

## **APA On-Line Fellows Application Platform Instructions for Endorsers**

Introduction .....	2
Steps to Completing an Endorsement .....	2
Step 1: Access Application Link .....	2
Step 2: Log In to myAPA.....	2
Step 3: View Application Materials and Begin Endorsement .....	3
Step 4: Complete Fellows Status Evaluation Form .....	4
Step 5: Submit Endorsement .....	5

## Introduction

Endorsers are APA Fellows who have agreed to support a member's nomination for fellow status. Endorsers are required to complete the Fellows evaluation form and provide a written endorsement letter. As part of the application process, nominees are required to provide the name and email address of three APA Fellows who have agreed to endorse their application. Upon submitting the application, each endorser will receive an email at the address provided containing a hyperlink that will allow the endorser to complete the Fellows evaluation form and provide a written endorsement letter.

**FIRST TIME ACCESS TO A NOMINEE'S APPLICATION MUST BE VIA THE HYPERLINK IN THE EMAIL SENT BY THE APA ON-LINE FELLOWS APPLICATION PLATFORM.**

<http://apps.apa.org/Fellows/default.aspx?ApplicationGUID=F7355E1B-EEFE-4257-AE2C-18CAC3C5BC38>

Sample Hyperlink from email

## Steps to Completing an Endorsement

### Step 1: Access Application Link

Click on the hyperlink from within the email or copy or paste the link into your browser window. You will be directed to the MYAPA login page.

### Step 2: Log In to myAPA

Log in to myAPA using the same username and password that you use for your APA Membership.



myAPA login page

All valid endorsers should already have a myAPA account. If you have forgotten your details, you may click "Look up your account" on the right side of the screen. You can use your APA Member number or Email Address to choose a new password. If you continue to have problems, you can contact the APA Membership Department for assistance via email: [membership@apa.org](mailto:membership@apa.org) or phone: 1-800-374-2721.

### Step 3: View Application Materials and Begin Endorsement

Upon successful login, you will be directed to the APA On-Line Fellows Application Platform's Endorser welcome page.

Since you have accessed the application via the email hyperlink, only one application will display on the list.

Endorser > Welcome Page User Name: McCully, Deanna - Endorser

APA On-line Fellows Application

- Welcome
- Questions/Contact
- Fellows Policy

#### Endorser - Welcome Page

Listed below are the Fellows application(s) you are being asked to endorse. Endorsers are required to complete the Fellows evaluation form and provide a written endorsement letter.

To view the application materials, click the nominee's name. The information will appear in a new window.

To begin or continue your endorsement, click the Complete Endorsement button.

Edit/View Endorsement	Endorsement Status	Applicant Name	Division	Applicant Email
<a href="#">Complete Endorsement</a>	New	Joanne Brazinski	39 Psychoanalysis	jbrazinski1@apa.org

### VIEW APPLICATION MATERIALS

To view the application materials, click the applicant name. The View Application page will display in a new browser window. You will be able to view the Applicant information, Educational History, and Uploaded Documents submitted by the nominee.

Section III, Uploaded Documents and Endorsement, contains links to all of the files uploaded by the Nominee. To view the files, click on the document title in the list. The file will open in a new window.

#### III. Uploaded Documents, Endorsement and Division Chair Statement

*Click the document title to view the uploaded file in a new window*

Uploaded Files
<a href="#">Curriculum Vita</a>
<a href="#">Self-Statement</a>

As you close each file, you will be taken back to the View Application Window where you can click the next file to open.

When you have completed reviewing all of the files, close the View Application Window to return to the Endorser welcome page and complete your endorsement.

### BEGIN ENDORSEMENT

On the Endorser Welcome Page, click the Complete Endorsement Button. You will be directed to the Fellows Evaluation Form for this nominee.

## Step 4: Complete Fellows Status Evaluation Form

The Fellows Status Evaluation form is for the endorser to articulate the contributions of the nominee. Answer all questions by selecting the appropriate responses and writing a narrative in the spaces provided.

About APA | Psychology Topics | Publications | Psychology Help Center | News & Events | Research | Education | Careers | Membership

Endorser > Evaluation Form User Name: Home, Arthur Endorser

### APA On-line Fellows Application



- Welcome
- View Application
- Help
- Questions/Contact
- Fellows Policy

## Endorser – Evaluation Form

The Fellows Status Evaluation form is for the endorser to articulate the contributions of the nominee.

Please answer all questions by selecting the appropriate responses as well as writing a narrative in the spaces provided.


If you would like to view the application materials, click [here](#). The information will appear in a new window.

To enter your endorsement letter, Please upload a document in Microsoft Word  or PDF  format with a maximum size of 4MB.

Be as specific as possible in documenting the nominee's unusual and outstanding contributions with a national/international impact to the field of psychology.

If you have not completed the evaluation form or endorsement letter, you can store the information by clicking 'Save' and come back later to complete it. When you are finished with the endorsement, Click 'Submit' to send the endorsement evaluation form and endorsement letter to APA.

**Nominee:** Alan Lloyd Doerman  
**Division:** 18 Psychologists in Public Service

1. Has the nominee published in the area represented by the nominating division? *	<input type="radio"/> Yes	<input type="radio"/> No		
Do these publications impact others and were they appropriately refereed? *	<input type="radio"/> Yes	<input type="radio"/> No		
How would you rate these publications? *	<input type="radio"/> Extraordinary <input type="radio"/> Commendable <input type="radio"/> Average <input type="radio"/> Negligible			
2. Has the nominee produced documented innovations in a specialty field? *	<input type="radio"/> Yes	<input type="radio"/> No		
What are these innovations; and what has been their significance? *	4000 characters left			
<div style="border: 1px solid #ccc; height: 40px;"></div>				
3. Has the nominee made unusual or outstanding contributions to the field of psychology? *	<input type="radio"/> Yes	<input type="radio"/> No		
What specific unusual and outstanding contributions has the nominee made? *	4000 characters left			
<div style="border: 1px solid #ccc; height: 40px;"></div>				
4. Has the nominee held offices in psychological organizations? *	<input type="radio"/> Yes	<input type="radio"/> No		
What has been their positive impact on the organization? *	4000 characters left			
<div style="border: 1px solid #ccc; height: 40px;"></div>				
5. Has the nominee shown significant impact on a special field? *	<input type="radio"/> Yes	<input type="radio"/> No		
How would you rate the nominee's impact? *	<input type="radio"/> Extraordinary <input type="radio"/> Commendable <input type="radio"/> Average <input type="radio"/> Negligible			
6. Has the nominee received any awards or grants? *	<input type="radio"/> Yes	<input type="radio"/> No		
In their scope, have the awards been: *	<input type="radio"/> International <input type="radio"/> National <input type="radio"/> Regional <input type="radio"/> State <input type="radio"/> Local			
What specific awards or grants the nominee recieved? *	4000 characters left			
<div style="border: 1px solid #ccc; height: 40px;"></div>				
7. On the basis of the above answers and the supporting evidence, indicate how certain you are that the nominee should become a Fellow of the APA. *				
Definitely	Probably	Possibly	Probably	Definitely
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No
Upload Endorsement Letter: *			Browse... 	

\* Required field

**Endorsers are required to fill in every field for each question and upload an endorsement letter.**

You can click the Save button at any time to save your responses and come back to complete the form.

### **TO UPLOAD AN ENDORSEMENT LETTER**

Before uploading your endorsement, verify the file. You will want to ensure the following:

- That you know exactly where the file is stored on your computer (this will save time searching when you are ready to upload the file).
- That the file is in Word (.doc or .docx) or PDF format and is less than 4 MB.
- That file contains everything you would like to say to endorse this nominee.

After you have verified the file:

1. Go to Upload Endorsement Letter area at the bottom of the page and click the Browse button. A dialog box will open and you will be able to navigate your local computer's file system and select the file.
2. After selecting the file, click Open on the dialog box. The Upload Endorsement Letter box will display the path to the file.
3. Click the Save button at the bottom of the Endorsement Letter page to save the endorsement letter within the Fellows On-Line Application Platform.

### **MANAGE YOUR UPLOADED FILE**

**To view your uploaded file**, click "View Endorsement Letter". Your uploaded document will open in a new window. The file will be read-only and you will not be able to make any changes.

**To edit your endorsement letter**, you will need to make the changes directly on your computer, outside of the Fellows On-Line Application Platform. Once all the changes are made, click Delete Uploaded File. After confirming deletion, the file will be removed and the system will be ready to accept the new upload.

### **Step 5: Submit Endorsement**

After you have completed the Fellows evaluation form and provided a written endorsement letter, you can submit your endorsement by clicking the Submit button. It is very important to review your responses carefully before submitting.

**ONCE YOU SUBMIT THE ENDORSEMENT, IT WILL BECOME READ-ONLY AND YOU WILL NOT BE ABLE TO MAKE ANY CHANGES.**

If you think you will want to return to make changes, you should click Save, which will allow you to save the changes and then return and edit the information.

**GETTING HELP**

For assistance with using the APA On-line Fellows Application, you may contact the APA Membership Department for assistance via email: [membership@apa.org](mailto:membership@apa.org) or phone: 1-800-374-2721