









## **DFAPA APPLICATION DO'S AND DON'TS**

-  You'll want to be sure to complete the application.
-  Don't just submit your CV or Biographical Sketch, or you won't be considered!
-  Do include your board certification(s). If you hold more than one, be sure to include it for extra points! And if your boards are expired, that's ok, you just won't get points for this category.  
*[ABPN, Royal College of Physicians & Surgeons of Canada, the American Osteopathic Association or equivalent certifying board.]*
-  Don't apply if you have never been board certified; you won't meet the requirements.



### **Involvement in the work of the district branch, chapter, and state association activities.**

-  Do provide work you have done at your local district branch that contributed to the overall success. Include offices you hold or have held, committees, work groups and task force you've been on, along with other work benefiting the district branch.
-  Don't just show you are a member because that won't count.



### **Involvement in other components and activities of APA.**

-  Do include activities or involvement you actively participated in with the APA. Things like offices you have held, committees or caucuses you are on, Assembly work, competitions you were part of, and any other work you have done benefiting the APA.
-  Don't just show you're member or gave a presentation. Those won't qualify.



### **Involvement in other medical and professional organizations.**

-  Do include other medical and professional organizations you belong to and how you're involved.
-  Don't use your APA or District Branch membership here since that is a prerequisite. Just being a member of an organization without meaningful involvement won't count.



## **Participation in non-compensated mental health and medical activities of social significance.**

-  Do provide your pro-bono work in mental health and other medical activities of social importance. Examples include talks, non-profit board service, NAMI walks, and health fairs.
-  Don't include teaching medical students or residents as these are considered medical, and not community activities.



## **Participation in non-medical, non-income-producing community activities.**

-  Do list volunteer work that is non-medical such as coaching a community team, helping with a fund-raiser, serving on a committee or council in your church, mosque, synagogue, or with your civic groups.
-  Don't include medical teaching in this category.



## **Administrative contributions.**

-  Do show your clinical and administrative experiences. These are very important and should also be included in their appropriate sections on the application.
-  Don't repeat items you listed in other parts of the application. These should strictly be relative to your clinical and administrative positions.

## **Teaching contributions.**

-  Summarize your teaching experiences, as these will be counted.
-  But, don't list every lecture you have ever given.

## **Scientific and scholarly publications.**

-  Do summarize items you have had published in scientific and scholarly publications.
-  Don't include those not published in scientific journals or scholarly publications, as they won't be considered.

Check with your District Branch for their specific timeline, but the process starts in February and applications must be submitted by July 1. The Membership Committee reviews all nominations and makes a recommendation to the Board in December.

To learn more, reach out to your District Branch at [psychiatry.org/districtbranches](https://psychiatry.org/districtbranches). If you are outside of the US or Canada, please contact APA directly at [membership@psych.org](mailto:membership@psych.org).