

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.

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 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.

The screenshot shows the 'Applicant - Home' page of the APA On-line Fellows Application system. At the top 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 header bar with 'Applicant > Welcome Page' on the left and 'User Name: McCloud, Kadira - Applicant' on the right. The main content area is divided into a left sidebar and a right main panel. The sidebar, titled 'APA On-line Fellows Application', contains a list of links: Welcome, Help, Questions/Contact, and Fellows Policy. The main panel, titled 'Applicant - Home', displays a welcome message for 'McCloud, Kadira' and shows the registered division as 'DIV29|DIV53'. It then provides a detailed welcome to the application system, explaining that it is divided into four sections: Applicant (applying for Fellow status), Endorsers (writing endorsements), Division Fellows chair (submitting applications), and the APA Fellows Committee (reviewing applications). A list of these roles is provided with brief descriptions. At the bottom of the main panel, the APA criteria for Fellows status are listed, and a 'Create New Application' button is visible.

Applicant > Welcome Page User Name: McCloud, Kadira - Applicant

APA On-line Fellows Application

- Welcome
- Help
- Questions/Contact
- Fellows Policy

Applicant - Home

Welcome, McCloud, Kadira Registered Division(s): DIV29|DIV53

Welcome to the Fellows Online Application System. In response to the division Fellows chairs and the applicants, APA has developed this interactive online Fellows application. This system is divided into four sections. Each role listed below has an active part in their respective sections of the application:

- Applicant - applying for Fellow status;
- Endorsers - those persons familiar with the candidate's work who have agreed to write an endorsement; An endorser must be an APA Fellow;
- Division Fellows chair - summarizes the work of the applicant and submits the fellows application to APA;
- APA Fellows Committee - reviews the Fellows application to determine if the applicant meets the criteria for Fellow's status and recommends approval to the APA Board of Directors and the Council of Representatives.

The APA criteria for Fellows status requires that applicants must current APA member, have been an APA Member for at least 1 year, be engaged in the advancement of psychology, and have at least 5 years of post-doctoral professional experience. The applicant must also be a member of the division through which he or she is applying for fellow status.

Create New Application

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.

About APA	Psychology Topics	Publications	Psychology Help Center	News & Events	Research	Education	Careers	Membership
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Applicant > Contact InformationUser Name: McCloud, Kadidra – Applicant

APA On-line Fellows Application

- Welcome
- Help
- Questions/Contact
- Fellows Policy

Applicant - Add Contact Information

Nominating Division:* Select Division
Select/Verify the division through which you are applying. + More

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:* Select State

Zip/Postcode:

Country: United States

Phone Number:

* Required field

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, Kadidra - 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*

Select State

Zip/Postcode:

Country:

United States

Begin Date*

Reset

End Date*

Reset

Area of Study*

Degree Awarded*

* Required field

Add School

Save & Next

Reset

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.



[About APA](#) [Psychology Topics](#) [Publications](#) [Psychology Help Center](#) [News & Events](#) [Research](#) [Education](#) [Careers](#) [Membership](#)

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

APA On-line Fellows Application

- Welcome
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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*

[Browse...](#)

[Upload File](#)

☐ Self-Statement:

[Browse...](#)

[Upload File](#)

☐ Supporting Document 1:

[Browse...](#)

[Upload File](#)

☐ Supporting Document 2:

[Browse...](#)

[Upload File](#)

☐ Supporting Document 3:

[Browse...](#)

[Upload File](#)

* Required field

[Next](#)

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.

About APAPsychology TopicsPublicationsPsychology Help CenterNews & EventsResearchEducationCareersMembership

Applicant > EndorsersUser Name: McCloud, Kadira - Applicant

APA On-line Fellows Application

- Welcome
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- Upload Documents
- Add Endorsers
- Check Status
- Review/Submit
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- 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](#)

		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:*

[Add Endorser](#) [Reset](#) [Review Application](#)

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

APA On-line Fellows Application

- Welcome
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- Check Status
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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	Curriculum Vita
2	Self-Statement
3	Supporting Document 1

IV. Endorsers

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

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.

[About APA](#) [Psychology Topics](#) [Publications](#) [Psychology Help Center](#) [News & Events](#) [Research](#) [Education](#) [Careers](#) [Membership](#)

Applicant > Welcome Page User Name: McCloud, Kadira - Applicant

APA On-line Fellows Application

- Welcome
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Applicant - Home

Welcome, **McCloud, Kadira** Registered Division(s): DIV29|DIV53

Welcome to the Fellows Online Application System. In response to the division Fellows chairs and the applicants, APA has developed this interactive online Fellows application. This system is divided into four sections. Each role listed below has an active part in their respective sections of the application:

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- Division Fellows chair - summarizes the work of the applicant and submits the fellows application to APA;
- APA Fellows Committee - reviews the Fellows application to determine if the applicant meets the criteria for Fellow's status and recommends approval to the APA Board of Directors and the Council of Representatives.

The APA criteria for Fellows status requires that applicants must current APA member, have been an APA Member for at least 1 year, be engaged in the advancement of psychology, and have at least 5 years of post-doctoral professional experience. The applicant must also be a member of the division through which he or she is applying for fellow status.

List of applied application(s)

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

Create New 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.

[About APA](#) [Psychology Topics](#) [Publications](#) [Psychology Help Center](#) [News & Events](#) [Research](#) [Education](#) [Careers](#) [Membership](#)

Applicant > Welcome Page User Name: McCloud, Kadira - Applicant

APA On-line Fellows Application

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Applicant - Home

Welcome, **McCloud, Kadira** Registered Division(s): DIV29|DIV53

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- Division Fellows chair - summarizes the work of the applicant and submits the fellows application to APA;
- APA Fellows Committee - reviews the Fellows application to determine if the applicant meets the criteria for Fellow's status and recommends approval to the APA Board of Directors and the Council of Representatives.

The APA criteria for Fellows status requires that applicants must current APA member, have been an APA Member for at least 1 year, be engaged in the advancement of psychology, and have at least 5 years of post-doctoral professional experience. The applicant must also be a member of the division through which he or she is applying for fellow status.

List of applied application(s)

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

[Create New Application](#)

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 or phone: 1-800-374-2721.