APA On-Line Fellows Application Platform
Instructions for Applicants

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Introduction
The APA On-Line Fellows Application Platform’s Applicant module will enable APA members who wish to apply for Fellows status to enter their application materials online.

Fellowship is a special distinction for APA members who have received a doctoral degree in psychology or a related field from a regionally accredited institution and can show evidence of unusual and outstanding contributions in the field of psychology. Fellow status requires that a person’s work have had a national impact on the discipline beyond a local, state or regional level. A high level of competence or steady and continuing contributions are not sufficient to warrant Fellow status. National impact must be demonstrated.

Application for Fellow status is open to any APA Member who meets the criteria of both sponsoring division and the American Psychological Association. Each division establishes its own criteria for nominations to initial Fellow status – sometimes the same as APA criteria, but usually involving additional requisites relevant to that division.

BEFORE YOU BEGIN THE APPLICATION PROCESS, contact the Fellows Chair of the division(s) through which you are applying to ensure that you are applying within the nominating division’s application deadline.

Accessing the System
To access the system, go to http://apps.apa.org/Fellows/default.aspx.

If you are not already logged in, you will be directed to the myAPA log in page. Use the same username and password that you use for your APA Membership.

All applicants for APA Fellow status 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 or phone: 1-800-374-2721.
Authorization
At the time of login, the system will check the membership details associated with your myAPA login details to verify you meet the APA Fellows application requirements:

- Must be an APA Member with current dues paid.
- Must have been an APA member for at least 1 year.
- Must be a current, paid member of at least 1 APA Division and the Division has forwarded the membership record to the APA Central Office.

If you are not granted access to the application and believe there is an error with your account details, please contact the APA Membership Department for assistance via email: membership@apa.org or phone: 1-800-374-2721.

Upon successful login, you will be directed to the Applicant - Home Page and can begin the Fellows Application.

Create New Application
The applicant home page displays your registered division(s) on file with APA Central Office. If the Division you wish to apply through is not listed, you will need to contact the membership chair of that division to verify your membership and have them contact APA to have your membership record updated. Once the record is updated, the division will be listed on the Home Page and then you will be able to apply.

To create a new application, click the Create New Application button on the home page.
Add Contact Information
On the contact information form, select your nominating division. The first name, last name, email, and APA Member Number fields are pre-populated with the current data from your APA membership record and cannot be changed from within the system.

- To change your First Name or Last Name, contact the APA Service Center at 1-800-374-2721.
- Email address can be changed via the myAPA edit profile page.

Enter an alternate email address if you would like us to contact you regarding your Fellows Application at another email address. This will not change your email address on file.

Once you have clicked Save & Next on the Contact Information Form, your application will be saved and you can exit at any time and return to complete the fields. See the EDITING YOUR APA FELLOWS APPLICATION section of this document for more details.
**Educational History**

To add educational history, fill out the Educational History form, and click *Add School*. Repeat this process until you have added all records dating back to the beginning of your graduate education.

As you add each record, the grid above the form will be updated and the form will be empty and ready to accept a new record.

**TO EDIT AN EDUCATIONAL RECORD**

Click the Edit button corresponding to the record you would like to edit. The form fields will be filled in with the existing data. Edit the fields in the form, and then click *Update School Information*. The updated data will appear in the grid above and the form will be empty and ready to accept a new record.

**TO DELETE AN EDUCATIONAL RECORD**

Click the Delete button corresponding to the record you would like to delete. Then click Yes on the dialog box that appears to commit the deletion. The educational record will be deleted from the grid.
Upload Documents
To upload a document:
1. Click the radio button to the left of the document that you would like to upload. The Browse and Upload File buttons will become active and the system will be ready for you to upload the file.
2. Click Browse... and navigate to the location on your computer where the file is located
3. Click Upload File

**Uploaded files must be in Microsoft Word (doc, docx) or PDF format and may not exceed 4MB.**

As you upload each file, it will appear in the grid above the upload forms. The name of each uploaded file will be changed to correspond to the document title used in the APA Fellows On-line Application Platform.

**VIEW AN UPLOADED DOCUMENT**
To view an uploaded document, click the hyperlink in the grid which corresponds to the document title you would like to view. The document will open in a new window.

**DELETE AN UPLOADED DOCUMENT**
To delete an uploaded document, click the delete button corresponding to the document title you would like to delete. Then click OK on the dialog box. The file will be removed from the grid.
Add Endorsers
To add endorsers, add the Endorser’s First Name, Last Name, and Email Address and click Add Endorser.

As you add each endorser, the grid above the form will be updated and the form will be empty and ready for you to add another endorser.

To edit an endorser record
Click the Edit button corresponding to the record you would like to edit. The form fields will be filled in with the existing data. Edit the fields in the form, and then click Update Endorser Information. The updated data will appear in the grid above and the form will be empty and ready to accept a new record.

To delete an endorser record
Click the Delete button corresponding to the record you would like to delete. Then click Yes on the dialog box that appears to commit the deletion. The endorser record will be deleted from the grid.
Submit Application
The Review Application page will allow the applicant to review their application materials to verify the accuracy of the entered data before submission.

To go back to a specific page of the application to make changes, use the navigation bar on the left side of the page.

Section III, Uploaded Documents, contains links to all of your uploaded files. Click on the document Title in the grid and the file will open in a new window.

To submit your application, click the Submit button at the bottom of the page.

An email will be sent notifying the Nominating Division’s Fellows Chair that you have created an application for APA Fellow Status. Email will also be sent to each of your Endorsers providing them with instructions on how to complete your Endorsement. You may continue to make changes to your application until the Division Fellows Chair submits the application to APA.
Editing Your APA Fellows Application
Once you have clicked Save & Next on the Contact Information Form, your application will be saved and you can exit at any time and return to complete the application.

Your current applications will appear in a grid. Click the Edit button corresponding to the application you would like to edit. From there, you can use the left navigation to jump directly to a section of the application. Or, you can use the Save & Next buttons at the bottom of the pages to navigate through the application.

SUBMITTING A SECOND INITIAL FELLOWS APPLICATION
Applicants may apply for initial Fellows status in up to two divisions as long as they receive Division Fellows Chair statements from both divisions. Upon submit of the second Fellows application, Applicants will be asked to mark one as Primary. If no application is marked as primary, the default primary application will be the first application submitted by the applicant.

Only the primary application will be submitted to the APA Fellows Committee for review.

If the Fellows Committee recommends the primary application for Fellows status, then the secondary application will be automatically recommended. Likewise, if the primary application is not recommended, then the secondary application will also not be recommended.
To create a second application, click the Create New Application button on the home page.

Contact Information Form
On the contact information form, select the nominating division. The remaining fields will pre-populate with the information from your first application. Any changes made to the Address and Phone Number fields will also be reflected in the first application.

Educational History
To copy educational history from your first application, click the Copy Educational information button.

The records will appear on this page in a grid and you can add additional education records which may be relevant only to the current application. Changes made to the educational history grid will not be reflected in the first application.

Upload Documents
Uploaded documents are not transferred from the first application. Applicants must upload a separate Curriculum Vita, Self-Statement, and Supporting Document(s).

Add Endorsers
Endorsers are not transferred from the first application. If an applicant adds the same endorser for the second application, that endorser will have to submit separate endorsement for each application.
Submit Application
At the bottom of the second application’s Review Application page, you will be asked whether you want to mark the second application as primary.

![Yes/No question](image)

Applicants can mark the application as primary at any time until it is submitted to APA by the Division Fellows Chair. If the applicant does not mark an application as primary, then the default primary application is the one submitted first by the applicant.

Change Primary Application
APA Fellows policy states that only the primary Fellows Application will be reviewed by the APA Fellows Committee. If the primary application is recommended for Fellows status, the secondary application will also be recommended. Likewise, if the primary application is not recommended, the secondary application will also not be recommended.

To change the primary application, go to the welcome page and select the Primary radio button on the application you would like to mark primary.

<table>
<thead>
<tr>
<th>Division</th>
<th>Status</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Psychotherapy</td>
<td>Endorsements Incomplete</td>
<td></td>
</tr>
<tr>
<td>53 Society of Clinical Child and Adolescent Psychology</td>
<td>Application Saved</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

Fellows Application information for Current Fellows
Once an APA Member has been approved by the Fellows Committee, Board of Directors and Council of Representatives for Fellow status in one division, they do not need further approval from APA to become a Fellow in additional divisions. It is the responsibility of each division to determine eligibility of Current Fellows and to notify APA of their election.

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 or phone: 1-800-374-2721.