



FAANP New Fellow Application Instructions

Application Process:

1. A Fellow (Primary Sponsor) nominates an eligible AANP member (Candidate) through the call to nominations link. Click on the red "Log in to myAANP to Access applications" button. Select "Sponsor a New Fellow Application" in the drop-down menu, click on "Create". Click on "Search for User" and enter the myAANP email address of your Candidate. Once your Candidate is confirmed, click on "Submit Nomination".
2. Candidate will receive a nomination confirmation email with a link to pay the required, nonrefundable application fee. [See terms and conditions](#). Once paid, the order confirmation will direct the Candidate to the application dashboard.
3. Candidate assigns the sponsors' focus areas and sends notification to sponsors. The Candidate will need to designate their Secondary Sponsor before saving a draft of their application and moving forward.
 - a) In the Primary Sponsor tab, select which focus area the Primary Sponsor is assigned in the drop-down menu. Click on the "Initiate Email Request" button to send the Primary Sponsor Form.
 - b) In the Secondary Sponsor tab, click on "Search for User" and enter the myAANP email address of your Secondary Sponsor. Select which focus area the Secondary Sponsor is assigned in the drop-down menu. Then click on the "Initiate Email Request" button to send the Secondary Sponsor Form.
4. Sponsors will receive an email with a link to their Sponsor Form. Sponsors will be able to review their Candidate's statements then complete their answers in the Sponsor Form. Sponsors click on "Submit Sponsor Form" to complete Sponsor Form. Both Sponsor Forms will need to be submitted in order for the Candidate to be able to submit their application. The Candidate will be notified by email when Sponsors have completed their Sponsor Form.
5. Candidate completes their application within the online portal.
6. Candidate submits their application through the online portal by clicking on the "Save as Final" button. At that time, an automated email will be sent to the Candidate confirming submission. Please note: If the confirmation email is not received, it is your responsibility to confirm application submission with the FAANP office prior to the application deadline.

General Application Guidance:

- Google Chrome is suggested for the best user experience.
- Word counts do not include spaces.
- Candidates and Sponsors log in using the same email and password associated with their AANP account (i.e., the email address and password used when accessing any myAANP online services).
- Add support@rhythmq.com to your contacts to ensure delivery of auto email notifications
- The Candidate is to work closely with their primary and secondary Sponsors to develop the content and evidence in support of their application. The Sponsors are to serve as the Candidate's mentors throughout the application process. Note: Each sponsor must address one of the candidate's two focus areas in their portion of the application to prevent duplicative responses from sponsors and resulting in insufficient scoring. Determine which focus area each sponsor will address in advance.
- An eligible candidate must be a continuous AANP member for at least TWO years as of August 1, 2024.
- The deadline to complete the FAANP Application is 5:00 p.m. Central Time on **October 16, 2026**. Late submissions or updates will not be accepted.

If you have any questions regarding the application fee, process or technical issues, please contact faanp@aanp.org during business hours: 9 a.m.-5 p.m. CT.