

## Apply for Admission

Applications for any category of membership are reviewed by the Admissions Committee, which makes its recommendations to the Board of Directors. A recommendation for admission is reached through a review of credentials. The areas considered by the Admissions Committee in determining qualifications for membership are training, education, experience, and contributions to the profession.

To apply to the College, complete the [on-line application form](#)

PLEASE DO NOT SEND A CHECK WITH YOUR APPLICATION. When you have been admitted to the College, you will be notified by the office of your level of membership (Associate, Member, or Fellow).

### For further information, contact:

American College of Epidemiology  
1500 Sunday Drive, Suite 102  
Raleigh, NC 27607  
Tel. (919) 861-5573  
Fax. (919) 787-4916

## Apply for Promotion

Any Member who believes she/he qualifies for promotion to Fellow is encouraged to submit her/his current CV to the ACE office by completing the [on-line application form](#), for review by the Admissions Committee. Reviewing the [Guidance to Applicants](#) may assist the Member in making a decision to apply for promotion.

An Associate Member who qualifies for promotion to Member (e.g., has completed the doctoral degree) should send a letter requesting such promotion, appending to it proof of completion of training in epidemiology

## Admission Guidelines

The American College of Epidemiology accepts as one of the four main goals that comprise its strategic plan the following statement:

The College develops and maintains an active membership base of both Fellows and Members representative of all aspects of epidemiology."

In support of this goal, the College policy on admissions is one of inclusiveness. Any epidemiologist who has demonstrated a commitment to the field through formal training and/or sustained contributions to the field is eligible to be considered for membership in the College. Academic, industry, consultant, and government epidemiologists and public health practitioners are equally valued members of the College.

Applications for membership are reviewed by the Admissions Committee, which makes its recommendations to the Board of Directors; the Board votes on all admissions decisions. Applicants may appeal admissions decisions according to procedures documented in the [ACE By-Laws](#).

There are five categories of College membership—Associate Member, Member, Fellow, Emeritus and Honorary Fellows. The majority of the College is comprised of Members and Fellows. Any applicant eligible for admission to the College will be admitted at the highest possible level. Admissions Committee decisions will be made according to these guidelines:

- A. **Associate Membership** status may be maintained for a maximum for five years, and is available to individuals expected to be eligible for promotion to Member within five years.
- B. **Membership** will be considered for individuals who have:
  - a. Doctoral degree, or doctoral equivalent, as follows:
    - In epidemiology; or

- In a field relevant to epidemiology, with specific formal training in epidemiology of at least one year's duration equivalent to a master of science degree; or
- In a field relevant to epidemiology, with at least two years of supervised and structured experience in the practice of epidemiology

*Or*

- b. Master's degree or master's equivalent in epidemiology, **and** 5-7 years professional employment as a practicing epidemiologist.  
Professional employment as a practicing epidemiologist may be demonstrated by authorship of 5-10 research reports, government or peer-reviewed publications. The applicant should be the primary author of at least two of these publications or reports.
- C. **Fellows** are distinguished by their significant and sustained contributions to the profession through research and/or through their leadership role in the practice of epidemiology.

Individuals seeking admission as or promotion to Fellow will be expected to have 7 to 10 years of professional activity as an epidemiologist, with significant contributions and leadership demonstrated by, for example, publications in national or international journals; participation in expert panels or workshops; leading roles on research projects or in policy development; teaching, mentoring, or participation in thesis or dissertation committees; and/or participation as chair or vice-chair of one or more committees in the College or in other professional organizations.

- D. **Emeritus:** Any Fellow or Member in good standing who reaches her/his 60th birthday and has retired from active professional work may apply for Emeritus status. Each application shall be considered individually by the Admissions Committee with recommendation to the Board of Directors.
- E. **Honorary Fellows:** Any distinguished epidemiologist may be elected as an Honorary Fellow. Candidates shall be chosen by a committee consisting of the President, the Secretary, the Treasurer, and two other members of the Board of Directors appointed by the President annually.

**Promotions** may be sought from Associate to Member or from Member to Fellow by completing the [on-line application form](#), for review by the Admissions Committee. Individuals seeking promotion will be asked to submit a letter describing their accomplishments consistent with the admissions guidelines described above. Associates and Members seeking promotion must be in good standing with the College (i.e., dues up to date) in order to be considered for promotion.

## Tips:

The following list of materials is encouraged for each applicant and Member seeking promotion:

1. The completed application to the College either submitted electronically through the website or in hard copy is required.
2. A cover letter from the applicant addressed to the current Chair of the Admissions Committee is encouraged. The letter should briefly introduce the applicant/candidate and provide a self-appraisal of the qualifications for the desired level of membership corresponding to the current membership category definition. A brief description of areas potentially considered by the Admissions Committee will assist in its review and evaluation of eligibility, such as:
  - a. Education and training in epidemiology;
  - b. Professional research activities;
  - c. Mentoring activities;
  - d. Teaching activities;
  - e. Contributions to the field of epidemiology, including activity in professional organizations, highlighting but not limited to ACE; an
  - f. Demonstration of leadership in the field of epidemiology, including participation in governmental or other advisory bodies, delivery of invited talks or papers, and/or playing a key role in public health policy development.
3. A curriculum vitae (CV) or other document supporting the self-assessment in each of the areas listed above, and accompanying the application form and cover letter, would be helpful, including the following details:
  - a. Educational degrees obtained, including institution and year awarded;
  - b. Other relevant educational experiences;
  - c. Training experience relevant to epidemiologic and public health practice;

- d. Professional experience with emphasis on positions in epidemiologic or public health practice;
- e. List of publications and presentations, including those in peer-reviewed journals, books, or other media, reports, and abstracts; and
- f. List of other accomplishments (e.g., reports, workshops, lectures, participation in ACE activities and projects) that demonstrate the applicant's participation and leadership in epidemiology in general, and in the College in particular.

## Member Benefits

As part of the largest organization focused on the professional needs of epidemiologists, members form an important network to promote epidemiology as both a discipline and a profession. As a Member or Fellow you have an opportunity to vote and hold leadership positions in the College governance structure. Associate Members may sit on all College committees and one Associate Member may serve on the ACE Board of Directors.

## Associate Member Benefits

Opportunities for professional development through:

- Active membership
- Mentorship by senior colleagues
- Networking with ACE members at all levels
- Leadership opportunities within ACE, including service on the ACE Board of Director Participation on ACE committees and workgroups
- Participation in drafting advocacy and policy initiatives that are pertinent to the practice of epidemiology and public health

Opportunities for educational development through:

- Participation in educational development workshops
- Participation as active member of committees or workgroups within ACE, can influence educational activities of ACE

Publications and listings access to:

- ACE's official journal, Annals of Epidemiology, on-line and paper copy
- Searchable ACE membership database
- ACE quarterly Newsletter
- Advance notice of text publications in the field of epidemiology, sometimes with discounts
- ACE-only sponsored job listing service

Reduced fees for:

- Annual ACE dues
- ACE annual meeting registration
- All ACE publications, services, and workshops
- Educational development workshops (80% discount)

Professional recognition by:

- Presenting your research at ACE meetings
- Especially for students attending annual meetings:
- Compete for the prestigious Student Paper Prize
- Apply for a Student Travel Award
- Compete for cash Student Poster Prize

## Member Benefits

Opportunities for professional development through:

- Active membership
- Mentoring of junior colleagues or by senior colleagues
- Networking with ACE members at all levels
- Leadership opportunities within ACE governance structure
- Participation on ACE committees and workgroups
- Participation in drafting advocacy and policy initiatives that are pertinent to the practice of epidemiology and public health

Opportunities for educational development through:

- Participation in educational development workshops
- Participation as active member of committees or workgroups within ACE, can influence educational activities of ACE

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- ACE-only sponsored job listing service

Reduced fees for:

- ACE annual meeting registration
- All ACE publications, services, and workshops

Professional recognition through:

- Receipt of certificate of Membership
- Use of MACE (Member of the American College of Epidemiology) distinction

## **Fellow Benefits**

Fellows are entitled to all of the Member benefits plus the following.

Professional recognition through:

- Receipt of certificate of Fellowship
- Use of FACE (Fellow of the American College of Epidemiology) distinction
- Honored at ACE annual meetings
- Highlighted in ACE Newsletter when achieve Fellow level

## **Membership Fees**

Please see the listing below of associated membership fees.

- Associate Member with journal \$85.00
- Associate Member without Journal \$25.00
- Member with journal \$150.00
- Fellow with journal \$195.00