

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

Introduction .....	2
Accessing the System .....	2
Authorization .....	3
Create New Application .....	3
Add Contact Information .....	4
Educational History .....	5
Upload Documents .....	6
Add Endorsers .....	7
Submit Application.....	8
Editing Your APA Fellows Application .....	9
SUBMITTING A SECOND INITIAL FELLOWS APPLICATION .....	9
Contact Information Form .....	10
Educational History .....	10
Upload Documents .....	10
Add Endorsers .....	10
Submit Application.....	11
Change Primary Application.....	11
Fellows Application information for Current Fellows.....	11
Getting Help .....	11

## 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.

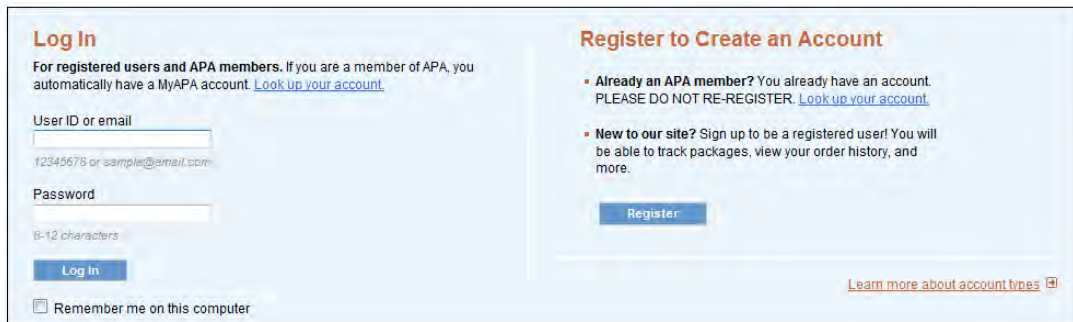
Application for Fellow status is open to any APA Member who meets the criteria of both sponsoring [division](#) and the [American Psychological Association](#). Each division establishes its own criteria for nominations to initial Fellow status – sometimes the same as APA criteria, but usually involving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



The screenshot shows the myAPA login page with two main sections: "Log In" and "Register to Create an Account".

**Log In**  
For registered users and APA members. If you are a member of APA, you automatically have a MyAPA account. [Look up your account](#).

User ID or email  
  
12345678 or sample@email.com

Password  
  
8-12 characters

Remember me on this computer

**Register to Create an Account**

- **Already an APA member?** You already have an account. PLEASE DO NOT RE-REGISTER. [Look up your account](#).
- **New to our site?** Sign up to be a registered user! You will be able to track packages, view your order history, and more.

[Learn more about account types](#)

myAPA login page

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](mailto: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](mailto: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.

The screenshot shows the top navigation bar with links: About APA, Psychology Topics, Publications, Psychology Help Center, News & Events, Research, Education, Careers, and Membership. Below the navigation bar, the page title is "Applicant > Welcome Page" and the user name is "User Name: McCloud, Kadidra - Applicant". The main content area is titled "Applicant - Home" and includes a welcome message for "McCloud, Kadidra" with registered division(s) "DIV29|DIV53". The page lists the roles involved in the application process: Applicant, Endorsers, Division Fellows chair, and APA Fellows Committee. A "Create New Application" button is visible at the bottom of the page.

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.

The screenshot shows the 'Applicant - Add Contact Information' form. At the top, there is a navigation bar with links: About APA, Psychology Topics, Publications, Psychology Help Center, News & Events, Research, Education, Careers, and Membership. Below this is a breadcrumb trail: Applicant > Contact Information, and the user name: User Name: McCloud, Kadidra - Applicant.

The form is titled 'Applicant - Add Contact Information'. On the left, there is a sidebar with the following links: Welcome, Help, Questions/Contact, and Fellows Policy.

The form fields are as follows:

- Nominating Division:\*  (dropdown menu)
- First Name:\*
- Last Name:\*
- Email:\*
- Alternate Email:  (For contacting you regarding this application only)
- APA Member No.:
- Address 1:\*
- Address 2:
- Address 3:
- City:\*
- State/Province:\*  (dropdown menu)
- Zip/Postcode:
- Country:  (dropdown menu)
- Phone Number:

At the bottom right of the form, there is a red asterisk: \* Required field. At the bottom center, there are two buttons:  and .

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.

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

Applicant > Education History User Name: McCloud, Kadira - Applicant

APA On-line Fellows Application

- Welcome
- Contact
- Education
- Upload Documents
- Add Endorsers
- Check Status
- Review/Submit
- Help
- Questions/Contact
- Fellows Policy

### Applicant - Educational History (Graduate/Postdoctoral)

You must report all graduate and postdoctoral education. Undergraduate education is optional.

Most recent to least recent

List of Educational History

		Institution	Begin Date	End Date	Area of Study	Degree	City	State/Province	Country
Edit	Delete	Baltimore Institute of Psychoanalysis	4/2002	12/2005	Family Therapy	Certificate	Baltimore	MD	USA
Edit	Delete	Institute of Advanced Psychological Studies	1/1997	9/1999	Child and Adolescent Psychotherapy	Diploma	New York	NY	USA
Edit	Delete	Adelphi University	9/1976	5/1979	Clinical Psychology	Ph.D.	New York	NY	USA

**Add Education History Below**

Institution\*

City:\*

State/Province:\*

Zip/Postcode:

Country:

Begin Date:\*

End Date:\*

Area of Study:\*

Degree Awarded:\*

\* Required field

### 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.

Applicant > Upload Documents User Name: McCloud, Kadidra - Applicant

APA On-line Fellows Application

- Welcome
- Contact
- Education
- Upload Documents
- Add Endorsers
- Check Status
- Review/Submit
- Help
- Questions/Contact
- Fellows Policy

### Applicant - Upload Documents

Uploaded files must be in Microsoft Word or PDF format with a maximum size of 4MB.  
[+ More](#)

List of your uploaded files

	Document Title
Delete	Curriculum Vita
Delete	Self-Statement
Delete	Supporting Document 1

Add Upload Files Below

Curriculum Vita:\*

Self-Statement:

Supporting Document 1:

Supporting Document 2:

Supporting Document 3:

\* Required field

### 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.

Applicant > Endorsers User Name: McCloud, Kadira - Applicant

APA On-line Fellows Application

- Welcome
- Contact
- Education
- Upload Documents
- Add Endorsers
- Check Status
- Review/Submit
- Help
- Questions/Contact
- Fellows Policy

### Applicant - Add Endorsers

Enter at least 3 APA Fellows who have agreed to endorse your application for Fellow status. After you submit your application, each endorser will receive an email notification containing a link to add an endorsement. [+ More](#)

**List of Endorsers**

		Full Name	Email
Edit	Delete	Raymond Flores	rayflores@apatest.org
Edit	Delete	William Jefferson	jefferson@testapa.org
Edit	Delete	Lisa Doyle	ldoyle@abctest.edu

**Add Endorser Below**

First Name:\*

Last Name:\*

Email:\*

\* Required field

### 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.

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

Applicant > Contact Information User Name: McCloud, Kadidra - Applicant

APA On-line Fellows Application

- Welcome
- Contact
- Education
- Upload Documents
- Add Endorsers
- Check Status
- Review/Submit
- Help
- Questions/Contact
- Fellows Policy

### Applicant - Review Application

Please review your responses below. After verifying the accuracy of the entered data, click Submit at the bottom of the page.

#### I. Contact Information

APA Member Number: 95  
Application ID: DIV29  
Division: Kadidra A McCloud  
Applicant Name: 123  
Address: New York  
Address line 2: NY  
Address line 3: 10026  
City: KMcCloud@apa.org  
State/Province: 1234567890  
Zip: 1234567890  
Email: 1234567890  
Alternate Email: 1234567890  
Phone Number: 1234567890

#### II. Education History

Institution Name	City	State	Begin Date	End Date	Area Study	Degree Awarded
Adelphi University	New York	NY	09/01/1976	05/30/1979	Clinical Psychology	Ph.D.
Institute of Advanced Psychological Studies	New York	NY	01/01/1997	09/30/1999	Child and Adolescent Psychotherapy	Diploma
Baltimore Institute of Psychoanalysis	Baltimore	MD	04/01/2002	12/30/2005	Family Therapy	Certificate

#### III. Uploaded Documents

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

ID	Document Title
1	<a href="#">Curriculum Vita</a>
2	<a href="#">Self-Statement</a>
3	<a href="#">Supporting Document 1</a>

#### IV. Endorsers

Full Name	Email
Raymond Flores	<a href="mailto:rayflores@apatest.org">rayflores@apatest.org</a>
William Jefferson	<a href="mailto:jefferson@testapa.org">jefferson@testapa.org</a>
Lisa Doyle	<a href="mailto:lidoyle@abctest.edu">lidoyle@abctest.edu</a>

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.

The screenshot shows the 'Applicant - Home' page of the APA On-line Fellows Application system. At the top, there is a navigation bar with links for About APA, Psychology Topics, Publications, Psychology Help Center, News & Events, Research, Education, Careers, and Membership. Below this is a dark header with 'Applicant > Welcome Page' on the left and 'User Name: McCloud, Kadira - Applicant' on the right. The main content area is titled 'Applicant - Home' and includes a welcome message for 'McCloud, Kadira' registered in Division(s) DIV29|DIV53. It explains the application process and lists four roles: Applicant, Endorsers, Division Fellows chair, and APA Fellows Committee. Below this is a table titled 'List of applied application(s)' with columns for Edit/View, Division, Status, and Primary. The table contains one entry for '29 Psychotherapy' with a status of 'Completed by Applicant' and a radio button in the Primary column. A 'Create New Application' button is located at the bottom of the table.

Edit / View	Division	Status	Primary
Edit Delete	29 Psychotherapy	Completed by Applicant	<input type="radio"/>

## 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.

The screenshot shows the 'Applicant - Home' page of the APA On-line Fellows Application system. At the top, there is a navigation bar with links for About APA, Psychology Topics, Publications, Psychology Help Center, News & Events, Research, Education, Careers, and Membership. Below this is a dark header with 'Applicant > Welcome Page' on the left and 'User Name: McCloud, Kadira - Applicant' on the right. A left sidebar contains a menu for 'APA On-line Fellows Application' with items: Welcome, Help, Questions/Contact, and Fellows Policy. The main content area is titled 'Applicant - Home' and includes a welcome message for 'McCloud, Kadira' (Registered Division(s): DIV29|DIV53). It explains the application process and lists four roles: Applicant, Endorsers, Division Fellows chair, and APA Fellows Committee. Below this, it states the APA criteria for Fellows status. A table titled 'List of applied application(s)' shows one application for '29 Psychotherapy' with a status of 'Completed by Applicant'. A 'Create New Application' button is located at the bottom of the table.

Edit / View	Division	Status	Primary
Edit Delete	29 Psychotherapy	Completed by Applicant	<input type="radio"/>

### 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.

[Copy educational information](#)

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.

You have created two applications. Do you want to make this application as PRIMARY application? You can also setup or modify PRIMARY application in Welcome page.

Yes     No

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.

Edit / View		Division	Status	Primary
Edit	Delete	29 Psychotherapy	Endorsements Incomplete	<input checked="" type="radio"/>
Edit	Delete	53 Society of Clinical Child and Adolescent Psychology	Application Saved	<input type="radio"/>

### 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](mailto:membership@apa.org) or phone: 1-800-374-2721.