

APA On-Line Fellows Application Platform Instructions for Division Fellows Chairs

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Introduction

In the APA Fellows Application process, it is the responsibility of the Division Fellows Chair to submit a Fellows Chair statement and ultimately submit the application to the APA Fellows Committee for review. The On-line Fellows Application Platform provides the ability to review and keep track of all applications submitted to your division.

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. You will use the same username and password that you use for your APA Membership.



myAPA login page

All Division Fellows Chairs 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.

Welcome Page

The Division Fellows Chair welcome page displays a list of all applications that have been submitted to your Division.

Division Fellows Chair > Welcome Page
User Name: Costner, Carlene - Division Fellows Chair

APA On-line Fellows Application

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- [Additional Material Needed](#)
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Division Fellows Chair - Welcome Page

Division: 32 Society for Humanistic Psychology

Listed below are the Initial Fellow applications that have been submitted to your division. As the division Fellows Chair, you are responsible for submitting a Fellows Chair statement for each application that will summarize how the nominee has met both the APA and division criteria for Fellow status. When all parts of the application have been completed, the status will display "Ready to Submit" and the Submit button will be activated to allow you to send the application to APA.

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

To begin or continue your Division Chair statement, click the Complete Statement button.

ID	Applicant Name	Division Fellows Chair Status	Edit/View Statement	Endorsement Status	Application Status	Submit Nominee to APA	Not Eligible
71	Mildred Sneed	Completed	Complete Statement	Pending	Endorsements Incomplete	Submit	<input type="checkbox"/>
85	Joanne Brazinski2	Completed	View	Completed	Submitted to APA	Submit	<input type="checkbox"/>
88	Tania Phillips	Completed	Complete Statement	Completed	Ready to Submit	Submit	<input type="checkbox"/>
89	Joyce Evans	Completed	View	Completed	Submitted to APA	Submit	<input type="checkbox"/>
94	Allen Metz	Pending	Complete Statement	Pending	Completed by Applicant	Submit	<input type="checkbox"/>

ID: A number that uniquely identifies an application. You will use this number in communication with APA Membership Department should you run into any technical problems with a specific application.

Applicant Name: Click the Applicant's name to view the application materials in a new window. From the View Application screen, you can print or Save uploaded files to share with your internal Fellows Committee (see *View Application* section of this document for more details).

Division Fellows Chair Status: Allows you to see at a glance whether the Division Chair statement for the application is *Completed* or *Pending*.

Edit/View Statement: The Complete Statement button will take you to the Division Fellows Chair - Statement page where you will be able to add your Division Chair statement (see *Complete Division Fellows Chair Statement* section of this document for more details). After submit to APA, the statement is read only and the "Complete Statement" button will change to "View".

Endorsement Status: Allows you to see at a glance whether at least 3 Endorsements for the application have been *Completed* or are still *Pending*.

Application Status: Click the Application Status to see a more detailed view of the status of the Application. Application details will display in a new window along with what has been completed and what is not completed by the Applicant, Endorsers, and Fellows Chair.

Submit Nominee to APA: When the application meets all requirements (Applicant information completed, at least 3 Endorsements submitted, and Division Chair Statement completed) the submit button will become available and you will be able to Submit the Application to APA for Review

Not Eligible: Check "Not Eligible" if the application does not meet your Division's eligibility requirement to be an APA Fellow.

View Application Materials

To view the application materials, go to the welcome page and 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, Uploaded Documents and Endorsements.

Section III, Uploaded Documents, Endorsement, and Division Chair Statement contains links to all of the files uploaded for the application.

III. Uploaded Documents, Endorsement and Division Chair Statement

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

Uploaded Files
Curriculum Vita
Endorsement letter
Endorsement letter
Division Chair Statement

To view a file, click on the document title in the list. The uploaded file will open in a new window. From there, you can save or print the materials to share with your division's internal Fellows Committee for Review. The View Application HTML page may also be printed for access to the endorser evaluation forms and any endorsements that were typed directly into the system.

Check Application Status









The check application status page allows you to see details of the overall application status.

Check Application Status User Name: -

APA On-line Fellows Application

- Welcome
- Additional Material
- View Application
- Check Status
- Help
- Questions/Contact
- Fellows Policy

Check Application Status

- 1. Applicant Information**
 -  Contact information is completed.
 -  Education information is completed.
 -  All Required documents are uploaded.
 -  Endorser information is completed.
 -  The application has been submitted by applicant.
- 2. Endorsements**
 -  No endorsement has been submitted
- 3. Division Fellows Chair Statement**
 -  The division fellows chair statement has NOT been completed.
- 4. Submitted Application to APA**
 -  The Application has NOT been submitted to APA.

To access the check application status page, go to the Division Fellows Chair welcome page and click the “Application Status” link for the application you would like to view. From this page, you can see, at a glance, details of the application status outlining which items have been completed and which items are not completed.



Completing the Division Fellows Chair Statement

Division Fellows Chairs may add a statement by either adding the text manually or uploading a file in Word or PDF Format.

The screenshot shows the 'Division Fellows Chair - Statement' page. 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 dark header with 'Division Fellows Chair > Statement' on the left and 'User Name: Costner, Carlene - Division Fellows Chair' on the right. A left sidebar contains the 'APA On-line Fellows Application' menu with items: Welcome, Additional Material, View Application, Check Status, Help, Questions/Contact, and Fellows Policy. The main content area is titled 'Division Fellows Chair - Statement' and contains the following text:

Nominee: Tania Phillips
Division: 32 Society for Humanistic Psychology

Completing the Division Fellows Chair statement allows you to summarize how the nominee has met both APA and division criteria for Fellow status, summarize national/international impact, and provide evidence that the nominating division has thoroughly considered the nominee's application, endorsements, and other supporting materials. [More](#)

To enter your statement, you can type directly into the text box provided below, or you can upload a document in Microsoft Word  or PDF  format with a maximum size of 4MB.

If you have not completed the statement, you can store the document by clicking 'Save' and come back later to complete it.

When you are finished with the statement, click 'Save'.

Division Fellows Chair Statement: *

Below the text area is a large empty text box for entering the statement. At the bottom of the form, there is a label 'or Upload the Division Fellows Chair Statement file: *' followed by a file input field and a 'Browse...' button with a question mark icon. A red asterisk at the bottom right of the page indicates that the field is required.

TO ADD DIVISION FELLOWS CHAIR STATEMENT MANUALLY

Click inside the Division Fellows Chair Statement text box and then type your desired text. As an alternative, you can copy and paste your text from another file. The scroll bar on the right side of the text box will be available to allow you to navigate up and down as you edit the text. **Please note:** all text entered into this text box will be plain text with no formatting applied.

TO UPLOAD A DIVISION FELLOWS CHAIR STATEMENT FILE

Before uploading your statement, 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.

After you have verified the file:

1. Go to Upload Division Fellows Chair Statement area at the bottom of the page and click the Browse button.
2. A dialog box will open and you will be able to navigate your local computer's file system and select the file.
3. After selecting the file, click Open on the dialog box. The Upload Division Fellows Chair Statement box will display the path to the file.
4. Click the Save button at the bottom of the page to save the Division Fellows Chair Statement within the Fellows On-Line Application Platform. You may edit the file until the application is submitted to APA.

MANAGING YOUR UPLOADED FILE



The screenshot shows a web interface for uploading a file. At the top, there is a large, empty text box with a vertical scroll bar on the right. Below this text box is a label that reads "or Upload the Division Fellows Chair Statement file: *". To the right of this label are two buttons: "View Uploaded Statement" and "Delete Uploaded File" (which includes a question mark icon). A red asterisk and the text "* Required field" are positioned at the bottom right of the interface. At the bottom left, there is a "Save" button.

To view your uploaded file, click "View Uploaded Statement". 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 uploaded file, 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.

Submit Application to APA

After all required sections of an application have been submitted, the Application Status will switch to “Ready to Submit” and the Submit button will become active.

To submit:

1. Go to the Division Fellows Chair Welcome page and click the SUBMIT button for the application that you would like to submit to the APA Fellows Committee for review.
2. A dialog box will appear asking if you are sure. Click OK

ONCE YOU SUBMIT TO APA, ALL PARTS OF THE APPLICATION WILL BECOME READ-ONLY AND YOU WILL NOT BE ABLE TO MAKE ANY FUTURE CHANGES.

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