offense, including any drug law violations and DUl/DWI but excluding other traffic violations, or do you have any criminal charges pending and unresolved in any local, state, or federal court?
  - Yes
  - No

Have you ever been named as a defendant in any litigation or arbitration:

* By a government agency
  - Yes
  - No

* Involving an equal employment opportunity complaint (including sexual harassment)
  - Yes
  - No

* Any breach of contract complaint
  - Yes
  - No

* Any malpractice complaint
  - Yes
  - No

* If you currently conduct research or have in the past conducted research, have you ever been charged with fraud or have you ever been the subject of disciplinary action regarding your research?
  - Yes
  - No

Have you ever had any of the following denied, revoked, suspended, restricted, lost, or limited, or have you been placed on probation, or have you voluntarily relinquished or agreed to be limited with respect to your professional or academic credentials, licenses, or certifications?

- Yes
- No
Membership Pledge: You must agree to this statement.

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Academy Membership Pledge and Agreement

☐ I agree with the following statement

Realizing that the American Academy of Optometry was founded in order to establish a distinctive nucleus of individuals endeavoring to develop and maintain the highest ideals and practices of professional life to the end that optometric science may be further developed and optometric services enhanced, I pledge myself as a condition of membership in the Academy to support the following Standards of Conduct.

1. Members of the Academy shall be of good moral character and maintain the highest standards of the profession;
2. Members of the Academy shall accept responsibility for the consequences of their acts, make every effort to ensure that their services are used appropriately and, when indicated, recommend alternate sources of care;
3. Members of the Academy shall maintain the highest degree of professional competence by rendering services, using techniques and providing opinions that meet the highest standards of practice;
4. The moral, ethical, and legal standards of behavior of a member are a personal matter to the same degree as they are for any other citizen, expect as they may compromise the fulfillment of the member’s professional responsibilities;
5. The professional standards of members of the Academy require that public statements, announcements and promotional activities shall not be deceptive, fraudulent or misleading; I hereby agree and subscribe to these Standards and apply for Candidacy for Fellowship in the American Academy of Optometry. I understand that I may be required to submit case studies as part of this application and I agree that any such case studies shall comply in all respects with the applicable HIPAA Privacy Rules.
6. Written case reports, required as part of your application for Fellowship, require a discussion section that will include information referenced from the literature. It is expected that all of your writing represent your own work. Be familiar with what needs to be cited and how to reference information taken from other sources.
   a. Plagiarism is defined by the Merriam-Webster dictionary as 1) stealing and passing off (the ideas or words of another) as one’s own; 2) use (another’s production) without crediting the source; or 3) to commit literary theft: present as new and original an idea or product derived from an existing source.
   b. All case reports will be checked for plagiarism. Plagiarism is considered a violation of the Standards of Conduct of the AAO and, if verified, is grounds for termination of your application for Fellowship.
   c. Before submitting your case report, seek the advice of your Regional Chair or request a mentor if you have questions or are unsure about what constitutes plagiarism.
18) Proposed Plan: Here you will enter details on how you intend to accumulate 50 points of written works. This page must add up to 50 points exactly in order to proceed. Please pay attention to specific requirements for your Candidate type i.e. a Clinical Candidate MUST include at least 1 case report in the proposed plan. NOTE: the Proposed Plan can be adjusted later on by contacting the Membership Director.

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PROPOSED PLAN

Instructions

A point system has been put in place to allow candidates more options to meet the written requirements. A combination of points, which total 50 points, is required of each candidate to complete the written work.

The “Explanation of the Point System for Clinical Candidates” provides the specific requirements for each option available to meet the written requirements.

Please read through all the options available. Then select a combination of options, which total 50 points, that outlines your proposed plan for completing the written requirements.

If you do not know the details such as the case report topic or poster title yet, it is acceptable to insert TBD in those fields.

Proposed Plan for Written Requirements

Case Reports (10 points each)

* Number of Case Reports: (Minimum 1; Maximum 5)

Publications (10 points each)

*** Complete citation required else will be returned to candidate as incomplete

Number of Publications: (Maximum: 4)

Citations

(Citations required for number set above)

Poster and Papers (10 points each)

Number of Papers and Posters: (Maximum: 4)

Academy Lectures (10 points each)

Number of Academy Lectures: (Maximum: 4)

Residency or Other Graduate/Professional Degree

20 points maximum

☐ Residency: (20 points)

Other Degree in a vision-science area of discipline:

☐ (20 points)

Leadership Contribution

☐ 10 points maximum

Professionally Related Book

☐ (20 points maximum)
19) Confirm submission of your application. **Please note, once submitted the general application details cannot be changed, aside from the Proposed Plan.**

![Candidate for Fellowship Application](image)

**Submitting Written Works for Review**

20) Once you press Next you will receive this confirmation screen. Go to the My Candidate Portal to begin submitting your written works. It may take 5-10 minutes to see your portal details.

![Candidate for Fellowship Application](image)
21) Your My Candidate Portal will display your selected Written Works from the Proposed Plan and a link to upload your CV. The first item to complete will be uploading your CV. Then proceed with uploading your written works as they are completed. Keep in mind the deadlines at www.aaopt.org for oral exam eligibility.

Save your initial upload file name as: v1_(submission name).
22) You will receive an email when your subcommittee chair has provided feedback on your submission.
   a.  If “Approved” no further action is needed.
   b.  If “Pending Approval – Revisions Needed” you will need to revise your work and re-upload the new version in the Candidate portal. Be sure to name your upload file as” v2_(work name) so the chair knows which file is the new one.
   c.  If “Rejected” you will need to select a new written work for review. Please contact the Membership Director to have your Proposed Plan adjusted to allow for a new upload.

23) Once all 50 points of written works have been approved, you will be contacted to sit for the next eligible oral exam at an Academy annual meeting.