



# **AEN Fellowship Application Manual**

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### **About the Academy of Emergency Nursing**

The Academy of Emergency Nursing has two purposes:

1. The Academy of Emergency Nursing (AEN) honors nurses who have made enduring and substantial contributions that have had significant impact and continue to advance the emergency nursing specialty.
2. The Academy provides visionary leadership to the Emergency Nurses Association.

The Academy welcomes applications from nurses who believe they meet the qualifications for Fellowship as outlined in this document. Applicants are strongly encouraged to work with an Academy Fellow to prepare a compelling application.

For detailed information regarding AEN's organizational structure and application process, please review the current [AEN Guidelines](#); a summary of Fellowship criteria and the application process are listed below.

### **AEN Fellow Criteria**

Individuals for Fellowship in the Academy must meet the following criteria:

1. Demonstrate enduring and substantial contributions that had a significant impact on the advancement of the emergency nursing specialty on the local, state, regional, national, and/or international level in areas such as education, practice, research, leadership, and/or public policy.
2. Describe a plan for sustained contributions to AEN and the advancement of the emergency nursing specialty. The potential contributions may be in one or more of the following areas: education, practice, research, leadership, and/or public policy.
3. Must be a current voting-eligible member of ENA and have been a voting-eligible ENA member continuously for the three (3) calendar years prior to the time of the FAEN application.

### **The Path of Fellowship Shared Mental Model**

The Academy uses the below shared mental model as a shared understanding to further define applications:

Influence	The applicant influences emergency nursing at local/state, regional, national, and/or international levels
Enduring and Substantial Contributions to the Emergency Nursing Specialty	Enduring and substantial contributions that advance emergency nursing exhibit the following qualities: <ul style="list-style-type: none"> <li>✓ Broad influence</li> <li>✓ Impact that is wide reaching and clearly articulated</li> <li>✓ Exhibits outstanding leadership</li> <li>✓ Leaves a legacy</li> <li>✓ Beyond ENA roles &amp; responsibilities*</li> </ul>
Sustained Contributions to Emergency Nursing and AEN	The plan for sustained contributions to emergency nursing and Academy of Emergency Nursing should be articulated by: <ul style="list-style-type: none"> <li>✓ Identifying a current or future issue that is confronting emergency nursing, and</li> <li>✓ Describing how building on sustained contributions will address the identified issue.</li> </ul>

\* “Beyond ENA Roles and Responsibilities” means that activities associated with ENA should meet the other qualities listed above for enduring and substantial contributions. Being in an elected, appointed, or ENA-associated position, or contributing to ENA to advance the association’s mission, vision, values at the chapter, state, national, or international levels in and of themselves do not qualify a person for induction.

### **Tips for a Strong Application**

- Start the process EARLY! Do not wait until the last moment.
- Select an Academy Fellow and Secondary sponsor early in the process and collaborate with them to mentor the applicant through the process. It is the applicant's responsibility to find sponsors and ensure the sponsors are eligible to write letters of recommendation.
- Perform a self-assessment, with the Academy Fellow sponsor, to determine the applicant's readiness to apply. Ask the Academy Fellow sponsor to critically evaluate the application to determine if the application materials meet the admission criteria. If it is determined that the applicant is not yet ready for Academy admission at this time, the Academy Fellow should work with the applicant to develop an action plan to meet the requirements in the near future.
- Select sponsors strategically. Select individuals who are familiar with the applicant's enduring and substantial contributions and who can amplify those contributions.
- A critical component of a successful applications is the applicant's ability to articulate their enduring and substantial contributions as well as the impact, outcome, and qualities of the contributions.
- "Work product," that is contributions part of a person's employment, may be considered as long as the contribution itself meets the qualities listed for enduring and substantial contributions.
- Applicant reviewers only consider information contained in the application itself. Personal knowledge of an applicant's contributions and other sources of contributions are not considered in the application review process.
- Before submitting your application have 2-3 colleagues/sponsors review the application materials.
- Read the application aloud, rewriting any areas that seem awkward.

### **Self-Assessment for Academy Readiness Checklist**

Overview: The Academy Fellows are highly accomplished leaders and Fellowship applications are expected to reflect a high level of professionalism.

The application is weighted according to the following:

- Enduring and substantial to the emergency nursing specialty = 60%
- Sustained contributions to Emergency Nursing and AEN = 30%
- Cohesive and free of typographical errors, poor grammar, or other errors (including word limits, page limits and CV format) = 10%

### **Posthumous and Honorary Scoring Rubric**

Posthumous and Honorary applications are weighted according to the following:

- Enduring and substantial to the emergency nursing specialty = 90%
- Cohesive and free of typographical error, poor grammar, or other errors (including word limits) = 10%

Consider the following self-assessment factors for submitting successful Fellow applications

<b>Fellow Application Process Expectations</b>			
		<b><u>Ready</u></b>	<b><u>Not Ready</u></b>
<b>Membership</b>	<ul style="list-style-type: none"> <li>✓ Current voting-eligible member of ENA and have been a voting eligible ENA member continuously for three (3) calendar years prior to time of the FAEN application</li> </ul> <p><i>Staff review membership records to verify eligibility</i></p>		
<b>Sponsorship</b>	<p><b>Primary Sponsor: AEN Fellow</b></p> <ul style="list-style-type: none"> <li>✓ The AEN Board recommends the applicant choose a Fellow who has similar interests in their areas(s) of substantial and enduring contributions and can guide them through the process</li> <li>✓ Familiarize the sponsor with the scope of professional work, and future goals to help assess readiness for Fellow status</li> <li>✓ It is not the Sponsor's responsibility to write the application submission, but they should review the applicant's application materials and provide constructive comments and suggestions</li> </ul> <p><b>Secondary Sponsor: ENA Member in good standing</b></p> <ul style="list-style-type: none"> <li>✓ Must be an active ENA member</li> <li>✓ Has knowledge of your body of work</li> <li>✓ Provides beneficial review comments</li> </ul>		
<b>Influence</b>	<ul style="list-style-type: none"> <li>✓ The applicant influences emergency nursing at local/state, regional, national, and/or international levels</li> </ul>		

NOTES:

### Fellow Application Process Expectations

		<u>Ready</u>	<u>Not Ready</u>
<b>Enduring and Substantial Contributions to the Emergency Nursing Specialty</b>	Enduring and substantial contributions that advance emergency nursing exhibit the following qualities:		
	✓ Broad influence		
	✓ Impact that is wide reaching and clearly articulated		
	✓ Exhibits outstanding leadership		
	✓ Leaves a legacy		
	✓ Beyond ENA roles & responsibilities* Activities associated with ENA should meet the other qualities listed above for enduring and substantial contributions. Being in an elected, appointed, or ENA-associated position, or contributing to ENA to advance the association's mission, vision, values at the chapter, state, national, or international levels in and of themselves do not qualify a person for induction.		
<b>Sustained Contributions to Emergency Nursing and AEN</b>	The plan for sustained contributions to emergency nursing and Academy of Emergency Nursing should be articulated by:		
	✓ Identifying a current or future issue that is confronting emergency nursing, and ✓ Describing how building on sustained contributions will address the identified issue		
<b>Writing</b>	Applications:		
	✓ The entire application has been carefully proofread and is free of typographical errors, misspellings, and poor grammar ✓ Statements should be clear, organized, specific, well written, and easy to follow		
<b>Curriculum Vitae</b>	The CV is used to support the application, and therefore needs to be specific, complete, and succinct.		
	✓ Very brief descriptions of relevant professional activities are acceptable but not necessary		
	✓ Avoid use of vague terms such as "multiple committees" or "consultant"		

	✓ Make the timeline and duration of events clear with start and end dates		
	✓ Do not name every class attended or lecture presented		
	✓ CV dates and submission narratives have been checked for consistency		
	✓ Follow the template described in <u>Section 6</u> , "AEN Fellow Application Components".		

Fellow Application Process Expectations			
		<u>Ready</u>	<u>Not Ready</u>
<b>Letters of Recommendation</b>	<p>In addition to their opinions and support rationale, the sponsors' letters of recommendation should endorse the applicant's submission evidence and potential for success.</p> <p><b>Primary Sponsor: AEN Fellow</b></p> <ul style="list-style-type: none"> <li>✓ The AEN Board recommends the applicant choose a Fellow who has similar interests in their areas(s) of substantial and enduring contributions and can guide them through the process. The <a href="#">Directory of Fellows</a> lists all Fellows in the Academy of Emergency Nursing.</li> </ul> <p><b>Secondary Sponsor: ENA Member in good standing</b></p> <ul style="list-style-type: none"> <li>✓ Must be an active ENA member</li> <li>✓ Has knowledge of your body of work</li> <li>✓ Provides beneficial review comments</li> </ul>		



<p><b>Deadline</b></p>	<p>✓ Submit the application, letters of recommendation, and CV well before the deadline date</p> <p>A deadline extension may occur if the ENA or vendor application servers/portals were offline during the 72 hours preceding the deadline, preventing all potential applicants the opportunity to submit their application. In the absence of a confirmed problem preventing everyone from applying, deadlines are strictly enforced.</p> <p>Materials arriving after the deadline due to problems with the submitter's computer and/or internet provider will disqualify the applicant.</p>		
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#### Helpful Points:

- If applicable to the applicant demonstrating enduring and substantial contributions, many Fellows publish substantial works in peer-reviewed journals and textbooks; these publications should be in your CV.
- Certification in emergency nursing is not a requirement of fellowship.
- Applicants for whom English is a second language should consider seeking support to ensure application syntax and clarity.

#### **AEN Fellow Application Components**

Individuals who meet the eligibility criteria may apply for fellowship in the Academy of Emergency Nursing by submitting a completed application, on or before the posted deadline. Applications received after the deadline will not be considered. Incomplete applications will not be considered. A complete application will include the following:

- Application questions (all questions must be answered in full and within stated word limits)
- Two letters of recommendation
- Curriculum vitae in the format provided below
- Application fee
- Professional photo (must be a current photo, headshot, professional attire, 8x10, high resolution/300 dpi)

Applications will not be returned to the applicant once they have been submitted to the Academy.

#### **Application Questions**

1. Select your pillar(s) for applying to the Academy of Emergency Nursing:
  - Education
  - Practice
  - Leadership
  - Public Policy
  - Research
2. Summary Statement:

In 50 words or less, provide a summary statement of your enduring and substantial contributions in the area(s) of education, practice, research, leadership, and/or policy.

3. Enduring and substantial contributions to the advancement of the Emergency Nursing specialty:

In 600 words or less describe how you have demonstrated enduring and substantial contributions to the advancement of the emergency nursing specialty. Enduring and substantial contributions exhibit the following qualities:

- Broad influence
- Impact that is wide reaching and clearly articulated
- Exhibit outstanding leadership
- Leave a legacy
- Beyond ENA roles & responsibilities\*

4. Potential for sustained contributions to the emergency nursing specialty and the Academy of Emergency Nursing:

In 300 words or less articulate your plan for continued sustained contributions to the emergency nursing specialty and the Academy of Emergency Nursing by:

- Identifying a current or future issue that is confronting emergency nursing, and
- Describing how building on your sustained contributions will address the identified issue

\* “Beyond ENA Roles and Responsibilities” means that activities associated with ENA should meet the other qualities listed above for enduring and substantial contributions. Being in an elected, appointed, or ENA-associated position, or contributing to ENA to advance the association’s mission, vision, values at the chapter, state, national, or international levels in and of themselves do not qualify a person for induction.

### **Letters of Recommendation**

- Two letters of recommendation from two different sponsors are required.
  - The first letter must be from a primary sponsor who is a Fellow of the Academy.
  - The second letter must be from a secondary sponsor who is either a Fellow or an ENA member in good standing.
- Ineligibility:
  - Members of the ENA Board of Directors are ineligible for admission to the Academy and may not write letters of recommendation.
  - ENA employees are ineligible to write letters of recommendation.
  - AEN Board members, including its ENA Board liaison(s), cannot sponsor or submit letters of recommendation for individuals applying for Fellowship during their term of office and for two (2) years after their AEN Board term has concluded.
- Both letters should amplify your application without repeating the examples and content you have already stated in your responses to the application questions. Amplifying means to provide a closer analysis and expand on the details of your response to the application questions. This will require coordination and dialogue with your sponsors.
- There should be variation in content between the two sponsor letters.

### **Curriculum Vitae (CV)**

Consider the CV as a way of enhancing the overall application. Relevant items discussed in the application and in the sponsor statements, should be evidenced in the CV. The CV should inform the reader of the applicant’s accomplishments. Also refer to

Section 4, “Self-Assessment for Academy Readiness Checklist” for more suggestions

NAME FOLLOWED BY CREDENTIALS

- In compliance with [ENA Governance Policy 1.01](#), credentials should follow the American Nurses Credentialing Center’s recommendation of [how to display credentials](#)
- Include aliases and other names used professionally if relevant

WORK ADDRESS

WORK PHONE NUMBER

MOBILE PHONE NUMBER

PREFERRED EMAIL ADDRESS

BUSINESS WEBSITE (if applicable)

ACADEMIC AND PROFESSIONAL PREPARATIONS (highest degree first)

CERTIFICATIONS AND LICENSES (include renewal dates)

EMPLOYMENT/VOLUNTEER HISTORY

- Include date employed, employer, location, and position(s) held
- Do not include extensive job descriptions

PUBLICATIONS

- List chronologically with most recent publication first
- Manuscripts “in press,” or that have been accepted for publication are acceptable
- Manuscripts that are submitted but that have not been accepted for publication should not be included in this CV

POSTER/PODIUM PRESENTATIONS

- Separate the poster/podium presentations into local/state, regional, national and/or international levels

PROFESSIONAL MEMBERSHIPS

- Include dates of membership

AWARDS / HONORS

PROFESSIONAL / COMMUNITY SERVICE ACTIVITIES

- Include dates of any positions held

MILITARY SERVICES

OTHER ACTIVITIES (include only those that support your application)

## 2. AEN Fellow Application Process

- The applicant submits the completed application, on or before the posted deadline.
- Applicants will receive a confirmation email from AEN once the application has been successfully completed. Failure to submit all the required materials by the application deadline disqualifies the applicant, and the partial submission will not be reviewed by the AEN Board. The applicant will be notified, and the \$100 application fee will not be processed.
- Applications are reviewed by the AEN Board and scored based on pre-determined criteria. Fellowship consideration is only based on the applicant's application, CV, and letters of recommendation; no additional information is considered. There are no minimum, maximum, or acceptance rate requirements in place; the AEN Board evaluates each application on its merits.
- Applicants will be notified of the AEN Board's decision. The AEN Board shall utilize a standard template to provide written feedback to unsuccessful applicants. All decisions by the AEN Board and ENA Board are final and no additional dialogue/correspondence regarding the application shall occur.
- Academy admission is contingent on attendance by the candidate at the induction ceremony at which the candidate is scheduled or the succeeding Academy induction ceremony, after which the candidate shall no longer be eligible for induction unless the candidate applies for Fellowship again. A request to waive this requirement because of extraordinary circumstances will be evaluated by the AEN Board on a case-by-case basis.

### **Starting a New Fellowship Application**

During an open application cycle, the applicant may begin an application by clicking the button below.

**START NEW APPLICATION** ➔

### **Nominate an Honorary or Posthumous Fellow**

For more information on how to nominate an honorary or posthumous Fellow please click the button below.

**POSTHUMOUS AND HONORARY FELLOW APPLICATION INFORMATION** ➔

### **Applicant Sponsor Resources:**

#### **Fellow's Responsibility as Applicant Sponsor**

The AEN Board believes a Fellow's responsibility is to mentor AEN applicants. The Fellow should engage with the applicant to facilitate their growth and provide counsel in many areas to enhance success. Direct involvement throughout a prospective candidate's application process is essential to assess their readiness for Fellow status and to offer guidance throughout the application process. Foremost is assisting the applicant in a self-assessment of qualifications leading to a successful fellowship application. The Fellow can interpret the application criteria and propose guidelines and/or strategies to strengthen the application. Additionally, the ongoing relationship and dialogue between the applicant and Fellow may assist the Fellow in writing a strong meaningful letter of recommendation.

A successful application contains evidence supporting the applicant is well versed in emergency nursing and clearly articulates the applicant's enduring and substantial contributions with impact to emergency nursing. The sponsors' letters of recommendation endorse and amplify the applicant's evidence and potential for continuing leadership and impact on the future of ENA and the emergency nursing specialty. Sponsor letters should amplify the application without repeating examples and content already provided by the candidate. "Amplifying" means providing a closer analysis and expanding details of the applicant's response.

Fellows are responsible for supporting only those they believe are ready for selection/induction. Fellows are responsible for having crucial conversations with potential applicants they believe are not yet ready; this may include offering mentorship and/or resources to support the nurse in their development to potentially be ready at a later date.

### **Writing Guidelines for Letter of Recommendation**

While a letter of recommendation by itself does not automatically guarantee an applicant's approval as a candidate for Fellow status, high quality letters formulate an enhanced appreciation of contributions to emergency nursing. Refer to Section 5, "AEN Fellow Application Components", for sponsor eligibility and ineligibility criteria.

The Academy blinds the sponsor information to eliminate possible unconscious bias in the review process. Letters of Recommendation should refrain from including personal information that would identify the author. Examples of this include titles, roles, or other identifying data. Information that is identifiable will be redacted by ENA staff prior to AEN Board review and may impact the applicant's score.

Letters of Recommendation must adhere to published word limits. Any words that exceed the limit will be redacted prior to AEN Board review and may impact the applicant's score.

Elements of a good letter of recommendation:

- Emphasize the sponsor's position in writing this support letter.
- Explain why the sponsor is in support of this individual.
- Select examples with convincing details of how the applicant has used their skills and knowledge that has led to enduring and substantial contributions to emergency nursing. Please refer to the definition of "enduring and substantial contributions" in Section 3 of this Application Manual and ensure that the selected examples meet those criteria.
  - Note contributions to emergency nursing should be influential on the local, state, national, and/or international level.
  - Please amplify the applicant's statements by expanding and adding context on the applicant's enduring and substantial impact according to the definitions found in this Application Manual.
- Amplify the applicant's plans to sustain and endure their work with your assessment of their potential for success.
- Provide your overall opinion and rationale for support.

Closing paragraph:

- In 3-4 sentences, briefly re-confirm your support for the applicant's admission to the Academy.
- End with a summative statement.

### **Sponsor Checklist**

- ☐ Evaluate if you have time to be a sponsor.
- ☐ Have you reviewed the AEN JEN article pertaining to the Academy's Shared Mental Model?
- ☐ Have you reviewed the AEN Application Manual?
- ☐ If you have questions about the Application Manual, have you considered attending AEN Office Hours?
- ☐ Make sure that your applicant has reached out to you with adequate time to complete the application.
- ☐ Have you and your applicant developed a timeline for the application process?
- ☐ Has your applicant completed their self-assessment?
- ☐ Have you reviewed your applicant's self-assessment? Does your applicant meet the criteria for Fellowship?
- ☐ Has your applicant reviewed the AEN [JEN article](#) pertaining to the Academy's Shared Mental Model?
- ☐ Has your applicant considered participating in AEN Office Hours?
- ☐ Does your applicant have a CV highlighting enduring and substantial contributions? If so, is it in the correct format?
- ☐ Have you reviewed your applicant's application and provided them with your feedback?
- ☐ Does your sponsor letter amplify the applicant's application?
- ☐ Have you collaborated with the secondary sponsor to ensure the letters amplifies the applicants work?
- ☐ Ensure that there are no track changes in your sponsor letter or in your applicant's documents.

## AEN Fellow Recommendation Letter Template

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**Fellow applications:** Two letters of recommendation from sponsors are required. One letter must be from a Primary Sponsor who is a Fellow of the Academy. The additional letter must be from a Secondary Sponsor who is either a Fellow of the Academy or an ENA member in good standing. Refer to Section 5, “AEN Fellow Application Components”, for sponsor eligibility and ineligibility criteria.

**Honorary and Posthumous applications:** Two letters of recommendation are required. One letter from the person submitting the application and one from a Fellow of the Academy are required.

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General instructions for sponsors:

- Sponsor letters should amplify the application without repeating examples and content already provided by the candidate. “Amplifying” means providing a closer analysis and expanding details of the applicant’s response.
    - Enduring and substantial contributions exhibit the following qualities.
      - Broad influence
      - Impact that is wide reaching and clearly articulated
      - Exhibits outstanding leadership
      - Leaves a legacy
      - Is beyond ENA roles & responsibilities
- Please amplify their enduring and substantial contributions.*
- The applicant is required to articulate their plan for sustained contributions to emergency nursing and the Academy of Emergency Nursing by:
    - Describing a current or future issue that is confronting emergency nursing, and
    - Describing how building on sustained contributions will address the identified issue.

*When addressing the applicant’s plan in the letter of recommendation (Question #2), please do not reiterate what they have already said. Amplify their plan.*

- Applications will be reviewed only on the required materials that are submitted and no additional information outside of the required materials will be considered.
- Word limits are strictly enforced.
- Application documents will not be returned and remain the property of ENA and are retained in accordance with ENA Record Retention Guidelines.

**Fellow Application Sponsor Letter Template**

**Applicant First and Last Name:** \_\_\_\_\_

**Sponsor's First and Last Name:** \_\_\_\_\_

**Sponsor's ENA Membership Number:** \_\_\_\_\_

**Are you Primary or Secondary Sponsor:** \_\_\_\_\_

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***Please address the following sections based on your knowledge of the applicant. All sections must be completed.***

**1) Enduring and Substantial Contributions to the Advancement of the Emergency Nursing Specialty**

*In 400 words or less*, please amplify the applicant's enduring and substantial contributions to the emergency nursing specialty. "Amplifying" means providing a closer analysis and expanding details of the applicant's response regarding enduring and substantial contributions.

**2) Plan for Sustained Contributions to the Academy of Emergency Nursing and the Advancement of the Emergency Nursing Specialty**

*In 300 words or less*, please amplify the applicant's plan for sustained contributions to the Academy of Emergency Nursing and the advancement of the emergency nursing specialty. "Amplifying" means providing a closer analysis and expanding on the details of the applicant's response regarding potential for the sustained contributions.

*Thank you for taking the time to write a letter of recommendation for the Academy of Emergency Nursing Fellow applicant named above. Your candid and detailed responses will assist the Academy Board in selecting the next class of Academy Fellows.*



**Honorary and Posthumous Sponsor Letter Template**

**Applicant First and Last Name:** \_\_\_\_\_

**Sponsor's First and Last Name:** \_\_\_\_\_

**Sponsor's ENA Membership Number:** \_\_\_\_\_

**Are you Primary or Secondary Sponsor:** \_\_\_\_\_

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***Please address the following sections based on your knowledge of the applicant. All sections must be completed.***

**1) Enduring and Substantial Contributions to the Advancement of the Emergency Nursing Specialty**

*In 400 words or less*, please amplify how the applicant made enduring and substantial contributions to the emergency nursing specialty. "Amplifying" means providing a closer analysis and expanding details of the applicant's response regarding enduring and substantial contributions.

### **AEN Application Cycle Office Hours**

The AEN Board holds “Office Hours” during the time when applications may be submitted for Academy Fellowship.

- “Office Hours are for potential AEN Applicants and their sponsors.
- The intent is to make AEN Board Members available to answer questions and clarify the information in the AEN Application Manual. It is not intended to interpret or evaluate the applicant, their application materials, or letters of recommendation.
- Attending or not attending an Office Hour session will not be taken in consideration when reviewing the final applications for Fellowship. Also, confidentiality will be maintained for anyone who is interested in attending an Office Hour.

Any potential applicant, FAEN Sponsor, or second sponsor may make an appointment, which is on a first come, first served basis. The AEN Board strongly encourages the triad to join the call together so that answers to questions are heard at the same time in the same way; however, individual appointments may also be made.

In addition to the AEN Application Cycle Office Hours, questions regarding the application process should be directed to the ENA office at 847-460-4095 or [academy@ena.org](mailto:academy@ena.org). Staff are available to assist/respond during normal business hours. Fellows and applicants are discouraged from posing application questions on ENA Connect as well as contacting AEN Board members directly.