

**FELLOWSHIP
IN THE
AMERICAN ACADEMY OF OSTEOPATHY**

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COMMITTEE ON FELLOWSHIP IN THE AMERICAN ACADEMY OF OSTEOPATHY

INFORMATION FOR CANDIDATES

(subject to change)

(Candidate is responsible for obtaining latest information)

Requirements for the Earned Fellowship of the American Academy of Osteopathy (FAAO)

March 1991
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Introduction to the Application for FAAO

Welcome to the Fellowship application process! The members of the Committee on Fellowship in the American Academy of Osteopathy are pleased that you have an interest in pursuing Fellowship in the American Academy of Osteopathy (FAAO). This document will give you an introduction to, and overview of, this challenging and worthwhile process as well as emphasizing some important points to remember along the way.

Overview:

This process involves an application, an initial interview at the AAO Convocation, a pre-assessment practical, three drafts of the thesis, three case histories, and a final interview/examination. This usually takes one-and-a-half to two years to complete.

Application Process:

There are four parts to the initial application process:

- 1) Completion of the application.
- 2) Submission of the thesis proposal and outline.
- 3) Interview and approval of the thesis proposal.
- 4) Pre-assessment practical at the time of the interview.

The application requirements are clearly spelled out in the application document and include fulfilling osteopathic service criteria including service to the American Academy of Osteopathy and three of six additional categories, which are described in that document.

The thesis proposal is to be of not more than 350 words. It should include the objectives of the paper, an outline, methods employed (if appropriate), and expected conclusions. There will be an additional bibliography of 10 or more references.

Interview and Pre-assessment Practical:

The first interview with the Committee will be arranged after acceptance of the application, before formal approval of the outline of the applicant's thesis proposal. At this meeting, the committee will decide on formal approval of the applicant's thesis proposal and acceptance of the applicant as a candidate in the Fellowship process. The applicant is expected to wear business casual attire appropriate for performing a clinical examination.

The interview meeting also involves a pre-assessment practical examination. The goal of this practical is to determine if each FA AO applicant has the spectrum and depth of OMM knowledge to diagnose and treat effectively with OMT at a level appropriate for application for Fellowship. This is expected to be at the level of a physician who is board certified in NMM/OMM and has been using OMM to diagnose and treat patients in their practice for at least five years. Please note that board certification in NMM/OMM is not required for application for FA AO.

This pre-assessment practical exam is different from the final practical exam at the conclusion of the Fellowship process.

The **interview** and pre-assessment practical will be about 60 minutes in length.

The applicant will submit the name of the individual they will evaluate and treat, along with a letter of agreement to participate from the individual chosen. The individual's name and letter will be submitted to the AAO office at least one month prior to the Committee on Fellowship in

the AAO's meeting the applicant will attend and be approved by the COFAAO committee chair, committee vice chair and the AAO administrative staff. The individual will be chosen from the following list in descending order:

1. Active member of the AAO, including the applicant's sponsor
2. Member of the Committee on Fellowship

Committee members will select three areas of the body to be evaluated and treated, based on their assessment of the testing subject. These will include: head, cervical, thoracic/rib, lumbar, sacrum/pelvis, upper extremities/lower extremities.

The applicant will demonstrate one direct technique, either HVLA or muscle energy, chosen by the Committee.

The applicant will demonstrate one indirect technique, either counterstrain or myofascial release, chosen by the Committee.

The applicant will demonstrate a third technique, at the applicant's discretion, from one of the following types: balanced ligamentous tension (BLT), ligamentous articular strain (LAS), Still technique, facilitated positional release (FPR), soft tissue, or articulatory technique.

Case Histories:

Each case history needs to tell a story and must clearly demonstrate the osteopathic thought processes involved in diagnosing and treating the patient. Each case should represent how you treat patients and contain a teaching moment or concept that you wish to share with the informed osteopathic reader. The case should walk the reader through the thought process of how, what, and why you approached the patient. It should illustrate how your thought processes led to the actions taken and the results of those actions.

The specific format for FAAO cases needs to follow [*The AAO Journal's*](#) (AAOJ) requirements for case reports as well as including specific items required by the Committee provided below. Examples of published FAAO case history documents are listed on the OMM Resources reference list included in the FAAO application packet.

1. **Abstract** (while at the start of the case history, this should be written last):
 - a. In 1 or 2 short paragraphs (less than 250 words), this is a recap of the case and can include:
 - i. Introduction about what is unique and why it is important
 - ii. The patient's main concerns and important clinical findings
 - iii. The main diagnosis, interventions, and outcomes
 - iv. Conclusion of one or more "take-away" lessons
2. **Background**
 - a. Brief introduction that summarizes why this case is unique with medical literature references.
3. **Report of Case**
 - a. Patient Information
 - i. Patient demographic information

- ii. History of present illness or main complaints and symptoms
 - iii. Past medical history, past surgical history, family history, social history
 - iv. Other categories of history can be added, if needed, such as birth history, pregnancy history, trauma history, etc.
 - v. Relevant past interventions for the HPI and their outcomes
- b. Clinical Findings
 - i. Physical exam and other clinical findings
 - ii. Physical examination needs to include examination/observation of the heart, lungs, and neurological findings, as well as items pertaining to the history of presenting illness, such as abdomen, ENT, orthopedic exam, etc., as indicated. If you did not auscultate areas such as those related to the heart and lungs, then you can still comment on them, e.g. lungs – breathing easy, unlabored, no cough. Vital signs should be included, if these were obtained.
 - iii. The physical examination needs to include a full structural examination, including significant somatic dysfunction findings, on the first visit. If this was not possible, then please explain why.
- c. Timeline
 - i. Relevant data from this episode of care organized as a timeline in a figure or table, if appropriate.
- d. Assessment
 - i. Diagnoses – include medical condition and areas of somatic dysfunction
 - 1) Include diagnostic methods (PE, Laboratory tests, images)
 - 2) Diagnostic challenges
 - 3) Diagnostic reasoning including differential diagnosis
 - 4) Prognostic characteristics, if applicable.
- e. Therapeutic Intervention
 - i. Types of intervention (pharmacologic, surgical, OMM, preventive)
 - ii. Changes in the intervention with explanations
- f. Follow-up and Outcomes
 - i. Clinician and patient-assessed outcomes, when appropriate.
 - ii. Important follow-up diagnostic and other test results.
 - iii. Intervention adherence and tolerability (how assessed).
 - iv. Adverse or unanticipated events.

4. Discussion

- a. Strengths and limitations in your approach to this case.
- b. Discussion of the relevant medical literature.
- c. The rationale for your conclusions.
- d. The primary “take-away” lessons from this case report.
- e. Add the patient perspective, if appropriate.

5. References

- a. Specific formatting should follow the [AAOJ's Instructions for Contributors](#), References section, page 5.
- b. References for printed material should include page number. References for electronic journals should include electronic page (e-page) numbers or digital object identifier (DOI). References for electronic books should include page numbers (e-page is okay). If

page numbers are not available, then the reference should at least contain identifying information, such as chapter, section, and subsection, as applicable.

The case needs to demonstrate your osteopathic thought process in the diagnosis and treatment of the patient and how the patient responded to treatment. The discussion needs to make clear why you chose this case and to summarize the take-away point that you wish to share with the reader.

Authoring three acceptable case histories involves an intensive peer-review process with the purpose of helping you produce an academic product worthy of publication. This process involves Committee review with feedback of three drafts and a final approval of the three cases. Candidates should utilize the critiques provided by the Fellowship Committee to improve the documents.

There are several points to keep in mind when choosing cases to present to the Committee:

- Cases will be of publishable quality.
- Cases should illustrate how you typically treat patients in your practice.
- One case should relate to your thesis topic (if appropriate).
- Each case needs to include a discussion demonstrating the osteopathic thought process in the diagnosis and care of that patient.
- The final discussion of each case should summarize the take-away point that you wish to convey to the reader.
- The Committee recommends that cases should be from 3 to 10 pages in length when typed double spaced.

Thesis:

Authoring a thesis for your FAAO is also an intensive peer-review process with the purpose of helping you to clarify your unique contribution to the osteopathic profession. The process involves Committee review with feedback on three drafts and final approval of your academic contribution. Your thesis, in its final form, should be worthy of publication.

There are several points to keep in mind when choosing a topic for your thesis:

- The FAAO Thesis should make a unique contribution to the osteopathic literature or profession, clearly communicating original, distinct ideas or perspectives, which promote an enhanced understanding of, or application to, osteopathic philosophy and practice.
- The content of the thesis may consist of any one of a range of possibilities across a variety of categories, including, but not limited to:
 - o New approaches to problem-solving.
 - o Novel techniques.
 - o Original research.
 - o The identification of new clinical connections.
 - o New historical perspectives.
 - o New paradigms of osteopathic manipulative medicine.
 - o New methods to improve osteopathic teaching and training.
- The thesis will be expected to be of publishable quality, adhering to publication requirements of [*The AAO Journal*](#), which at this time uses the most current edition of the [*AMA Manual of Style: A Guide for Authors and Editors*](#). Examples of published FAAO

thesis documents are listed on the OMM Resources reference list included in the FAAO application packet.

- Each thesis needs to start with an abstract of up to 250 words in length.
- References for printed material should include page number. References for electronic journals should include electronic page (e-page) numbers or digital object identifier (DOI). References for electronic books should include page numbers (e-page is okay). If page numbers are not available, then the reference should at least contain identifying information, such as chapter, section, and subsection, as applicable.
- The Committee feels that thesis papers should be from 10 to 30 pages in length when typed double spaced.

Peer Review:

One major role of the Committee is to help guide the candidate through a process of peer review to bring out the best in his or her thesis and cases. Because this process does involve significant peer review and suggestions for improvement by the entire committee, it might feel like a lot of scrutiny at times. However, the motivation behind the process is to help you develop your submitted work, leading to improved theses and cases, as well as professional growth for you along the way.

A key purpose of the Committee is to help each candidate be successful in reaching the goal of earning Fellowship in the AAO, as he or she makes an original contribution to the profession by completing this process.

Some Additional Points:

Choice of a Sponsor:

Each candidate's sponsor needs to be involved in that candidate's FAAO process. He/she is expected to assist with the submission of the FAAO application ensuring that the applicant meets the requirements, prepares the necessary documentation and submits a complete application. The sponsor is also expected to perform a preliminary review of each case history and thesis before they are submitted to the Committee. Your sponsor is expected to continue the review process after each revision before the document is resubmitted to the committee. This will make the Fellowship process flow much more smoothly for both the candidate and the Committee. Please make sure the individual you choose as a sponsor is aware of the time commitment involved.

FAAO sponsors are allowed to sponsor one candidate per cycle. Exceptions require consideration and approval by the Committee on Fellowship.

Case History/Thesis Editing Before Submission:

The Committee strongly suggests that candidates employ the use of an editor to review his/her academic product prior to each submission. The editor might be a community college professor or high school English teacher. The intent is to ease the burden on Committee members relative to correcting grammatical and spelling errors. We would prefer to assist candidates in more substantial matters.

Thesis/Case Defense and Final Practical Examination:

After approval of your three cases and thesis you will sit for a final interview and examination. This is an oral/practical examination that will include discussion of your cases and thesis. This

will be followed by a practical examination consisting of you demonstrating evaluation and treatment of a Committee member. The candidate is expected to wear business casual attire appropriate for performing a clinical examination

As you evaluate and treat the Committee member, you will be expected to explain your findings, treatment thought processes, and osteopathic manipulative treatment. You may use any type of OMT, as long as you explain what you are doing and why. However, an FAAO is expected to be comfortable with a wide range of types of OMT methods and you will be expected to use multiple types of OMT in the practical portion of your examination. You will be evaluated on the efficacy of your treatment.

Summary:

The purpose of this lengthy and demanding process is to help you make an original contribution to the osteopathic profession. The Committee's intent is to promote scholarship and new ideas, as well as recognizing excellence in osteopathic philosophy and practice. That is why, throughout this Fellowship process, there are components of writing, discussion, and treatment, all from a genuinely osteopathic perspective.

The Committee wishes you all the best in your Fellowship process and hopes that you will emerge from the final examination successfully and with greater clarity of your unique contribution to the osteopathic profession.

CODE OF ETHICS AND PROFESSIONALISM: Fellowship in the American Academy of Osteopathy (FAAO) is an honor and a privilege for all physicians who meet the requirements of service, technical skill and scholarly activity. As such, the FAAO must meet strict ethical standards for physicians as outlined by the American Osteopathic Association (AOA) and the American Academy of Osteopathy (AAO).

Professionalism should be demonstrated throughout the Fellowship application and candidacy process, including behavior and interactions with staff, students, and colleagues. Any violation of the Code of Ethics during the Fellowship process, or any other significantly unprofessional behavior, may be grounds to be dismissed from this process.

In addition to the [AOA Code of Ethics](#), the [AOA Rules and Guidelines on Physicians' Professional Conduct](#) and [AAO Constitution and Bylaws](#), the FAAO Applicant must adhere to all of the following requirements at the time of application and ongoing:

- At the time of application and then annually, the FAAO must sign this code of ethics policy demonstrating an understanding of the policies and responsibility to adhere to the policies.

AND

- Maintain osteopathic medical competency via continued AAO membership.

AND

- Unless retired, must maintain a fully unrestricted medical license including:
 - DEA or other controlled substance registration
 - License to practice osteopathic or allopathic medicine from any state board of medicine or osteopathic medicine in the state that they currently practice or most recently practiced.

AND

- Must not have a criminal record, past or present (except for minor traffic violations). Although the Committee on FAAO will not be requiring submission of FBI background checks, the FAAO is expected to disclose any criminal record.

AND

- Must not be involved in active litigation for issues related to professionalism or ethical practice concerns. All litigation (past or present) and outcomes must be disclosed.

AND

- Must demonstrate professionalism through at least three of the following:
 - Actively participate in AAO programs, committees, and activities,
 - Community service and involvement,
 - Involvement and ongoing evidence of mentoring/precepting students,
 - Contributing to the literature, and promoting the profession,
 - Furthering the visibility, knowledge, respect, and infrastructure of the AAO, AOA and osteopathic medicine, or
 - Faculty or leadership/administrative appointment at a medical school, residency program, hospital, or other healthcare facility

POLICY: The FAAO process is designed to be completed in a two-year cycle. If during the initial two-year cycle, a candidate wishes an extension, deferment, or fails to meet the deadlines set forth in the process, they may apply to the Committee on Fellowship providing sufficient reason for an extension. The Committee on Fellowship may grant a one-year extension for sufficient cause only applicable to the cycle in which the candidate was accepted. If the

candidate does not finish the process at the end of the extension, they must reapply to the Committee on Fellowship for reconsideration, meeting all eligibility criteria and paying all fees applicable to new candidates.

The conferment of the FAAO will occur at the AAO Convocation President's Banquet. This is a solemn occasion at which time the incoming FAAOs are honored. It is appropriate and expected that the FAAOs and the incoming honorees be attired in academic regalia. This consists of a cap, gown and hood depicting the colors from the college of osteopathic medicine where you received your degree. A medallion designed by the Committee on Fellowship is to be worn about the neck of all FAAOs and will be provided for the occasion. All FAAOs are expected to take part in the conferment by marching in procession at the opening of the ceremony. If one does not own academic regalia, an order form will be made available for rental regalia to be at the expense of the individual.

Committee on Fellowship in the American Academy of Osteopathy

COMPOSITION OF THE COMMITTEE:

Members of the Committee on Fellowship shall consist of nine (9) Fellows of the American Academy of Osteopathy (FAAO). New members of the Committee on Fellowship will complete current candidate sponsorship and not sponsor new candidates during their committee term. Members of the COFAAO are required to attend and participate in 2/3 of all scheduled meetings (face-to-face and teleconferences) over a three-year term. The members and the Chair shall be appointed to staggered, three-year terms by the President of the American Academy of Osteopathy with approval of the Board of Governors of the Academy.

DUTIES OF THE COMMITTEE:

1. To recognize continued and special achievement in the preservation and utilization of osteopathic principles and practice.
2. To acknowledge ability and service to the Academy and to the profession, with emphasis on the “categories” of activity as a gauge of achievement.
3. To maintain a group of leaders to encourage high standards of osteopathic medical practice with special emphasis on manipulative diagnosis and treatment, and to work for the integration of osteopathic concepts into all areas of practice. For this reason, physicians in other areas of practice or specialties are encouraged to qualify for the FAAO.

Such leaders would serve as resources and inspiration for the entire profession, but especially for those who have sought certification in osteopathic manipulative medicine under the requirements of the American Osteopathic Association.

The FAAO designation shall represent a second stage of high achievement, in no way denigrating the importance of the first step, which is current board certification.

REQUIREMENTS FOR POTENTIAL CONFERMENT OF THE FAAO DESIGNATION:

Those who earn the FAAO designation must have demonstrated their commitment to osteopathic principles and practice through teaching, writing, and professional service, performed at the highest level of professional and ethical standards.

1. Full active membership in the American Academy of Osteopathy for a period of five (5) consecutive years immediately prior to application and encourage activity supporting the AAO to include organizational membership, teaching, presenting and volunteering.
2. Certification: Certification by a certifying board from one of the following organizations, the American Osteopathic Association (AOA), the American Board of Medical Specialties (ABMS) or the American Board of Physician Specialties (ABPS), is a

prerequisite and evidence of continued good standing in the American Academy of Osteopathy.

3. Categories of service: Applicants are required to show evidence of commitment to the AAO organization by meeting at least one (1) of these AAO organizational service requirements.
 - Service on an AAO board or committee for more than 12 months.
 - Lecturing as faculty at an AAO course or in the AAO Convocation program.
 - Serving on an AAO taskforce appointed by the AAO president.
 - At least 40 hours of service over a 3-year period at AAO osteopathic education service (OES) events.

The candidate shall supply evidence of AAO organizational service plus evidence of fulfilling at least three (3) of the six (6) categories below, since graduating from medical school. Documentation is required for each category to include dates of service, number of hours per week (month or year), and number of people served during that time period.

- a. Contribution to osteopathic literature. (Specific citations for each publication should be listed.)
 - b. Development of osteopathic theory and/or manipulative method or procedure disseminated at a professional level.
 - c. Completed research related to osteopathic theory and practice.
 - d. Contributions in the field of osteopathic education since achieving board certification:
 - Faculty (College, AAO, Cranial, etc.)
 - Formal Educational Programs
 - Preceptorship Activity
 - Clinical and/or Hospital Supervision
 - e. Public Relations since achieving board certification:
 - Community activity
 - School Physician
 - Sponsor of Health Activity, etc.
 - Service to the Public and Public Health
 - f. Leadership or substantial service to the profession since achieving board certification: (Dean, Medical Director, Chief of Staff, Contractor Advisory Committee, Department Chairs, Committee Chairs on staff, etc.)
4. Code of ethics. Professionalism should be demonstrated throughout the Fellowship application and candidacy process, including behavior and interactions with staff, students, and colleagues. Any violation of the Code of Ethics during the Fellowship process, or any other significantly unprofessional behavior, may be grounds to be dismissed from this process. Candidates shall file a signed statement of full compliance with the [*FAAO Code of Ethics and Professionalism*](#) policies.
 5. Practice Experience requirement: At least five (5) years of practice are required since completion of initial board certification.
 6. Thesis requirement: A thesis (as **primary** author*) suitable for publication is required. Such papers shall not have been part of any qualification for any other fellowship or degree, nor shall it have been previously published. This document should reflect

originality and make some contribution to the body of osteopathic literature. If based on a research project, the author must document adherence to standards of the institutional review board holding jurisdiction. A brief document, including a topic heading, brief outline and tentative bibliography (the total of which should be approximately one to three [1 to 3] pages in length), shall be approved prior to the writing of the thesis.

*The **primary** author may base the thesis on prior or concomitant collaborative work or research. Acknowledgement, in proper format, should be given to those providing assistance.

7. CME requirements: In addition to the licensure and board certification requirements, at least fifty (50) CME specialty hours are required since completion of initial board certification which must be programs sponsored by the American Academy of Osteopathy within five (5) years of the FAAO application.
8. Case histories and thesis development: Case histories will be three (3) total with two (2) representative of the candidate's practice and one (1) pertinent to their thesis (if appropriate).
 - a. The thesis first draft and first case history are due July 24.
 - b. The thesis second draft, second and third case histories are due December 8.
 - c. The thesis third draft is due the following May.
9. Interview: Applicants must meet in person with the Committee on Fellowship for an interview and pre-assessment practical exam before formal approval of the proposed applicant's paper and acceptance of their continuation as a candidate in the Fellowship process. Attendance is required.

ORAL AND FINAL PRACTICAL EXAMINATIONS:

It is the intention of the Committee on Fellowship that the FAAO designation shall represent an exemplary level of osteopathic activity, wherefore it is the responsibility of the committee to encourage and help the candidate; the requirements are not intended as impediments, but rather as a means of maintaining the high standard of which the successful candidate shall be proud.

No written examination will be given, but in-depth oral and practical examinations shall be performed and attendance is mandatory in meeting the FAAO requirements.

The oral exam will include the candidate presenting a synopsis of the thesis, describing its osteopathic relevance, and reflecting on its effect on the candidate's personal and professional growth. The oral examination may be given in a virtual format at a meeting preceding the practical examination.

During the final practical exam, the committee members will be evaluating the following items: appropriate history, the conduct of the examination, establishment of diagnoses, treatment plan, osteopathic manipulative treatment, and re-assessment. A high level of professionalism is expected throughout the oral and practical examinations.

The examiners will try to discern osteopathic “thinking” as applied to whatever aspect of practice the candidate is addressing. Thus, the interrelation of structure and function, the integration of the body and the manifestations of its inherent healing powers will be emphasized.

It is expected that the candidate is familiar with all the facets of osteopathic diagnosis and treatment regardless of the special area of practice. At this final practical examination, the candidate may use any type of OMM that they choose, treating whatever areas of somatic dysfunction they find in the testing subject, as long as they use more than one type of technique.

Confidentiality Statement:

FAAO applicant and candidate information is maintained in strict confidentiality throughout the FAEO process. Committee members, staff, applicants, candidates and those directly involved in the pre-assessment, oral, and final practical examinations are required to read, sign and have on file an active and appropriate statement of confidentiality.

Recording Devices:

There are to be no recording or transmission devices allowed during the pre-assessment practical, the oral, and the final examinations by the applicant, candidate, or test subject.

ADA Accommodations:

The policy of the committee requires that an applicant/candidate provide credible and objective documentation to substantiate that the applicant/candidate is a “person with disability” as defined by the Americans with Disabilities Act (ADA), including the individual’s physical or mental impairment(s), how the impairment(s) substantially limits the individual’s ability to access the examination when he or she is compared with most people in the general population, and why the requested accommodation(s) is necessary and reasonable for the examination to be accessible to that individual.

Requests for adaptations for portions of the examination (e.g., oral, written) must likewise be in writing with corroborative evidence from appropriate professional evaluators.

Written notification of this request is required at least 60 days prior to the examination date. (Existing physical disabilities should be identified at the time of application.) This notification with supporting documentation is generally evaluated and a decision rendered within approximately thirty (30) days of its receipt; however, additional processing time may be required if additional documentation is needed.

PUBLICATION:

Once the committee members have accepted your FAEO candidate documents, you must sign and return an AAO [Assignment of Copyright form](#) to be filed at the AAO office for each case history and thesis. Please note that your final candidate documents cannot be published until after your induction ceremony at the AAO Convocation.

The committee is happy to assist you in getting these manuscripts published and encourages you to consider submitting your documents to [The AAO Journal](#). The AAOJ has a good relationship with the committee and often publishes cases and theses from new FAEOs. If you have a unique situation and wish to pursue publication in another journal, then a written request needs to be sent to the committee, so that a determination can be made.

Once you have selected a publication, you are asked to send a request to the committee indicating the candidate document you wish to be published and the name of the publication. Once your article has been accepted for publication you will be asked to include as an acknowledgment the following statements –

This article was completed as part of the requirement toward earning the designation of Fellow in the American Academy of Osteopathy. Opinions expressed in this article are those of the author and do not necessarily reflect the viewpoint or official policy of the American Academy of Osteopathy.

Timeline:

1. Candidate's documents are accepted
2. Candidate passes the oral and practical examinations
3. Candidate signs AAO assignment of copyright on all of their accepted documents (AAO will have the copyrights on these documents)
4. Candidate informs committee of when and where they want to publish and which document
5. Committee accepts (rejects) the candidate's selection of publication venue
6. Candidate signs AAO permission to reprint form for the accepted candidate document (candidate-author needs to get permission from the AAO to reprint the now AAO copyrighted document)

FEES:

Five hundred dollars (\$500) shall accompany the application. If a FAAO applicant is not accepted as a candidate, 70% of the application fee will be refunded to the applicant. A plaque and medallion will be awarded after successful completion of the FAAO process at no additional cost.

One thousand dollars (\$1000) shall be paid before the final oral and practical examination. Should the candidate fail the oral and practical examinations, such examinations may be repeated after a year of recommended study or activity at no additional fee. Should the candidate fail a second examination, a two-year wait will be required followed by a new application.

CANDIDATE CHECKLIST

For Fellow of American Academy of Osteopathy (FAAO) revised June 2021

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

CME DOCUMENTATION: Applicants are required to provide CME documentation which includes at least fifty (50) CME specialty hours from programs sponsored by the American Academy of Osteopathy within five (5) years of the application.

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 applicant and candidate documents must be reviewed and checked off by the sponsor prior to submitting to the Committee on Fellowship.

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.

THESIS PROPOSAL: The applicant is required to submit a thesis proposal with the FAAO application. This proposal is to include an abstract of up to 250 words, an outline of the proposed paper and a bibliography of 10 or more references. If the proposed thesis outline and tentative bibliography is not approved, a revised outline and bibliography must be submitted and approved prior to acceptance as a FAAO candidate.

INTERVIEW AND PRE-ASSESSMENT PRACTICAL: Attendance is required. The applicant is expected to wear business casual attire appropriate for performing a clinical examination. If the Committee on Fellowship accepts the application, the applicant will be invited to interview on the Tuesday prior to the AAO's Convocation. The scientific paper/thesis outline and tentative bibliography will be discussed. The Committee will act on the thesis proposal and the pre-assessment practical will take place at this meeting. Upon approval by the Committee the applicant will advance to candidacy in the Fellowship process.

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.

THESIS SECOND DRAFT, SECOND AND THIRD CASE HISTORIES DUE by December 8: Revisions of the Thesis (second draft), second and third case histories and

revisions to the first case history (if applicable) are due by December 8 (submitted electronically).

FINAL THESIS DUE by May 24: Thesis revisions (final draft), and revisions to previous case histories (if applicable) must be submitted electronically to the AAO office by May 24th.

FINAL DEADLINE FOR RE-SUBMISSION OF THESIS and 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.

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

ORAL EXAMINATION: 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 final practical examinations.

FINAL PRACTICAL EXAMINATION: Attendance is required. The candidate is expected to wear business casual attire appropriate for performing a clinical examination. The candidate will be scheduled for the final practical examination 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 these oral and practical examinations.

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.

COMMITTEE ON FELLOWSHIP IN THE
AMERICAN ACADEMY OF OSTEOPATHY



APPLICATION
(Please Print or Type)

NAME: _____
(Last Name, Title) (First Name) (Middle Name)

ADDRESS (Office): _____

Telephone: (____) _____ Email: _____

ADDRESS (Residence): _____

Telephone: (____) _____ Email: _____

GRADUATE OF: _____
(Medical College) (Year)

INTERNSHIP: Hospital/Dates _____
Address _____

POST DOCTORAL EDUCATION: _____
(Please include all dates)

YEARS IN PRACTICE: _____ ARE YOU NOW IN ACTIVE PRACTICE? _____
Please include a copy of your current license to practice

NUMBER OF YEARS MEMBER OF:

American Academy of Osteopathy _____ years: from _____ to _____

American Osteopathic Association _____ years: from _____ to _____

AAO NO: _____

Divisional Society years: from _____ to _____

Name Printed

Signature

Date

PLEASE
PLACE
RECENT
PHOTOGRAPH
(Head and Shoulder Pose)
HERE

See "Information for Candidates" brochure for Prerequisites and Requirements for Fellowship.

Send Completed Application and Fee to: Committee on Fellowship in the American Academy of Osteopathy,
3500 DePauw Boulevard, Suite 1100, Indianapolis, Indiana 46268.

Or send completed application to AAO staff dhoward@academyofosteopathy.org and pay application fee online
<https://aao.memberclicks.net/faao-application-form>

Telephone number (317) 879-1881; Fax number (317) 879-0563

COMMITTEE ON FELLOWSHIP IN THE AMERICAN ACADEMY OF OSTEOPATHY



Name: _____

Date of Birth: _____ Place of Birth: _____

- a) Please list all formal education and training from high school to present (include location, institution and dates attended). *(Use separate sheet, if necessary.)

<u>School</u>	<u>Location</u>	<u>Dates attended</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- b) Please list practice locations since receiving D.O. degree (include years in each location).*

<u>Practice Locations</u>	<u>Years</u>
_____	_____
_____	_____
_____	_____

- c) Have you had any malpractice actions brought against you or are there any pending?
_____yes _____no (If "yes", please attach additional documentation)

MALPRACTICE LIABILITY INSURANCE DATA:

NAME OF CARRIER: _____ AMOUNT OF COVERAGE: _____

POLICY NUMBER: _____ EXPIRATION DATE: _____

- d) Have you in the past or do you currently hold a federal or state controlled substance registration?
_____yes _____no

If yes, has this registration ever been limited or revoked?

_____yes _____no (If "yes", please attach additional documentation)

- e) Have you ever held privileges on a hospital staff? _____yes _____no

If yes, have any privileges been revoked or limited?

_____yes _____no (If "yes", please attach additional documentation)

- f) Have you ever had your license to practice medicine revoked or limited?

_____yes _____no (If "yes", please attach additional documentation)

- g) Have you had corrective or disciplinary action taken against you, during the past year, by a medical staff, medical society, state or federal licensing agency or academic institution?

_____yes _____no (If "yes", please attach additional documentation)

- h) Have you ever been denied membership or a renewal thereof, or been subject to disciplinary proceedings in any medical organization or academic institution?

_____yes _____no (If "yes", please attach additional documentation)

COMMITTEE ON FELLOWSHIP IN THE AMERICAN ACADEMY OF OSTEOPATHY



- i) Are there currently any proceedings pending license or hospital staff privileges?
_____yes _____no (If "yes", please attach additional documentation)

PLEASE ATTACH COPIES OF THE FOLLOWING: (Items marked with * must show expiration date)

Certificate of Insurance or face sheet from malpractice insurance policy*	CME printout for past three (3) years and/or CME certificates of courses not recorded
State Medical License*	Current CV, including a list of places you have worked in the past five (5) years (name(s), date(s) and complete address(es))
State Controlled Substance Registration Certificate*	
DEA Controlled Substance Registration Certificate*	
AOA, ABMS, or ABPS Board Certificate	

List and specify dates of service and responsibilities for AAO Organizational Activity (Boards, Committees, etc.) in which you have participated. **[Use separate sheet].**

List and specify the area of contributions made to the development and use of the distinctive phases of Osteopathic Medicine in **AT LEAST THREE** of the following areas. Provide a summary to include dates, number of people served and responsibilities. **[Use separate sheet(s)].**

- a. Contribution to osteopathic literature. (Specific publication etc. should be listed.)
- b. Development of osteopathic theory and/or manipulative method or procedure.
- c. Research related to osteopathic theory and practice.
- d. Contributions in the field of osteopathic education:
 - Faculty (College, AAO, Cranial, etc.)
 - Formal Educational Programs
 - Preceptorship Activity
 - Clinical and/or Hospital Supervision
- e. Public Relations:
 - Community activity
 - School Physician
 - Sponsor of Health Activity, etc.
 - Service to the Public and Public Health
- f. Leadership or substantial service to the profession (Dean, Medical Director, Chief of Staff, Carrier Advisory Committee, Department Chairs, Committee Chairs on staff, etc.)

PROPOSED SUBJECT OF SCIENTIFIC PAPER/THESIS

A proposed abstract of the scientific paper/thesis and references shall be included with this application.

This proposal of not more than 350 words, is to include the objectives of the paper, an outline, methods employed (if appropriate), and expected conclusions with a bibliography of 10 or more references.

TITLE: _____

CODE OF ETHICS: The code of ethics of the Committee shall be the FAAO Code of Ethics and Professionalism, reference page 6 in the Committee on Fellowship in the American Academy of Osteopathy Information for Candidates booklet. The Examination Committee shall satisfy itself that the candidate has submitted a signed copy of the [FAAO Code of Ethics and Professionalism](#). Withholding or misrepresentation of specifically requested information will be cause for dismissal from this process or revocation of a previously granted fellowship award.

By your signature, you have given the AAO permission to verify information and documentation provided with this application.

Signature

Name printed

FELLOWSHIP IN THE AMERICAN ACADEMY OF OSTEOPATHY

2025-27 Sponsor Application

Please choose the name of a FAAO you would like to serve as your mentor in assisting you with your FAAO candidate documents, and to sponsor you at the time you have the FAAO designation conferred during the president's banquet at the AAO Convocation in March 2026 in Colorado Springs, Colorado.

A current listing of all FAAO's can be found on the [FAAO webpage](#).

SPONSOR FOR CONFERRING OF THE FAAO

I would like _____, DO, FAAO, to act as my mentor and as sponsor during the conferring of the FAAO designation in Dallas, Texas in 2027. I understand that you will contact him/her for his/her willingness to serve and furnish him/her with a copy of the following Sponsor's Statement. Please make sure the individual you choose as a sponsor is aware of the time commitment involved.

Each candidate's sponsor needs to be involved in that candidate's FAAO process. He/she is expected to assist with the submission of the FAAO application ensuring that the applicant meets the requirements, prepares the necessary documentation and submits a complete application. The sponsor is also expected to perform a preliminary review of each and every case history and thesis draft before they are submitted to the Committee. Your sponsor is expected to continue the review process after each revision before the document is resubmitted to the committee.

Note: FAAO sponsors are allowed to sponsor one candidate per cycle. Exceptions require consideration and approval by the Committee on Fellowship.

Signature Applicant for FAAO

Printed name of Applicant for FAAO



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Name of author: _____

Signature of author: _____

Title of articles or other written work: _____

Return this completed form to the American Academy of Osteopathy® via email at info@academyofosteopathy.org, or fax at 317/879-0563. Please retain a copy for your files.

Revised January 2022

November 15, 2024

Application with \$500 application fee*, your proposed topic (outline and tentative bibliography) for the Scientific Paper/Thesis and required documentation must be received at the AAO office, submitted electronically via email attachment.

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

March 25, 2025

FAAO Applicant's interview and pre-assessment practical with the Committee on Fellowship in the AAO at AAO Convocation; review of application and discussion of Scientific Paper/Thesis (attendance is required).

July 24, 2025

Scientific Paper/Thesis First Draft and First Case History due.

December 8, 2025

Scientific Paper/Thesis Second Draft, Second and Third Case Histories, and Case History One revisions due.

May 24, 2026

Scientific Paper/Thesis Final Draft and case history revisions due.

July 24, 2026

Final deadline for revisions of case history edits/corrections as requested.

October 1, 2026

Test fee of \$1000 (non-refundable) due.

October 3, 2026

Oral Examinations. Oral examination will be scheduled in a virtual format, specific time to be determined (attendance is required).

October 17, 2026

Final Examinations. Practical examination will be conducted in person, specific time to be determined (attendance is required).

March 20, 2027

Conferment at the AAO Annual Convocation.

Osteopathic History and Philosophy

<i>Autobiography of Andrew T. Still</i> (1908)	A. T. Still
<i>Osteopathy: Research and Practice</i> (1910)	Andrew T. Still
<i>Philosophy of Osteopathy</i> (1899)	Andrew T. Still
<i>Philosophy and Mechanical Principles of Osteopathy</i> (1902)	Andrew T. Still
<i>Andrew Taylor Still, 1829-1917</i> (2007)	Carol Trowbridge
<i>A. T. Still: From the Dry Bone the Living Man</i> (2012)	John R. Lewis
<i>History of Osteopathy and Twentieth-Century Medical Practice</i> , Rev. (2018)	E. R. Booth
<i>Osteopathy and Swedenborg</i> (2012)	David B. Fuller
<i>The Collected Papers of Irvin M. Korr – Vol. I & II</i> (1997)	Barbara Peterson
<i>The D.O.'s: Osteopathic Medicine in America</i> , 2 nd ed. (2004)	Norman Gevitz
<i>The Millennium Yearbook 1938-1998</i> (2001)	AAO Press
<i>The Physiological Basis of Osteopathic Medicine</i> (1982)	Hix, Korr, Buzzell

Osteopathic Diagnosis and Treatment

<i>Foundations of Osteopathic Medicine</i> , 3 rd ed. (2010)	Anthony Chila, editor
<i>An Endocrine Interpretation of Chapman's Reflexes</i> , 2 nd ed. (1963)	Frank Owens
<i>An Osteopathic Approach to Children</i> (2009)	Jane E. Carreiro
<i>An Osteopathic Approach to Diagnosis and Treatment</i> , 3 rd ed. (2004)	DiGiovanna, Schiowitz, Dowling
<i>Atlas of Common Counterstrain Tender Points</i> (2014)	Snider and Glover
<i>Atlas of Osteopathic Techniques</i> , 3 rd ed. (2015)	A. Nicholas and E. Nicholas
<i>Bioelectric Fascial Activation and Release</i> (2000)	Judith A. O'Connell
<i>Compendium Edition: Clinical Application of Counterstrain</i> (2012)	Harmon L. Myers
<i>Counterstrain and Exercise: An Integrated Approach</i> (2012)	Paul R. Rennie
<i>Counterstrain: A Handbook of Osteopathic Technique</i> (1995)	Yates and Glover
<i>Diagnosis and Injection Techniques in Orthopedic Medicine</i> (1991)	Dorman and Ravin
<i>Evidence-Based Manual Medicine: A Problem-Oriented Approach</i> (2007)	Seffinger and Hruby
<i>Exploring Osteopathy in the Cranial Field</i> (2013)	Raymond J. Hruby
<i>Greenman's Principles of Manual Medicine</i> , 5 th ed. (2016)	Lisa A. DeStefano
<i>Jones Strain – Counterstrain</i> , 2 nd ed. (1995)	Jones, Kusunose, Goering
<i>Osteopathic Considerations in Systemic Dysfunction</i> , 2 nd ed. (1994)	W. Kuchera, M. Kuchera
<i>Osteopathic Principles in Practice</i> , 2 nd ed. (1994)	W. Kuchera, M. Kuchera
<i>Osteopathy in the Cranial Field</i> , 3 rd ed. (1976)	Harold Magoun, Sr.
<i>Outline of Osteopathic Manipulative Procedures: The Kimberly Manual</i> , Millennium Ed. (2000)	Paul E. Kimberley

<i>Pediatric Manual Medicine: An Osteopathic Approach</i> (2009)	Jane E. Carreiro
<i>Osteopathy for the Over 50s: Maintaining Function and Treating Dysfunction</i> (2014)	Nicette Surgueef and Kenneth Nelson
<i>Postural Balance and Imbalance – AAO Yearbook</i> , (1983)	Barbara Peterson
<i>Principles of Prolotherapy</i> (2012)	Thomas H. Ravin
<i>Somatic Dysfunction in Osteopathic Family Medicine</i> , 2 nd ed. (2014)	Nelson and Glonek
<i>Still Technique Manual, Applications of a Rediscovered Technique</i> , 2 nd ed. (2004)	Richard L. Van Buskirk
<i>The Five Osteopathic Models: Rationale, Application, Integration: From an Evidence-based to a Person-centered Osteopathy</i> (2017)	Hruby and Tozzi
<i>The Muscle Energy Manual</i> , Three Volume Set (1999)	Fred Mitchell, Jr.
<i>The Principles of Manual Sports Medicine</i> (2004)	Steven J. Karageanes
<i>The Principles of Palpatory Diagnosis and Manipulative Treatment</i> (1992)	Myron C. Beal

AAO Journal FAAO Case Reports and Theses (2017 - mid 2021)

Thesis: An Osteopathic Approach to Patients with Degenerative and Herniated Discs. Robert Kessler, DO, FAAO et al. *AAOJ* June 2021;31(2):35-41. doi.org/10.53702/2375-5717-31.2.35

Thesis: Effect of Autonomic Nervous System Recovery from Sympathetic Challenge Using Osteopathic Cranial Manipulative Medicine: A Pilot Study. Janice Upton Blumer, DO, FAAO. *AAOJ* March 2021;31(1):33-43. doi.org/10.53702/2375-5717-31.1.33

Thesis: Proprioceptive Coherence: An Expanded View of the Mechanics Behind the Indirect Method and the Introduction of an Innovative Variation. Michael D. Lockwood, DO, FCA, FAAO. *AAOJ* March 2021;31(1):15-31. doi.org/10.53702/2375-5717-31.1.15

Thesis: Osteopathic Cranial Manipulation and Myofascial Release of Anterior Fasciae to Improve Respiratory Dynamics in Obstructive Sleep Apnea Syndrome: A Case Series. Jonathan W. Torres, DO, FAAO. *AAOJ* March 2021;30(1):7-12. doi.org/10.53702/2375-5717-31.1.7

Case Report: Effects of Osteopathic Manipulative Treatment on Pulmonary Function in a Parkinson's Disease Patient. Sheldon C. Yao, DO, FAAO. *AAOJ* December 2020;30(4):26-30. doi.org/10.53702/2375-5717-30.4.26

Thesis: Osteopathic Manipulative Medicine in the Era of the Single Accreditation System: Can the Past Guide the Future of OMM. David M. Kanze, FAAO. *AAOJ* March 2020;30(1):17-28. doi.org/10.53702/2375-5717-30.1.17

Case Report: Applying Osteopathic Manipulative Treatment to Postconcussion Syndrome: A Case Report. Sheldon Yao, DO, FAAO. *AAOJ* December 2019;29(4):25-29. doi.org/10.53702/2375-5717-29.4.25

Case Report: An Osteopathic Approach to Traumatically Induced Mechanical Dyspnea: A Case Report. David M. Kanze, DO, FAAO. *AAOJ* December 2019;29(4):19-23. doi.org/10.53702/2375-5717-29.4.19

Case Report: An Osteopathic Approach to Uterine-Induced Low Back Pain: A Case Report. David M. Kanze, DO, FAAO. *AAOJ* September 2019;29(3):23-26. doi.org/10.53702/2375-5717-29.3.23

Case Report: The Combined Shoulder Technique: A Novel Approach in the Treatment of Scapular Dysfunction - A Case Report. David M. Kanze, DO, FAAO. *AAOJ* June 2019;29(2):13-19. doi.org/10.53702/2375-5717-29.2.13

Case Report: Integrating Osteopathic Evaluation and Treatment in a Case Report of Acute Chest Pain. Sheldon C. Yao, DO, FAAO. *AAOJ* June 2019;29(2):27-30. doi.org/10.53702/2375-5717-29.2



Case Report: Osteopathic Evaluation and Post-Surgical Rehabilitation Approach in a Patient with Myelopathy and Tetraparesis Related to Cervical Ependymoma: A Case Report, by Drew D. Lewis, DO, FAAO AAOJ June 2018;28(2):39-43. doi.org/10.53702/2375-5717-28.2.39

Thesis: Advancing the Understanding and Treatment of the Thoracic Inlet and Incorporation of a New Still Technique—Part 2. Drew D. Lewis, DO, FAAO, FNAOME, FAOCPMR, FAAPMR. AAOJ March 2018;28(1):9-14. doi.org/10.53702/2375-5717-28.1.9

Thesis: Advancing the Understanding and Treatment of the Thoracic Inlet and Incorporation of a New Still Technique—Part 1. Drew D. Lewis, DO, FAAO, FNAOME, FAOCPMR, FAAPMR. AAOJ December 2017;27(3):19-24. doi.org/10.53702/2375-5717-27.3.19

Case Report: Osteopathic Manipulative Treatment for Chronic Neck Pain, Headaches, and Referred Pain in a Patient With Myofascial Pain Syndrome: A Case Report. Drew D. Lewis, DO, FAAO, FNAOME, FAOCPMR, FAAPMR. AAOJ September 2017;27(2):11-14. doi.org/10.53702/2375-5717-27.2.11