

Due Nov. 15 **APPLICATION:** shall be made to the AAO office at: 3500 DePauw Boulevard, Suite 1100, Indianapolis, IN 46268. (A formal printed application will be sent to the applicant upon request.) Deadline for application submission is **November 15**, twenty-two and a half months prior to the October examination. A completed application must be accompanied by the required documentation to include:

- a. evidence of board certification
- b. CME printout (see requirements below)
- c. **\$500.00** application fee*
- d. thesis outline and accompanying documentation

CME DOCUMENTATION: Applicant is required to provide CME documentation which includes at least fifty (50) CME specialty hours from programs sponsored by the American Academy of Osteopathy.

SPONSOR: The applicant is to select a sponsor who is an active FAAO. The sponsor must indicate his or her willingness to mentor the candidate throughout this 2-year process. All candidate documents must be reviewed and checked off by the sponsor prior to submitting to the Committee on Fellowship.

THESIS PROPOSAL: The applicant is required to submit a thesis proposal with the FAAO application. This proposal is to be of not more than 350 words which lists the objectives of the paper, an outline, methods employed (if appropriate), and expected conclusions; and include a bibliography of 10 or more references. If the proposed thesis and tentative bibliography is not approved, a revised outline and bibliography must be submitted and approved prior to acceptance as a FAAO candidate.

December **APPLICATION APPROVAL:** The Committee on Fellowship will review the FAAO application upon receiving a complete application packet. The applicant may be requested to provide additional information or clarification prior to acceptance of the application. The application is to include all required documentation and the proposed thesis abstract, outline and preliminary bibliography.

*If an applicant is not accepted, 70% of the application fee will be refunded to the applicant.

**March –
Tuesday before
Convocation** **INTERVIEW and PRE-ASSESSMENT PRACTICAL:** Attendance is required. If the Committee on Fellowship accepts the application, the applicant will be invited to interview and conduct a pre-assessment practical on the Tuesday prior to the AAO's Convocation. The scientific paper/thesis outline and tentative bibliography will be discussed at this meeting. The Committee will act on the thesis proposal and results of the pre-assessment practical at the time of this meeting. Upon approval by the Committee the applicant will advance to candidacy in the Fellowship process.

July, 1st year **THESIS FIRST DRAFT AND FIRST CASE HISTORY DUE July 24:** Following outline approval, the scientific paper/thesis first draft and first case history are due by JULY 24, submitted electronically via email attachment to the AAO office.

**December,
1st year** **THESIS SECOND DRAFT, SECOND AND THIRD CASE HISTORIES DUE by December 8:** Rewrite of Thesis (second draft), second and third case histories, and revisions to the first case history (if applicable) are due by December 8 (submitted electronically).

May, 2nd year **FINAL THESIS AND ANY CASE HISTORY REVISIONS DUE by May 24:** Rewrite of Thesis (final draft), and revisions to previous case histories (if applicable) must be submitted electronically to the AAO office by May 24th.

July, 2nd year **FINAL DEADLINE FOR RE-SUBMISSION OF CASE HISTORY EDITS / CORRECTIONS AS REQUESTED DUE BY JULY 24:** Submission of case history revisions and final draft thesis must be submitted electronically by July 24.

CORRECTIONS/ADDITIONS/REVISIONS: The candidate may be required to submit revised document/s based on the committee's suggestions for corrections or additions. If required, the candidate is to submit revised thesis and/or case histories in the same manner as above. Because changes may be required, it is strongly suggested that submissions be made well ahead of the final deadline.

October, 2nd year **EXAMINATION FEE DUE by OCTOBER 1ST:** \$1000.00 (non-refundable exam fee) is due October 1 prior to the March Convocation.

ORAL EXAMINATION: Usually the first Saturday in October (TBD) Attendance is required. The candidate will be scheduled for the oral examinations after final approval of the thesis and case histories. Examinations will be conducted in a virtual meeting format prior to the practical examination and the candidate will be advised of the exact date and time. All expenses concerning these examinations will be the candidate's responsibility. Please note that all the above steps must be completed and the non-refundable **\$1000.00** examination fee paid prior to the candidate taking the oral and practical examinations.

PRACTICAL EXAMINATION: Usually 2 weeks after Oral Exam on a Saturday (TBD) Attendance is required. The candidate will be scheduled for the practical examinations after final approval of the thesis and case histories. Examinations will be given in October and the candidate will be advised of the exact date, time and place. All expenses concerning these examinations will be the candidate's responsibility. Please note that all the above steps must be completed and the non-refundable **\$1000.00** examination fee paid prior to the candidate taking the oral and practical examinations.

March, 2nd year **FINAL STEPS:** The Committee on Fellowship will advise the candidate of the results of the examinations. Candidates who have passed their final oral and practical examinations will be recommended to the AAO Board of Governors to receive the FAAO designation. Upon approval of the Board of Governors, the candidate will be requested to attend the FAAO dinner on Friday night during the AAO Convocation and provide a 2-3 minutes presentation of their thesis abstract. At the president's banquet on Saturday, the candidate and sponsor are to walk together in the FAAO processional in full regalia for the conferment ceremony of the earned FAAO designation. It is recommended that candidates be prepared by obtaining appropriate regalia. A hand-detailed, personalized plaque will be presented to the newly designated FAAO to commemorate the achievement.