



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. To present a well-rounded picture of your professional and/or volunteer contributions, consider a senior leader, supervisor, mentor, mentee, professional peer, someone in a leadership position, or a current FCM familiar with your work.
Letters of Recommendation must:
 - Be three (3) distinct and unique, professional letters with signature (letterhead if available).
 - Not be written for another purpose.
 - Include the name, credentials, title, and company of employment of the recommender along with the relationship of the recommender to the applicant.
 - Include no more than one letter from your current place of employment, and no more than two letters from the same organization.
 - Not come from a subordinate you directly supervise.
 - Not be prepared by current Committee members.
- **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.**

**International applicants whose country does not have a nationally recognized case management certification may submit documentation of equivalent education, training, and professional experience in case management for consideration.*

***International applicants from countries that do not require professional licensure, or an advanced health and human services degree may submit evidence of equivalent professional qualifications and/or recognition in the field of case management.*

Case Management Society of America
5034-A Thoroughbred Lane, Brentwood, TN 37027
P: (615) 432-0101 • F: (615) 523-1715
cmsa@cmsa.org • www.cmsa.org

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 significant contributions* made to the professional practice of case management and explain how the contributions have impacted or advanced the professional practice of case management. Consider efforts made as part of your employment on health policy/advocacy, patient advocacy, public relations/communications, research, education, case management process/quality/standards.

* A significant contribution goes beyond the individual's job description, demonstrates a lasting or scalable impact, and benefits the broader case management community, patients, or the healthcare system. 750 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 professional practice of case management. 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. 750 word limit

Impact of Presentation:

Describe 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. Be sure to include the type/forum of your presentation (e.g., national/chapter conference concurrent or poster sessions, virtual webinars, academic symposia or lectures, etc.)

CMSA Committee Impact:

Describe any CMSA national or chapter committee work (non-leadership role) and the impact on the professional practice of case management made through committee involvement. Be sure to include your role and the committee goals/accomplishments.

Impact of Publication:

Describe original work published in a professional publication within the past five years and share how it impacted the advancement of the professional practice of case management. Be sure to include title, publication, date, and publisher. Links and PDF uploads are encouraged. (Examples of professional publications include but are not limited to *CMSA Today*, *CareManagement Journal*, the *Professional Case Management Journal*, the *American Journal of Nursing*, *Health & Social Work*, the *Journal of Interprofessional Care*, *Modern Healthcare*, *Hospitals & Health Networks*, *Social Work Today*, and more.)

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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 case management standards implemented and the implementation's impact on the practice and/or field of case management.

Research/Improvement Impact:

Provide a summary of any case management-based 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. 750 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 all titles and positions, indicate whether national or chapter, and include term of office (years held) for each of the following:

Officer/Board of Directors

Committee/Task Force Chair (During the past 10 years)

Committee/Task Force Member (During the past 10 years)

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 ESSAY

*Not to exceed 1,000 words. Will need to be uploaded as Word Document or PDF.

In this essay, please describe:

- Your vision, philosophy, and commitment to the professional practice of case management.
- The significance of becoming a CMSA Fellow and how it would impact your professional commitment.

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