FELLOW APPLICATION revised 8/2023

## The AEIRS Fellow Application and appropriate supporting documentation must be submitted electronically to the AEIRS office by FEBRUARY 1, 2024. All accomplishments must have been completed at the time of application to be eligible for consideration. Each accomplishment can be listed in only one section and category of the application. The applicant must meet section and category minimum requirements, and no points can be credited above the maximum point value in each section and category.

**The application fee is $150**. Mail a check to the AEIRS office (payable to AEIRS) or pay the $150 application fee through the website (Go to <https://www.aeirs.org/fellows> or Scan the QR Code below)

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Description automatically generated

The three files listed below are to be submitted together in one e-mail to [operations@aeirs.org](mailto:operations@aeirs.org). The AEIRS office will acknowledge receipt of all three files.

1. The completed application – pages 2-7 below. (Include all requested information on the application in addition to providing supporting documentation in a separate file.) Save the application and label the file as “Lastname AEIRS application 2023*”*.

2. All supporting documentation – Each document must include identification of the section and category (e.g., I.A, I.B, etc.) to which it applies and be arranged in consecutive order following the page on which the points are claimed. Scan and save all documents as one file labeled “Lastname AEIRS support 2023*”*.

3.  A current CV – Save file as “Lastname AEIRS CV 2023”.  (For employment, list **month and year** for each position on application.)

**AEIRS Fellow Application**

Association of Educators in Imaging and Radiologic Sciences, Inc.

Mari King, EdD, RT(R), FAEIRS | AEIRS Operations Manager

2800 Stafford Avenue, P.O. Box 4474, Scranton, Pennsylvania 18505

Phone (936) 647-1443 |Email [operations@aeirs.org](mailto:operations@aeirs.org)

**FELLOW APPLICATION**

**Name:**

**Mailing Address:**

**City:**

**State/Province:**

**Country:**

**Telephone:**

**E-mail Address:**

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| **I. Personal Qualifications**  **For Sections I.C and I.D, points can be earned for only one position during any time period (e.g., full-time faculty member, program director, or dean). Include month and year of start and end dates for each position.** | Applicant **Use**  **POINTS** |  | **Committee**  **Use Only**  **POINTS** | **Committee**  **Use Only**  **DOCUMENT CHECKED** |
| 1. Professional **Certification** (3 points for each, 3 points required minimum) Required documentation: Copy of current registration card(s) or record from ARRT Verify Credentials directory.   Certifying agency  Area of certification  Certification number  Date of certification |  |  |  |  |
| 1. **Education** (credit for only highest earned degree: 10 points for doctorate; 6 points for master’s degree; 4 points for baccalaureate; 2 points for associate) Required documentation: Copy of diploma or final transcript   Degree  Institution/State  Date |  |  |  |  |
| 1. **Employment** in Imaging and/or Radiologic Sciences Education   (5 points required minimum) Required documentation: Letter/email from supervising program official or human resources department. Include month and year for each position.  As a **full-time faculty member** (1 point per year)  Title  Program/State  Dates  As a **clinical coordinator** (1 point per year)  Title  Program/State  Dates  As a **program director** (1 point per year)  Title  Program/State  Dates |  |  |  |  |
| 1. Experience as an **educational administrator** (1 point per year) Required documentation: Letter/email from supervising official or human resources department. Include month and year for each position.   Title  Program/State  Dates |  |  |  |  |
| **Total points for Section I**  (10 points minimum; 20 points maximum) |  |  |  |  |

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| **II. Contribution to AEIRS**  Documentation for categories II.A through II.F and II.I through II.K may be obtained from the AEIRS office if requested at least four weeks prior to the submission deadline listed above. Membership cards can also serve as documentation for II.A. Documentation for II.B through II.F can also consist of letters of appointment or thank you letters from AEIRS for each year of service, or the list of committee members from the AEIRS website for each year claimed. Point verification for authoring peer-reviewed (II.G) and non-refereed (II.H) articles must include copies of the first page of the article and cover of the publication. Documentation **must** show author position, name of article and include the title and issue of publication. Lectures (II.I) and poster presentations (II.J) can be verified with a copy of the confirmation of presentation letter from AEIRS and/or the program in which the lecture/poster presentation appears. The information must include name of the presenter(s), name of lecture/poster, length of presentation, location, and date. CE documentation of meeting attendance or a copy of the letter from the AEIRS office acknowledging annual meeting attendance can be used as verification for category II.K. | Applicant **Use**  **POINTS** |  | **Committee**  **Use Only**  **POINTS** | **Committee**  **Use Only**  **DOCUMENT CHECKED** |
| 1. **AEIRS Active Member** (2 points required minimum; 10 points maximum; 1 point per year for first 5 years; 0.5 points for each additional year)   Dates of membership (needs to be consecutive)  Total years:  Charter member (1 point additional)  Life member (2 points additional) |  |  |  |  |
| 1. **Positions** **Held on AEIRS Board of Directors** (2 points per year for director-at-large, secretary and president-elect; 3 points per year for President and Chair of Board)   Office held  Dates |  |  |  |  |
| Committees/Task Forces (II.B + II.C – 3 points required minimum) Positions held as part of responsibility as a member of the AEIRS Board of Directors (e.g., Annual Meeting Chair, Board Advocate) should not be included in this section. The points awarded in Section II.B take these responsibilities into account.  Chair (1 point per year)  Committee/Task Force  Dates  Vice-Chair/Member (0.5 points per year)  Committee/Task Force  Dates |  |  |  |  |
| Liaison to External Organizations (1 point per year) Liaison to  Dates |  |  |  |  |
| Chair/Member, AEIRS Editorial Review Board (1 point per year) Chair (1.5 point per year)  Dates  Member (1 point per year)  Dates |  |  |  |  |
| Executive Editor for AEIRS publication (2 points per year) Publication  Dates |  |  |  |  |
| Peer-reviewed Scholarly Article in *Radiologic Science & Education* (sole or first author, 5 points; second author, 3 points; third or subsequent author, 1 point) Title  Date |  |  |  |  |
| Non-refereed Article in *Radiologic Science & Education or Spectrum* (1 point) Articles written as part of responsibility as Executive Editor of the AEIRS newsletter or journal should not be included in this section. The points awarded in Section II.F take these responsibilities into account.  Title  Date |  |  |  |  |
| Lecturer at AEIRS-sponsored/supported Meeting (3 points per hour for first time lecture is presented) If more than one presenter, points are equally distributed among presenters. (maximum of 2 presentations of same lecture; only half the point value for second presentation) Lecture Title  Meeting  Dates |  |  |  |  |
| Poster Presenter at AEIRS sponsored/supported Meeting (1 point for first time poster is presented) If more than one presenter, points are equally distributed among presenters. (maximum of 2 presentations of same poster; only half the point value for second presentation) Poster Title  Meeting  Dates |  |  |  |  |
| Annual Meeting Attendance (0.25 point per meeting)Dates |  |  |  |  |
| Total Points for Section II(40 points required minimum) |  |  |  |  |

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| **III. Contribution to Profession (other than AEIRS)**  Point verification for service to an external organization (III.A, III.B, III.C) must include a letter or e-mail from that organization documenting the activity during each year of service claimed. For sections II.C.3 and II.C.4, only the years during which an applicant served as a member of a site visit team are applicable. Serving as chair or member of an editorial review board (III.D.4) can be verified by submission of a copy of the title page of the journal and the listing of ERB members for each year claimed or via a letter or e-mail from the editor or ERB Chair. Lectures (III.D.I) and poster presentations (III.D.2) can be verified with a letter or e-mail from the organization acknowledging the presentation and/or a copy of the program in which the lecture/poster presentation appears. The information must include name of presenter(s), name of lecture/poster, length of presentation, location, and date. Point verification for authoring peer-reviewed (III.D.3) and non-refereed (III.D.7) articles must include copies of the first page of article and cover of the publication. Documentation **must** show author position, name of article and include title and issue of publication. For category II.D.5, a copy of the cover of the book and first page of each chapter (for chapter authors) will serve as documentation. For III.D.6, Imaging or Radiologic Sciences Software/App, a “screen capture” of the title page of the software application/app that includes the applicant’s name will serve as documentation. | Applicant **Use**  **POINTS** |  | **Committee**  **Use Only**  **POINTS** | **Committee**  **Use Only**  **DOCUMENT CHECKED** |
| 1. Leadership Positions in Local/State/Regional Imaging or Radiologic Sciences **Educator Organization** (e.g., Association of Educators in Radiologic Technology of the State of New York (AERTSNY), Florida West Coast Educators Council)   Organization  Office Held (1 point per year)  Committee Chaired (0.5 point per year)  Dates |  |  |  |  |
| 1. Leadership Positions in State/National Imaging or Radiologic Sciences **Organization**   Organization  Office Held (1 point per year)  Committee Chaired (.5 point per year)  Dates |  |  |  |  |
| 1. **C. Accreditation, Certification, and Licensure** **Boards**     1. Member of Board of National Accreditation, Certification or Licensing Organization (1 point per year)   Organization  Dates   * 1. Member of Board of State Licensing Organization (1 point per year)   Organization  Dates   * 1. JRCERT Site Visitor (0.5 point per year)   Dates   * 1. Site Visitor for Other National Accreditation or State Licensing Organization (0.5 point per year)   Organization  Dates |  |  |  |  |
| D. **Scholarly Contributions**   1. **Lecture/Workshop/Seminar** for Allied Health/Medical Educators   (maximum of 2 presentations of same lecture/workshop/seminar; only half the point value for second presentation)   1. international or national (1.5 points per hour; 6 points maximum) If more than one presenter, points are equally distributed among presenters.   Title  Meeting  Date   1. regional or state (1 points per hour; 4 points maximum) If more than one presenter, points are equally distributed among presenters.   Title  Meeting  Date   1. local (0.5 point per hour; 2 points maximum) If more than one presenter, points are equally distributed among presenters.   Title  Meeting  Date   1. **Poster/Abstract** (0.5 point each; 2 points maximum) If more than one presenter, points are equally distributed among presenters.   Title  Meeting  Date  **3. Peer-reviewed Scholarly Article** (international or national refereed: sole or first author, 3 points; second author, 2 points; third or subsequent author, 1 point; 12 points maximum)  Title  Journal  Date  4. **Editorial Review Board** (international or national refereed: 0.5 points per year)  Organization  Dates  **5. Book** related to imaging or radiologic sciences (5 points sole/first author; 2 points for co-author; 1 point for chapter author. For a chapter with co-authors, points are equally distributed among authors.)  Title  Publisher  Date   1. **Imaging or Radiologic Sciences Software/App** (1 point each)   Title  Publisher  Date   1. **Non-refereed Article** (0.5 point each; 2 points maximum)   Title  Journal  Date |  |  |  |  |
| Total Points for Section III (15 points required minimum; 25 points maximum) |  |  |  |  |

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| **Total from Section I:**  (10 points required minimum; 20 points maximum) |  |  |  |  |
| **Total from Section II:**  (40 points required minimum) |  |  |  |  |
| **Total from Section III:**  (15 points required minimum; 25 points maximum) |  |  |  |  |
| Grand Total from Sections I, II, III (70 total points required minimum) |  |  |  |  |

**Committee use only**

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| **Reviewed by:** |
| **Elevation: yes no** |
| **Comments:** |