FELLOWSHIP
IN THE
AMERICAN ACADEMY OF OSTEOPATHY

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COMMITTEE ON FELLOWSHIP
IN THE
AMERICAN ACADEMY OF
OSTEOPATHY

INFORMATION FOR CANDIDATES

(subject to change)
(Candidate is responsible for obtaining latest information)

Requirements for the Earned Fellowship of the American Academy of Osteopathy (FAAO)

March 1991
Last Revised - August 2018
Introduction to the Application for FAAO

Welcome to the Fellowship application process! The members of the Committee on Fellowship in the American Academy of Osteopathy are pleased that you have an interest in pursuing Fellowship in the American Academy of Osteopathy (FAAO). This document will give you an introduction to, and overview of, this challenging and worthwhile process as well as emphasizing some important points to remember along the way.

Overview:
This process involves an application, an initial interview at the AAO Convocation, three drafts of the thesis, three case histories, and a final interview/examination. This usually takes one-and-a-half to two years to complete.

Application Process:

There are three parts to the initial application process:
1) Completion of the application.
2) Submission of the thesis proposal and outline.
3) Interview and approval of thesis proposal.

The application requirements are clearly spelled out in the application document and include fulfilling osteopathic service criteria including service to the American Academy of Osteopathy and three of six additional categories, which are described in that document.

The first interview with the Committee will be arranged after acceptance of the application, before formal approval of the outline of the applicant’s thesis proposal. At this meeting, the committee will decide on formal approval of the applicant’s thesis proposal and acceptance of the applicant as a candidate in the Fellowship process.

Case Histories and Thesis:
The Committee would like to share a few thoughts with you to help ensure that you are aware of the FAAO case history and thesis paper requirements.

Each case history needs to tell a story and must clearly demonstrate the osteopathic thought processes involved in diagnosing and/or treating the patient. Each case should represent how you treat patients and contain a teaching moment or concept that you wish to share with the informed osteopathic reader. The case should walk the reader through the thought process of how, what, and why you approached the patient. It should illustrate how your thought processes led to the actions taken and the results of those actions. The case should flow smoothly from the introduction, development, into a discussion and conclusion with a take-away message for the reader that illustrates osteopathic philosophy and practice.

The specific format for FAAO cases needs to follow The AAO Journal’s (AAOJ) requirements for case reports as well as including some specific items required by the Committee.

The AAOJ case report requirements include patient history, evaluation, diagnosis, and treatment as well as background of the subject matter and a discussion that interprets the significance of the case, describes any limitations of the case, and provides recommendations for future
consideration. There must be a conclusion that clearly indicates the case report’s major findings, outcomes, and lessons learned.

The FAAO Committee asks that you specifically include several items within this format, including: past medical history, past surgical history, allergies, medications, family history, and social history. Other categories of history can be added, if needed, such as birth history, pregnancy history, trauma history, review of systems, etc.

The physical examination needs to include a full structural examination on the first visit. If this was not possible, then please explain why.

There needs to be a clear list of the assessments/diagnoses made at the time of presentation. The treatment portion will need to include mention of the specific osteopathic manipulative treatment (OMT) techniques used in the case.

The case needs to demonstrate your osteopathic thought process in the diagnosis and treatment of the patient as well as how they responded to treatment. The conclusion needs to make clear why you chose this case and to summarize the take-away point that you wish to share with the reader.

Authoring three acceptable case histories involves an intensive peer-review process with the purpose of helping you produce an academic product worthy of publication. This process involves Committee review with feedback of three drafts and a final approval of the three cases. Candidates should utilize the critiques provided by the Fellowship Committee to improve the documents.

There are several points to keep in mind when choosing cases to present to the Committee:

- Cases will be of publishable quality.
- There is a specific case format that must be followed (reference The AAOJ’s Instructions for Contributors).
- Cases should illustrate how you typically treat patients in your practice.
- One case should relate to your thesis topic (if appropriate).
- Each case needs to include a discussion demonstrating the osteopathic thought process in the diagnosis and care of that patient.
- The final conclusion of each case should summarize the take-away point that you wish to convey to the reader.
- The Committee recommends that cases should be from 3 to 10 pages in length when typed double spaced.

Authoring a thesis for your FAAO is also an intensive peer-review process with the purpose of helping you to clarify your unique contribution to the osteopathic profession. The process involves Committee review with feedback on three drafts and final approval of your academic contribution. Your thesis, in its final form, should be worthy of publication.

There are several points to keep in mind when choosing a topic for your thesis:

- The FAAO Thesis should make a unique contribution to the osteopathic literature or profession, clearly communicating original, distinct ideas or perspectives, which promote an enhanced understanding of, or application to, osteopathic philosophy and practice.
• The content of the thesis may consist of any one of a range of possibilities across a variety of categories, including, but not limited to:
  o New approaches to problem-solving.
  o Novel techniques.
  o Original research.
  o The identification of new clinical connections.
  o New historical perspectives.
  o New paradigms of osteopathic manipulative medicine.
  o New methods to improve osteopathic teaching and training.

• The thesis will be expected to be of publishable quality, adhering to publication requirements of *The AAO Journal*, which at this time uses the most current edition of the *AMA Manual of Style: A Guide for Authors and Editors*.

• The Committee feels that thesis papers should be from 10 to 30 pages in length when typed double spaced.

**Peer Review:**
One major role of the Committee is to help guide the candidate through a process of peer review to bring out the best in his or her thesis and cases. Because this process does involve significant peer review and suggestions for improvement by the entire committee, it might feel like a lot of scrutiny at times. However, the motivation behind the process is to help you develop your submitted work, leading to improved theses and cases, as well as professional growth for you along the way.

A key purpose of the Committee is to help each candidate be successful in reaching the goal of earning Fellowship in the AAO, as he or she makes an original contribution to the profession by completing this process.

**Some Additional Points:**
**Choice of a Sponsor:**
Each candidate’s sponsor needs to be involved in that candidate’s FAAO process. He/she is expected to assist with the submission of the FAAO application ensuring that the applicant meets the requirements, prepares the necessary documentation and submits a complete application. The sponsor is also expected to perform a preliminary review of each case history and thesis before they are submitted to the Committee. Your sponsor is expected to continue the review process after each revision before the document is resubmitted to the committee. This will make the Fellowship process flow much more smoothly for both the candidate and the Committee. Please make sure the individual you choose as a sponsor is aware of the time commitment involved.

**Case History/Thesis Editing Before Submission:**
The Committee strongly suggests that candidates employ the use of an editor to review his/her academic product prior to each submission. The editor might be a community college professor or high school English teacher. The intent is to ease the burden on Committee members relative to correcting grammatical and spelling errors. We would prefer to assist candidates in more substantial matters.

**Thesis/Case Defense and Final Practical Examination:**
After approval of your three cases and thesis you will sit for a final interview and examination. This is an oral/practical examination that will include discussion of your cases and thesis. This
will be followed by a practical examination consisting of you demonstrating evaluation and treatment of a Committee member.

As you evaluate and treat the Committee member, you will be expected to explain your findings, treatment thought processes, and osteopathic manipulative treatment. You may use any type of OMT, as long as you explain what you are doing and why. However, an FAAO is expected to be comfortable with a wide range of types of OMT modalities and you will be expected to use multiple types of OMT in the practical portion of your examination. You will be evaluated on the efficacy of your treatment.

**Summary:**
The purpose of this lengthy and demanding process is to help you make an original contribution to the osteopathic profession. The Committee’s intent is to promote scholarship and new ideas, as well as recognizing excellence in osteopathic philosophy and practice. That is why, throughout this Fellowship process, there are components of writing, discussion, and treatment, all from a genuinely osteopathic perspective.

The Committee wishes you all the best in your Fellowship process and hopes that you will emerge from the final examination successfully and with greater clarity of your unique contribution to the osteopathic profession.
CODE OF ETHICS AND PROFESSIONALISM: Fellowship in the American Academy of Osteopathy (FAAO) is an honor and a privilege for all physicians who meet the requirements of service, technical skill and scholarly activity. As such, the FAAO must meet strict ethical standards for physicians as outlined by the American Osteopathic Association (AOA) and the American Academy of Osteopathy (AAO).

In addition to the AOA Code of Ethics, the AOA Rules and Guidelines on Physicians’ Professional Conduct and AAO Constitution and Bylaws, the FAAO Applicant must adhere to all of the following requirements at the time of application and ongoing:

• At the time of application and then annually, the FAAO must sign this code of ethics policy demonstrating an understanding of the policies and responsibility to adhere to the policies.

AND

• Maintain osteopathic medical competency via continued AAO membership.

AND

• Unless retired, must maintain a fully unrestricted medical license including:
  o DEA or other controlled substance registration
  o License to practice osteopathic or allopathic medicine from any state board of medicine or osteopathic medicine in the state that they currently practice or most recently practiced.

AND

• Must not have a criminal record, past or present (except for minor traffic violations). Although the Committee on FAAO will not be requiring submission of FBI background checks, the FAAO is expected to disclose any criminal record.

AND

• Must not be involved in active litigation for issues related to professionalism or ethical practice concerns. All litigation (past or present) and outcomes must be disclosed.

AND

• Must demonstrate professionalism through at least 2 of the following:
  o Actively participate in AAO programs, committees, and activities,
  o Community service and involvement,
  o Involvement and ongoing evidence of mentoring/precepting students, contributing to the literature, and promoting the profession,
  o Furthering the visibility, knowledge, respect, and infrastructure of the AAO, AOA and Osteopathic medicine, or
  o Faculty or leadership/administrative appointment at a medical school, residency program, hospital, or other healthcare facility

POLICY: The FAAO process is designed to be completed in a two-year cycle. If during the initial two-year cycle a candidate wishes an extension, deferment, or fails to meet the deadlines set forth in the process, they may apply to the Committee on Fellowship providing sufficient reason for an extension. The Committee on Fellowship may grant a one-year extension for sufficient cause only applicable to the cycle in which the candidate was accepted. If the candidate does not finish the process at the end of the extension, they must reapply to the Committee on Fellowship for reconsideration, meeting all eligibility criteria and paying all fees applicable to new candidates.
The conferment of the FAAO will occur at the AAO Convocation President’s Banquet. This is a solemn occasion at which time the incoming FAAOs are honored. It is appropriate and expected that the FAAOs and the incoming honorees be attired in academic regalia. This consists of a cap, gown and hood depicting the colors from the college of osteopathic medicine where you received your degree. A medallion designed by the Committee on Fellowship is to be worn about the neck of all FAAOs and will be provided for the occasion. All FAAOs are expected to take part in the conferment by marching in procession at the opening of the ceremony. If one does not own academic regalia, an order form will be made available for rental regalia to be at the expense of the individual.
Committee on Fellowship in the American Academy of Osteopathy

COMPOSITION OF THE COMMITTEE:

Members of the Committee on Fellowship shall consist of nine (9) Fellows of the American Academy of Osteopathy (FAAO). No committee member may have a concurrent appointment as a member of an AOA certifying board. New members of the Committee on Fellowship will complete current candidate sponsorship and not sponsor new candidates during their committee term. The members and the Chair shall be appointed to staggered, three-year terms by the President of the American Academy of Osteopathy with approval of the Board of Governors of the Academy.

DUTIES OF THE COMMITTEE:

1. To recognize continued and special achievement in the preservation and utilization of osteopathic principles and practices.

2. To acknowledge ability and service to the Academy and to the profession, with emphasis on the “categories” of activity as a gauge of achievement.

3. To maintain a group of leaders to encourage high standards of osteopathic medical practice with special emphasis on manipulative diagnosis and treatment, and to work for the integration of osteopathic concepts into all areas of practice. For this reason, physicians in other areas of practice or specialties are encouraged to qualify for the FAAO.

Such leaders would serve as resources and inspiration for the entire profession, but especially for those who have sought certification in osteopathic manipulative medicine under the requirements of the American Osteopathic Association.

The FAAO designation shall represent a second stage of high achievement, in no way denigrating the importance of the first step, which is certification by an American Osteopathic Association certifying board. It will represent an “earned” fellowship.

REQUIREMENTS FOR POTENTIAL CONFIRMATION OF THE FAAO DESIGNATION:

Those who earn the FAAO designation must have demonstrated their commitment to osteopathic principles and practice through teaching, writing, and professional service, performed at the highest level of professional and ethical standards.

1. Full active membership in the American Academy of Osteopathy for a period of five (5) consecutive years immediately prior to application and thereafter to maintain continual membership to retain the FAAO designation.

2. Certification by an American Osteopathic Association certifying board is a prerequisite and evidence of continued good standing in the American Academy of Osteopathy.
3. Categories of service: Applicants are required to show evidence of commitment to the AAO organization by service on an AAO board or committee. The candidate shall supply evidence of this and evidence of fulfilling at least three (3) of the six (6) categories below since completing residency.

Documentation is required for each category to include dates of service, number of hours per week (month or year), and number of people served during that time period.

a. Contribution to osteopathic literature. (Specific citations for each publication should be listed.)

b. Development of osteopathic theory and/or manipulative method or procedure.

c. Research related to osteopathic theory and practice.

d. Contributions in the field of osteopathic education:
   Faculty (College, AAO, Cranial, etc.)
   Formal Educational Programs
   Preceptorship Activity
   Clinical and/or Hospital Supervision

e. Public Relations:
   Community activity
   School Physician
   Sponsor of Health Activity, etc.
   Service to the Public and Public Health

f. Administrative service to the profession (Dean, Medical Director, Chief of Staff, Contractor Advisory Committee, Department Chairs, Committee Chairs on staff, etc.)


5. Practice requirement: At least five (5) years of practice are required.

6. Thesis requirement: A thesis (as primary author*) suitable for publication is required. Such papers shall not have been part of any qualification for any other fellowship or degree, nor shall it have been previously published. This document should reflect originality and make some contribution to the body of osteopathic literature. If based on a research project, the author must document adherence to standards of the institutional review board holding jurisdiction. A brief document, including a topic heading, brief outline and tentative bibliography (the total of which should be approximately one to three [1 to 3] pages in length), shall be approved prior to the writing of the thesis.

*The primary author may base the thesis on prior or concomitant collaborative work or research. Acknowledgement, in proper format, should be given to those providing assistance.

7. CME requirements shall include a minimum of three (3) years AOA category 1-A CME credits with an average of fifty (50) credits per year, totaling at least one hundred fifty (150) credits in a 3-year period. Of this total, at least fifty (50) CME specialty hours must be programs sponsored by the American Academy of Osteopathy.
8. Case histories and thesis development: Case histories will be three (3) total with two (2) representative of the candidate's practice and one (1) pertinent to their thesis (if appropriate).
   a. The thesis first draft and first case history are due July 31
   b. The thesis second draft and second case history are due December 15.
   c. The thesis third draft and third case history are due the following May.

9. Interview: Applicants must meet in person with the Committee on Fellowship for an interview before formal approval of the outline of the applicant’s paper and acceptance of their continuation as a candidate in the Fellowship process. Attendance is required.

EXAMINATIONS:

It is the intention of the Committee on Fellowship that the FAAO designation shall represent an exemplary level of osteopathic activity, wherefore it is the responsibility of the committee to encourage and help the candidate; the requirements are not intended as impediments, but rather as a means of maintaining the high standard of which the successful candidate shall be proud.

No written examination will be given, but in-depth oral and practical examinations shall be performed and attendance is mandatory in meeting the FAAO requirements.

The examiners will try to discern osteopathic “thinking” as applied to whatever aspect of practice the candidate is addressing. Thus, the interrelation of structure and function, the integration of the body and the manifestations of its inherent healing powers will be emphasized.

It is expected that the candidate is familiar with all the facets of diagnosis and treatment regardless of the special area of practice. The examination will assess the degree to which the candidate is familiar with all facets of osteopathic diagnosis and treatment.

FEES:

Five hundred dollars ($500) shall accompany the application. A plaque and medallion will be awarded after successful completion of the FAAO process at no additional cost.

One thousand dollars ($1000) shall be paid before the final oral and practical examination. Should the candidate fail the oral and practical examinations, such examinations may be repeated after a year of recommended study or activity at no additional fee. Should the candidate fail a second examination, a two-year wait will be required followed by a new application.
CANDIDATE CHECKLIST
For Fellow of American Academy of Osteopathy (FAAO) revised August 2018

APPLICATION: shall be made to the AAO office at: 3500 DePauw Boulevard, Suite 1100, Indianapolis, IN 46268. (A formal printed application will be sent to the applicant upon request.) Deadline for application submission is DECEMBER 1st, 22 months prior to the October examination. A completed application must be accompanied by the required documentation to include:

- evidence of AOA specialty board certification
- CME printout (see requirements below)
- $500.00 application fee
- thesis outline and accompanying documentation

CME DOCUMENTATION: CME requirements shall include a minimum of three (3) years AOA category 1-A CME credits with an average of fifty (50) credits per year, totaling at least one hundred fifty (150) credits in a 3-year period. Of this total, at least fifty (50) CME specialty hours must be programs sponsored by the American Academy of Osteopathy.

SPONSOR: The candidate is to select a sponsor who is an active FAAO. The sponsor must indicate his or her willingness to mentor the candidate throughout this 2-year process. All applicant and candidate documents must be reviewed and checked off by the sponsor prior to submitting to the Committee on Fellowship.

APPLICATION APPROVAL: The Committee on Fellowship will review the FAAO application upon receiving a complete application packet. The applicant may be requested to provide additional information or clarification prior to acceptance of the application. The application is to include all required documentation and the proposed thesis abstract, outline and preliminary bibliography.

THESIS PROPOSAL: The applicant is required to submit a thesis proposal with the FAAO application. This proposal is to include an abstract of up to 350 words, an outline of the proposed paper and a bibliography of 10 or more references. If the proposed thesis outline and tentative bibliography is not approved, a revised outline and bibliography must be submitted and approved prior to acceptance as a FAAO candidate.

INTERVIEW: Attendance is required. If the Committee on Fellowship accepts the application, the applicant will be invited to interview on the Tuesday prior to the AAO’s Convocation. The scientific paper/thesis outline and tentative bibliography will be discussed at this meeting. The Committee will act on the application and thesis proposal at the time of this meeting. Upon approval by the Committee the applicant will advance to candidacy in the Fellowship process.

THESIS FIRST DRAFT AND FIRST CASE HISTORY DUE July 31: Following outline approval, the scientific paper/thesis first draft and first case history are due by JULY 31, submitted electronically via email attachment to the AAO office.

THESIS SECOND DRAFT AND SECOND CASE HISTORY DUE by December 15: Rewrite of Thesis (second draft), second case history and revisions to the first case history (if applicable) are due by December 15 (submitted electronically).
FINAL THESIS AND THIRD CASE HISTORY DUE by May 31: Rewrite of Thesis (final draft), third case history and revisions to previous case histories (if applicable) must be submitted electronically to the AAO office by May 31st.

FINAL DEADLINE FOR RE-SUBMISSION OF THESIS and CASE HISTORY EDITS / CORRECTIONS AS REQUESTED DUE BY JULY 31: Submission of case history revisions and final draft thesis must be submitted electronically by July 31.

CORRECTIONS/ADDITIONS/REVISIONS: The candidate may be required to submit revised document/s based on the committee’s suggestions for corrections or additions. If required, the candidate is to submit revised thesis and/or case histories in the same manner as above. Because changes may be required, it is strongly suggested that submissions be made well ahead of the final deadline.

EXAMINATION FEE DUE by OCTOBER 1ST: $1000.00 (non-refundable exam fee) is due October 1 prior to the March Convocation.

ORAL AND PRACTICAL EXAMINATION: Attendance is required. The candidate will be scheduled for the oral and practical examinations after final approval of the thesis and case histories. Examinations will be given in October and the candidate will be advised of the exact date, time and place. All expenses concerning these examinations will be the candidate’s responsibility. Please note that all the above steps must be completed and the non-refundable $1000.00 examination fee paid prior to the candidate taking the oral and practical examinations.

FINAL STEPS: The Committee on Fellowship will advise the candidate of the results of the examinations. Candidates who have passed their final oral and practical examinations will be recommended to the AAO Board of Governors to receive the FAAO designation. Upon approval of the Board of Governors, the candidate will be requested to attend the FAAO dinner on Friday night during the AAO Convocation and provide a 2-3 minutes presentation of their thesis. At the president’s banquet on Saturday, the candidate and sponsor are to walk together in the FAAO processional in full regalia for the conferment ceremony of the earned FAAO designation. It is recommended that candidates be prepared by obtaining appropriate regalia. A hand-detailed plaque will be sent to the newly designated FAAO to commemorate the achievement.
COMMITTEE ON FELLOWSHIP IN THE
AMERICAN ACADEMY OF OSTEOPATHY
APPLICATION
(Please Print or Type)

NAME: ____________________________________________
   (Last Name, Title)                         (First Name)                         (Middle Name)

ADDRESS (Office): ______________________________________________________________

Telephone: (_____) _______________________ Email: ________________________________

ADDRESS (Residence): ____________________________________________________________

Telephone: (_____) _______________________ Email: ________________________________

GRADUATE OF: ___________________________________________________________________
   (Osteopathic College)                                                        (Year)

INTERNISHIP: Hospital/Dates_____________________________________________________
   Address ______________________________________________________________

POST DOCTORAL EDUCATION: _______________________________________________________
   (Please include all dates)

YEARS IN PRACTICE: ___________ ARE YOU NOW IN ACTIVE PRACTICE? ___________
   Please include a copy of your current license to practice

NUMBER OF YEARS MEMBER OF:

American Academy of Osteopathy ______ years: from ___________ to ________________

American Osteopathic Association_______ years: from ___________ to ________________

AAO NO: _______________

Divisional Society years: from ___________ to _______________

___________________________________________________________________________

Name Printed                                                                

______________________________ ____________________________________________________________________________________________

Signature (Head and Shoulder Pose)                                          PLEASE
   (Head and Shoulder Pose) HERE

Date

SEE "Information for Candidates" brochure for Prerequisites and Requirements for Fellowship.
Send Completed Application and Fee to: Committee on Fellowship in the American Academy of Osteopathy,
3500 DePauw Boulevard, Suite 1100, Indianapolis, Indiana 46268.
Telephone number (317) 879-1881; Fax number (317) 879-0563; email: dcole@academyofosteopathy.org
Name: ________________________________________________________________

Date of Birth: __________________ Place of Birth: __________________________

a) Please list all formal education and training from high school to present (include location, institution and dates attended). *(Use separate sheet, if necessary.)

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b) Please list practice locations since receiving D.O. degree (include years in each location).*

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c) Have you had any malpractice actions brought against you or are there any pending?

_______yes _______no (If “yes”, please attach additional documentation)

MALPRACTICE LIABILITY INSURANCE DATA:

NAME OF CARRIER: _________________________________ AMOUNT OF
               COVERAGE: __________________________________________

POLICY NUMBER: ___________________________________ EXPIRATION DATE: __________________

d) Have you in the past or do you currently hold a federal or state controlled substance registration?

_______yes _______no

If yes, has this registration ever been limited or revoked?

_______yes _______no (If “yes”, please attach additional documentation)

e) Have you ever held privileges on a hospital staff? _______yes _______no

If yes, have any privileges been revoked or limited?

_______yes _______no (If “yes”, please attach additional documentation)

f) Have you ever had your license to practice medicine revoked or limited?

_______yes _______no (If “yes”, please attach additional documentation)

g) Have you had corrective or disciplinary action taken against you, during the past year, by a medical staff, medical society, state or federal licensing agency or academic institution?

_______yes _______no (If “yes”, please attach additional documentation)

h) Have you ever been denied membership or a renewal thereof, or been subject to disciplinary proceedings in any medical organization or academic institution?

_______yes _______no (If “yes”, please attach additional documentation)
i) Are there currently any proceedings pending license or hospital staff privileges?

________yes ________no (If “yes”, please attach additional documentation)

PLEASE ATTACH COPIES OF THE FOLLOWING: (Items marked with * must show expiration date)

Certificate of Insurance or face sheet from malpractice insurance policy*
State Medical License*
State Controlled Substance Registration Certificate*
DEA Controlled Substance Registration Certificate*
AOA Board Certificate
AOA CME printout for past three (3) years and/or CME certificates of courses not recorded
Current CV, including a list of places you have worked in the past five (5) years (name(s), date(s) and complete address(es))

List and specify dates of service and responsibilities for AAO Organizational Activity (Boards, Committees, etc.) in which you have participated. [Use separate sheet].

List and specify the area of contributions made to the development and use of the distinctive phases of Osteopathic Medicine in AT LEAST THREE of the following areas. Provide a summary to include dates, number of people served and responsibilities. [Use separate sheet(s)].

   a. Contribution to osteopathic literature. (Specific publication etc. should be listed.)
   b. Development of osteopathic theory and/or manipulative method or procedure.
   c. Research related to osteopathic theory and practice.
   d. Contributions in the field of osteopathic education:
      Faculty (College, AAO, Cranial, etc.)
      Formal Educational Programs
      Preceptorship Activity
      Clinical and/or Hospital Supervision
   e. Public Relations:
      Community activity
      School Physician
      Sponsor of Health Activity, etc.
      Service to the Public and Public Health
   f. Administrative service to the profession (Dean, Medical Director, Chief of Staff, Carrier Advisory Committee, Department Chairs, Committee Chairs on staff, etc.)

PROPOSED SUBJECT OF SCIENTIFIC PAPER/THESIS
A proposed abstract of the scientific paper/thesis and references shall be included with this application

TITLE: ________________________________________________________________

_________________________________________       ______________________________________
Signature                           Name printed

___________________
FAAO Application

Page 3 of 3

ver 08.15.2018

CODE OF ETHICS: The code of ethics of the Committee shall be the FAAO Code of Ethics and Professionalism, reference page 6 in the Committee on Fellowship in the American Academy of Osteopathy Information for Candidates booklet. The Examination Committee shall satisfy itself that the candidate has submitted a signed copy of the FAAO Code of Ethics and Professionalism. Withholding or misrepresentation of specifically requested information will be cause for dismissal from this process or revocation of a previously granted fellowship award.

By your signature, you have given the AAO permission to verify information and documentation provided with this application.

_________________________________________       ______________________________________
Signature                           Name printed
FELLOWSHIP IN THE
AMERICAN ACADEMY OF OSTEOPATHY

2019-21 Sponsor Application

Please choose the name of a Fellow you would like to serve as your mentor and to sponsor you at the time you have Fellowship conferred during the President’s Banquet at the AAO Convocation in March 2021 in Dallas, Texas.

A current listing of all FAAO’s can be found on the FAAO webpage.

SPONSOR FOR CONFERRING OF FELLOWSHIP

I would like ______________________________________, DO, FAAO, to act as my mentor and as sponsor during the conferring of Fellowship in Dallas, Texas in 2021. I understand that you will contact him/her for his/her willingness to serve, and furnish him/her with a copy of the Sponsor’s Statement.

Signed: __________________________________________________

Candidate for FAAO
Policy statement on copyright and republication

The American Academy of Osteopathy® (AAO) copyrights each of the issues of its publications to protect the AAO and the author against unauthorized use of the contents. The AAO in most cases will grant, without charge or royalty, the use of portions of articles to other authors in other scholarly publications. The AAO may also grant, without charge or royalty, the right of republication to other professional organizations, particularly for use in connection with continuing professional education. The AAO will normally forward requests for permission for use as courtesy to the original author’s information and possible comments.

The AAO has always asked that authors of works appearing in its publications transfer to the AAO all right, title and interest in such works, including copyright. Due to a change in copyright law, the AAO must acquire each author’s signature to affect the transfer of copyright. Articles and other written works cannot be considered for publication until an Assignment of Copyright form is signed by all authors and returned to us.

The AAO assumes no responsibility for statements made in articles contributed to its various publications and relies on contributing authors for the truth and accuracy of the contents of their articles.

ASSIGNMENT OF COPYRIGHT

In consideration of the expenses of editing and publishing and the professional benefits relating to the publications of the articles or other written work created by the undersigned, the undersigned transfers to the AAO all right, title and interest in and to the article or other written work as noted below, including (1) copyright, (2) the right to grant permission to re-publish the article in whole or in part, with or without permission, (3) the right to produce preprints or reprints for sale or distribution, and (4) the right to republish the article in a collection of articles or any format. The undersigned further affirms that the article or other written work has not previously been published, is not subject to copyright or other rights, except as being transferred herein, and now not otherwise been submitted for publication, except as may be noted herein.

Name of author: _____________________________________________________________

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AAO Copyright Waiver ver 2010
December 1, 2018  
**Application with $500 (non-refundable) application fee,** your proposed topic (outline and tentative bibliography) for the Scientific Paper/Thesis and required documentation must be received at the AAO office, submitted electronically via email attachment or CD.

March 12, 2019  
**FAAO Applicant’s interview** with the Committee on Fellowship in the AAO at AAO Convocation; review of application and discussion of Scientific Paper/Thesis (attendance is required).

July 31, 2019  
Scientific Paper/Thesis **First Draft** and **First Case History** due.

December 15, 2019  
Scientific Paper/Thesis **Second Draft** and **Second Case History, Case History One revisions** due.

May 31, 2020  
Scientific Paper/Thesis **Final Draft** and **Third Case History, case history revisions** due.

July 31, 2020  
**Final deadline** for revisions of case history edits/corrections as requested.

October 1, 2020  
**Test fee of $1000 (non-refundable) due.**

October 10, 2020  
**Final Examinations.** Final examinations to be determined (attendance is required).

March 16, 2021  
**Conferment** at the AAO Annual Convocation.
APPLICATION: shall be made to the AAO office at: 3500 DePauw Boulevard, Suite 1100, Indianapolis, IN 46268. (A formal printed application will be sent to the applicant upon request.) Deadline for application submission is DECEMBER 1st, 22 months prior to the October examination. A completed application must be accompanied by the required documentation to include:
   a. evidence of AOA specialty board certification
   b. CME printout (see requirements below)
   c. $500.00 application fee
   d. thesis outline and accompanying documentation

CME DOCUMENTATION: CME requirements shall include a minimum of three (3) years AOA category 1-A CME credits with an average of fifty (50) credits per year, totaling at least one hundred fifty (150) credits in a 3-year period. Of this total, at least fifty (50) CME specialty hours must be programs sponsored by the American Academy of Osteopathy.

SPONSOR: The candidate is to select a sponsor who is an active FAAO. The sponsor must indicate his or her willingness to mentor the candidate throughout this 2-year process. All applicant and candidate documents must be reviewed and checked off by the sponsor prior to submitting to the Committee on Fellowship.

APPLICATION APPROVAL: The Committee on Fellowship will review the FAAO application upon receiving a complete application packet. The applicant may be requested to provide additional information or clarification prior to acceptance of the application. The application is to include all required documentation and the proposed thesis abstract, outline, and preliminary bibliography.

THESIS PROPOSAL: The applicant is required to submit a thesis proposal with the FAAO application. This proposal is to include an abstract of up to 350 words, an outline of the proposed paper and a bibliography of 10 or more references. If the proposed thesis outline and tentative bibliography is not approved, a revised outline and bibliography must be submitted and approved prior to acceptance as a FAAO candidate.

INTERVIEW: Attendance is required. If the Committee on Fellowship accepts the application, the applicant will be invited to interview on the Tuesday prior to the AAO’s Convocation. The scientific paper/thesis outline and tentative bibliography will be discussed at this meeting. The Committee will act on the application and thesis proposal at the time of this meeting. Upon approval by the Committee the applicant will advance to candidacy in the Fellowship process.

THESIS FIRST DRAFT AND FIRST CASE HISTORY DUE July 31: Following outline approval, the scientific paper/thesis first draft and first case history are due by JULY 31, submitted electronically via email attachment to the AAO office.

THESIS SECOND DRAFT AND SECOND CASE HISTORY DUE by December 15: Rewrite of Thesis (second draft), second case history and revisions to the first case history (if applicable) are due by December 15 (submitted electronically).
FAAO CANDIDATE CHECKLIST
2019-21
Fellow of American Academy of Osteopathy (FAAO)

FINAL THESIS AND THIRD CASE HISTORY DUE by May 31: Rewrite of Thesis (final draft), third case history and revisions to previous case histories (if applicable) must be submitted electronically to the AAO office by May 31st.

FINAL DEADLINE FOR RE-SUBMISSION OF THESIS AND CASE HISTORY EDITS / CORRECTIONS AS REQUESTED DUE BY JULY 31: Submission of case history revisions and final draft thesis must be submitted electronically by July 31.

CORRECTIONS/ADDITIONS/REVISIONS: The candidate may be required to submit revised document/s based on the committee’s suggestions for corrections or additions. If required, the candidate is to submit revised thesis and/or case histories in the same manner as above. Because changes may be required, it is strongly suggested that submissions be made well ahead of the final deadline.

EXAMINATION FEE DUE by OCTOBER 1ST: $1000.00 (non-refundable exam fee) is due October 1 prior to the March Convocation.

ORAL AND PRACTICAL EXAMINATION: Attendance is required. The candidate will be scheduled for the oral and practical examinations after final approval of the thesis and case histories. Examinations will be given in October and the candidate will be advised of the exact date, time and place. All expenses concerning these examinations will be the candidate’s responsibility. Please note that all the above steps must be completed and the non-refundable $1000.00 examination fee paid prior to the candidate taking the oral and practical examinations.

FINAL STEPS: The Committee on Fellowship will advise the candidate of the results of the examinations. Candidates who have passed their final oral and practical examinations will be recommended to the AAO Board of Governors to receive the FAAO designation. Upon approval of the Board of Governors, the candidate will be requested to attend the FAAO dinner on Friday night during the AAO Convocation and provide a 2-3 minutes presentation of their thesis. At the president’s banquet on Saturday, the candidate and sponsor are to walk together in the FAAO processional in full regalia for the conferment ceremony for the earned FAAO designation. It is recommended that candidates be prepared by obtaining appropriate regalia. A hand-detailed plaque will be sent to the newly designated FAAO to commemorate the achievement.