

Does the person meet the minimum qualifications?

- practiced in the field for 15+ years
- AACE member for 10+ years
- made contributions to the profession
- made contributions to AACE

**No?
STOP!**

Contact Jennie Amos at Headquarters (HQ) — jamos@aacei.org

- verifies join date, certification(s) date(s), etc.
- AACE activities, when known, will be identified & provided to Initiator



Initiator completes Fellow application
(Do not involve the potential Fellow in the process!)

Initiator compiles support letters from five (5) sponsoring members

Initiator sends completed application & accompanying sponsor letters to HQ
(Must be received by March 1st for consideration for the current year's Annual Meeting.)

HQ verifies information on the application is correct/accurate and that all sponsors are current members

When application is correct & sponsors are members

HQ forwards application and sponsor letters to VP-Administration (VPA)
(copies Fellows Admissions Committee Chair)

When application is incorrect or sponsors are not members

Fellow Admissions Committee reviews application and returns application with the recommendation to the VPA

VPA presents full application to the Board of Directors (with Fellow Admissions Committee's recommendation) **for approval**

Board Votes Yes

Board Votes No

HQ sends letter to Fellow
(copies initiator and sponsors)

VPA notifies Initiator

AACE Fellow is honored at the Section (if applicable) and recognized at the Annual Meeting