



CMSA FELLOWSHIP APPLICATION WORKSHEET

**The following illustrates the information requested for submission and is subject to change. Actual application will be available online only during the submission period.*

CMSA Fellowship Submission Checklist

- **Complete the Online Application Form:** all fields are complete, if applicable, and includes your signature.
- **Attach Your Curriculum Vitae (CV) and Current Professional Headshot for Publication**
 - CV should minimally include name, education, employment history, publications, presentations, community service, professional activities, and honors/recognition.
 - Your Headshot should reflect your professionalism and be submitted in a print-ready format. Selfies are not accepted.
- **Attach Three (3) Letters of Recommendation:** from three individuals from different categories that have interacted with you in a professional capacity with first-hand knowledge of your contributions to the field of case management. Letters of Recommendation should include detailed descriptions of the impact you have made on the professional practice of case management. Consider a senior leader, supervisor, mentor, mentee, professional peer, someone in a leadership position, or another FCM.
- **Submit Application with Application Fee of \$350:** Please make sure you follow payment instructions when submitting the application online, and if paying by check, ensure it is postmarked by the submission date and made payable to CMSA. Application fee is non-refundable/non-transferable.

Minimum Qualification Criteria:

- Hold a case management certification from a [nationally recognized certifying body](#).
- Be a current member of CMSA at time of application and have maintained CMSA membership for at least five (5) out of the most recent six (6) years.
- Minimum of ten (10) years in the professional practice of case management.
- Possess professional licensure or hold an advanced health and human services degree.

SECTION 1: Applicant Information

*All fields are required

- **Applicant Name**
- **Credentials**
- **Contact Information**
- **Employment Information**
- **Professional licensure or advanced health and human services degree**
- **Case Management certification from a nationally recognized body: View approved certifications here:**
<https://pmg.joynadmin.org/documents/1054/66fc2714a895142c1357d1d2.pdf>
- **CMSA Membership Verification**

SECTION 2: SCHOLARSHIP ACTIVITY AND CONTRIBUTIONS TO THE FIELD

*Complete all that apply

Impact on the Professional Practice of Case Management:

As Part of Structured Employment: Describe major contributions made to the professional practice of case management and explain how the contributions have impacted or advanced the profession. Consider efforts made as part of your employment on health policy/advocacy, patient advocacy, public relations/communications, research, education, case management process/quality/standards. 200 word limit

Outside of Established Employment: Describe major contributions made to the professional practice of case management and explain how the contributions have impacted or advanced the profession. Consider efforts made outside of job expectations on certification boards, health policy/advocacy, patient advocacy, public relations/communications, research, education, case management process/quality/standards. 200 word limit

Impact of Presentation:

List information on any programs developed and consistently presented (poster or oral) that have had an impact on the case management field and provide description of the impact made as a result of the presentation.

CMSA Committee Impact:

List any CMSA national or chapter committee work (non-leadership role) that had an impact on the professional practice of case management and provide description of impact made through committee involvement.

Impact of Publication:

Share original work published in a CMSA publication within the past five years and share how it impacted the advancement of the professional practice of case management.

Share one or more professional articles or book chapters that have been prepared and published within the past five years in a publication accepted as authoritative in the healthcare industry.

Professional Standards:

Share any professional standards or ethics developed or established and its impact on the field of case management.

Research/Improvement Impact:

Provide a summary of any research and/or performance improvement project findings documented and incorporated to enhance case management.

Special Recognition:

List all awards and recognition of service received as a case management professional.

SECTION 3: LEADERSHIP & INNOVATION

*Complete all that apply

Leadership Achievements/Innovation:

Describe your innovative leadership activities or achievements designed to impact the practice for current and future case managers. 100 word limit

Mentorship:

Share formal and informal mentoring roles to others in the field of case management and define that role and your impact.

Community Service:

In addition to the volunteer roles with CMSA or other professional healthcare organizations already provided, list any other volunteer activities that made a significant impact to the professional practice of case management. Examples may include: influencing policy (national/state/local level), impacting health related social needs, impacting DEI, patient/family education, community education regarding the value of case management.

CMSA National and/or Chapter Leadership (list titles/positions/national/chapter, and term of office):

CMSA Officer/Board of Directors
CMSA Committee/Task Force Chair
CMSA Committee/Task Force Member

Other Volunteer Leadership (list titles, organizations and term of service):

Leadership positions with other national, state, or local level healthcare organizations on Board, or Committee roles, as well as advisory task force panels or national initiative programs

Professional/Employment Leadership (list titles/positions, organizations, employment years):

Professional Leadership Positions Held

SECTION 4: APPLICANT STATEMENT

*Not to exceed 200 words.

Share your personal statement that illustrates your commitment to the field of case management.

SECTION 5: CM FELLOW ESSAY

*Not to exceed 750 words

Tell us why becoming a CM Fellow is important to you.