



# Fellowship Requirements & Application

Fellowship provides a means to recognize excellence, to innovation and significant contributions to the medical fitness industry and leadership in the Medical Fitness Association.

- **Eligibility Requirements:**

- Be a member of the Medical Fitness Association for at least three years;
- Hold a minimum of a Bachelor's degree
- Attend at least two Medical Fitness Association annual meetings in the last 10 years
- Recommendations from two current Medical Fitness Association Fellows
- The candidate must possess 100 service points to be considered for eligibility. A minimum of 65 points must come from service to the Medical Fitness Association. Documentation of earned points must be submitted with the application. A downloadable checklist is available to assist you with this process.

- **Fellowship Benefits:**

- Organizational voting privileges
- Eligibility to be nominated for the Medical Fitness Association Board of Directors
- Eligibility to be nominated for the Medical Fitness Foundation Board of Trustees
- Opportunity to attend special Fellow only social and educational events
- Approval to use the credential FMFA (Fellow of the Medical Fitness Association)
- Certificate suitable for framing announcing your Fellowship designation

## Criteria:

The criteria outlined in Article III, section 1 of the Medical Fitness Association bylaws and as defined by the Board of Directors of the minimum requirements for advancement to Fellow status. Fellowship is reserved for current, or retired, physicians, scientists and healthcare/wellness/fitness professionals with a demonstrated interest in medical fitness and whose documented accomplishments support the stated objectives of the Medical Fitness Association. At a minimum, candidates must be able to demonstrate that they have met the Fellowship criteria as defined below.

## Service points:

Service points are awarded in three primary categories as follows:

- Service to the Medical Fitness Association
  - Active medical fitness association member (1 point for each year of active membership)
  - Complete a full term service on a MFA committee (4 points per term of service)
  - Complete a full term service on a special project or task force (2 points per project or task force) special projects and tasks for scripts generally last less than one year and are appointed by the Board of Directors, or the MFA Office.
  - Serve on a writing group (e.g., White paper, exam item writing, etc.) (2 points)
  - Serve as a regional chairperson (5 points per year of service)

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- Serve as a State Captain
- Serve as a faculty member for the Medical Fitness Institute (4 points per session)
- Serve as a facility certification examiner (lead examiner 8 points per year; second examiner 4 points per year)
- Achievement of a Medical Fitness Association individual (not facility) in Distinguished Service Award, Rising Star Award, or other Medical Fitness Association individual recognition (5 points per award)
- Attendance at a Medical Fitness Association Annual Conference (4 points per year)
- Presentation of a Medical Fitness Association Annual Conference (4 points per presentation)
- Medical Fitness Association Webinar presentation (4 points per presentation)
- Conference Assistant Program (CAP) at annual conference (minimum 10 hours)
- Attendance at a Medical Fitness Association Regional Conference (2 points per conference)
- Presentation at a Regional Conference (2 points per presentation)
- Host a Regional Conference (10 points designated to the host site to be distributed among the hosting members at the discretion of the meeting chair)
- Host a Medical Fitness Institute
- Host a One-Day State Networking Event
- **Service to the Integrated Medical Fitness Field**
  - Manuscript publication in a peer-reviewed journal (2 points per published paper, not to exceed 10 points)
  - Publish an article (first author) Related to the medical fitness industry in a lay publication of national, or international scope and (1 point per article, not to exceed 5 points)
  - Write a chapter (first author) on a topic area related to Medical Fitness / Medicine in a published book (1 point per chapter, not to exceed 10 points)
  - Serve as a reviewer for a peer-reviewed journal, or book, focused on topics related to Medical Fitness/Exercise Science/Medicine (1 point per year not to exceed 5 points)
  - Serve on a board, committee, or task force of an organization (not Medical Fitness Association) whose mission/focus is related to the Medical Fitness Industry (1 point per year not to exceed 5 points)
  - Hold an accredited certification (2 points per current certification)
  - Obtain a Master's Degree in a field related to Exercise Science, Health Promotion, Medicine, Public Health, or Health Care Administration (MBA or MHA) (5 points)
  - Earn a terminal degree (PhD, MD, DO, etc.) in a field related to Exercise Science, Health Promotion, Medicine, Public Health, or Health Care Administration (10 points)
- **Community Service related to the Medical Fitness Industry/Field**
  - Present a lay lecture on a topic related to Medical Fitness (1 point per lecture, not to exceed 5 points)
  - Publish an article in a local publication related to Medical Fitness (1 point per article, not to exceed 5 points)
  - Leadership role in a local service organization (Rotary, Lion's Club, Kiwanis, Junior League, etc.) (1 point per year up to 2 points)
  - Leadership role in a local charitable campaign (United Way, Hospice, etc.) (1 point per year up to 2 points)

## **MFA Fellowship Requirements & Application for Advancement to Fellow**

### **Process for Advancement to Medical Fitness Association Fellow Status**

- Submit a completed application with appropriate documentation and a \$50.00 non-refundable application fee to the Medical Fitness Association home office.
  - Applications will be reviewed by the MFA office to ensure the accuracy and completeness of the application.
  - The Application will be forwarded for review and evaluation to the Fellowship Review Committee.
  - Upon completion of their review the Fellowship Review Committee will make a recommendation to the Board of Directors regarding advancement to Fellow.
  - The Board of Directors will receive all the application materials and is responsible for the final determination of a candidate's advancement to become a Fellow of the Medical Fitness Association. In most instances, the Board will act upon the recommendation of the Fellowship Review Committee. However, on rare occasions, additional information be available to the Board of Directors that may affect the final vote. Under no circumstances will an individual be advanced to Fellow who has not met the minimum service point requirements.
  - The Medical Fitness Association Fellowship is not another membership category, but an industry honor earned through service to the industry. Fellowship is conferred on members who have made significant contributions to the Medical Fitness Industry and who are committed to furthering the mission of the Medical Fitness Association.
  - Medical Fitness Association Fellows are required to maintain an active membership in the association. Should the association membership lapse, the member may no longer use, or claim the use of the title, or professional designation of Medical Fitness Association Fellow and the concomitant use of the FMFA initials.
  - Former Fellows may be considered for re-instatement under the following conditions:
    1. For members whose Fellowship has been expired for less than one year, the Fellowship status is automatically re-instated with the payment of the association's annual dues.
    2. For members whose Fellowship has been expired for more than one year, the association dues must be paid and a new application for Fellowship must be submitted and considered.
    3. If there are mitigating circumstances, the member may submit, in writing, a letter to the Board of Trustees requesting re-instatement as a Fellow by giving a detailed justification of the mitigating circumstances. The Board of Directors will consider the letter at its next regularly scheduled meeting if the member is current with his/her membership dues. Appeal letters must be submitted to the MFA Office addressed to the attention of "Fellowship."

## **MFA Fellowship Requirements & Application for Advancement to Fellow**

### **Process for Appealing a Fellowship Decision**

Applicants, who are not approved for advancement to Fellowship status, may appeal the decision, in writing, to the Medical Fitness Association Board of Directors. Upon appeal, the Board will convene an appeals committee consisting of the Executive Committee and the Chairperson of the Fellowship Committee to review the appeal. The Appeals Committee may only consider information provided in the original application along with any explanation provided in the appeals letter. Any new information provided will be disregarded by the appeals committee.

If the applicant has new information to add to the original application, then the application must be re-submitted for full review by the Fellowship Review Committee along with a new application fee.

### **Instructions for Completing the Application**

- All portions of the application must be typed, including all letters of recommendation. Hand-written applications will not be accepted by the MFA office. The Application and Fellow Recommendation forms are available for download from the Medical Fitness Association website. Applications must be complete and any additional documentation included as necessary to validate the claimed points. If additional space is needed to provide appropriate information needed by the Fellowship Review Committee in their evaluation, separate pages may be attached as an appendix to the application noting the section and question number from the application to ensure that the committee can correctly identify where the additional information belongs. Providing detailed information will minimize any delays in processing the application.
- Applicants may submit their applications either on-line by scanning the application documents, CV and other supporting documents and emailing them to [jason.aslanian@medicalfitness.org](mailto:jason.aslanian@medicalfitness.org) with a cc to [bob.boone@medicalfitness.org](mailto:bob.boone@medicalfitness.org). Applications may also be submitted in writing by mailing **one** complete copy to:  
Medical Fitness Association  
Attn: Fellowship Application  
90 Cherokee Rd, Suite 3A  
Pinehurst, NC 28374
- Submitted applications must include the non-refundable application fee using the Fellowship Payment Form. This may be paid by check or credit card. We recommend that if paying by credit card, the applicant call the MFA office (910) 420-8610 to process your credit card in a more secure manner.

# MFA Fellowship Requirements & Application for Advancement to Fellow

**\*\*REMINDER: APPLICATION MUST BE TYPED\*\***

Complete the entire form. If the space provided is not adequate, please note in the space provided that an addendum is attached.

**Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_  
(As you would like it to appear on your Fellow certificate)

**Year Joined Medical Fitness Association:** \_\_\_\_\_

**Medical Fitness Association Annual Conferences attended in the last 10 years:**

<u>Year</u>	<u>Location</u>

**List two (2) MFA Fellows who will submit recommendations on your behalf**

- 1.
- 2.

**Education: (List most recent degree first)**

<u>Institution</u>	<u>Degree</u>	<u>Date Awarded</u>

## MFA Fellowship Requirements & Application for Advancement to Fellow

List Current Certifications, Special Certificates, etc.:

Certification	Date Issued	Expiration Date

Professional Experience: (last 10 years - list most recent position first)

Company	Job Title	Dates of Employment

### Service Points:

#### Service to the Medical Fitness Association

Points	Category
	Active Medical Fitness Association Member (1 point for each year of active service)
	Completed full term of service on a MFA Committee (4 points per term of service)
	Completed a full term of service on a special project or task force (2 points per project or task force)
	Serve on a writing group (e.g., White paper, exam item writing, etc.) (2 points)
	Serve as a regional chairperson (5 points per year of service)
	Serve as a State Captain (4 points per year of service)
	Serve as a faculty member for the Medical Fitness Institute (4 points per session)
	Serve as a facility certification examiner (lead examiner - 8 points per year); (second examiner - 4 points per year)
	Achievement of a MFA Individual Distinguished Service Award, Rising Star Award, or other MFA individual recognition (5 points per award)
	Attendance that a Medical Fitness Association Annual Conference (4 points per year)
	Presentation of a Medical Fitness Association Annual Conference (4 points per presentation)
	Medical Fitness Association Webinar presentation (4 points per presentation)

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	<b>Conference Assistant Program (CAP) - program includes working for a minimum of 10 hours with MFA staff during the Annual Conference (1 point per year)</b>
	<b>Attendance at a Medical Fitness Association Regional Conference (2 points per Conference)</b>
	<b>Presentation at a Regional Conference (2 points per presentation)</b>
	<b>Host a Regional Conference (10 points designated to the host site to be distributed among the hosting members at the discretion of the meeting chair)</b>
	<b>Host a Medical Fitness Institute (10 points designated to the host site to be distributed among the hosting members at the discretion of the meeting chair)</b>
	<b>Attendance at a Medical Fitness Association State Networking event (1 point per event)</b>

**Total MFA Service Points: \_\_\_\_\_**

### Service to the Medical Fitness Industry/Field

	<b>Manuscript publication in a peer-reviewed journal (2 points per published paper, not to exceed 10 points)</b>
	<b>Publish an article (first author) related to the medical fitness industry in a lay publication of national or international scope (1 point per article, not to exceed 5 points)</b>
	<b>Write a chapter (first author) on a topic area related to Medical Fitness / Medicine in a published book (1 point per chapter, not to exceed 10 points)</b>
	<b>Serve as a reviewer for a peer-reviewed journal, or book, focused on topics related to Medical Fitness/Exercise Science/Medicine (1 point per year not to exceed 5 points)</b>
	<b>Serve on a board, committee, or task force of an organization (not Medical Fitness Association) whose mission/focus is related to the Medical Fitness Industry (1 point per year not to exceed 5 points)</b>
	<b>Hold an accredited certification (2 points per current certification)</b>
	<b>Obtain a Master's Degree in a field related to Exercise Science, Health Promotion, Medicine, Public Health, or Health Care Administration (MBA or MHA) (5 points)</b>
	<b>Earn a terminal degree (PhD, MD, DO, etc.) in a field related to Exercise Science, Health Promotion, Medicine, Public Health, or Health Care Administration (10 points)</b>
	<b>Earn the Medical Fitness Association Fitness Facility or Medical Fitness Facility Director Certification (2 points per certification)</b>

**Total Industry Service Points: \_\_\_\_\_**

### Community Service

	<b>Present a lay lecture on a topic related to Medical Fitness (1 point per lecture, not to exceed 5 points)</b>
	<b>Publish an article in a local publication related to Medical Fitness (1 point per article, not to exceed 5 points)</b>
	<b>Leadership role in a local service organization (Rotary, Lion's Club, Kiwanis, Junior League, etc.) (1 point per year up to 2 points)</b>
	<b>Leadership role in a local charitable campaign (United Way, Hospice, etc.) (1 point per year up to 2 points)</b>
	<b>Other Community Service (Must be approved by MFA office) (1 point per approved activity – maximum 2 points)</b>

**Total Community Service Points: \_\_\_\_\_**

## **MFA Fellowship Requirements & Application for Advancement to Fellow**

**Grand Total Service Points (MFA + Industry + Community Service Points):** \_\_\_\_\_

**Please answer the following question: If advanced to Medical Fitness Association Fellow status, how will you exhibit your commitment to the goals and long range objectives of the organization (e.g., on which committees are you willing to serve, what service can you provide to your Regional chapter, in what other capacity do you envision continuing to serve the Association)? Please be as specific as possible.**

[Please insert text here]



## **MFA Fellowship Requirements & Application for Advancement to Fellow**

**There is an addendum attached to this application for the following:**

- Education**
- Certification**
- Service to MFA**
- Service to Industry**
- Service to Community**
- Other (Please Specify):** \_\_\_\_\_

### **Application Final Check List**

- Medical Fitness Association member for three (3) years or more**
- Bachelor's or higher degree earned**
- Attended two (2) or more MFA annual meetings in the past 10 years**
- Earned a minimum of 100 Service Points of which include:**
  - 65 or more Medical Fitness Association Service Points**
  - Medical Fitness Industry Service Points**
  - Community Service Points**
- Two (2) current Fellows recommendations**
- Typed Application and CV or Resume submitted via email or hard copy**
- \$50.00 application fee submitted using Fellowship Payment Form to ensure proper credit.**