ACEP Teaching Awards Frequently Asked Questions (FAQs)

1. **Is ACEP membership required for award nominees?**
   Yes, to be eligible for an ACEP teaching award, the nominee must be a member in good standing of the American College of Emergency Physicians.

2. **What other qualifications are required for award nominees?**
   The nominee must also hold an academic appointment at a US allopathic or osteopathic medical school, holding the rank of instructor, assistant professor, associate professor, or professor. They must also be board certified in emergency medicine by ABEM or AOBEM or pediatric emergency medicine under ABP.

3. **May someone win the same award more than once?**
   No. Once a nominee wins an award, that nominee is no longer eligible to win the same award.

4. **How long should letters of support be?**
   Letters should be long enough to adequately show strong support for the nominee. Additionally, overly lengthy and wordy letters are not necessary and only detract from the nominee. All letters should be less than five pages, single-spaced, in a 12-point Times New Roman font.

5. **How many letters of recommendation can be included in an application?**
   Only as many as listed in the award description – it varies per award.

6. **Should anything extra be included in the application?**
   No. All awards have specific criteria that will be evaluated by the committee. Extra information or documents will not be forwarded to the committee for evaluation as part of the application.

7. **How are late applications handled?**
   Applications must be completed by the deadline date to be considered. If the application deadline has not passed, the application may be resubmitted after the deficiencies are addressed.

8. **What if a member of the awards committee knows an applicant?**
   If a member of the awards committee knows an applicant being evaluated, the committee member must be recused from evaluating the entire category in question. Committee members must notify the awards committee chair as soon as conflicts of interest arise to ensure all awards receive impartial evaluations.

9. **Can awards committee members nominate or receive awards?**
   Committee members may nominate others for awards; however, they are not permitted to participate in the evaluation process for that award.

   Awards committee members must abstain from being nominated or receiving awards for a period of no less than one year from the time their service on the committee expires.

10. **How should an award nomination/application be submitted?**
    All award applications should be electronically submitted online, with supporting documents in .pdf (Adobe) format.

11. **How will I know that my application has been received?**
    You will see a “Thank you” when your application has been successfully submitted.