

American Head & Neck Membership Guidelines

AHNS Membership Department
11300 West Olympic Boulevard, Suite 600
Los Angeles, CA 90064
Phone: (310) 437-0559 x 110 Fax: (310) 437-0585

General Instructions for All Fellowship Categories:

Please submit the following documents (If mailed or faxed, all applications must be typed):

1. A completed application form.
2. A copy of your most current Curriculum Vitae.
3. A 2x2 or passport size photo.
4. Two letters of recommendation from ACTIVE Fellows of the Society. International applicants may request letters from Active or Corresponding members. Please send the letters directly to the Society's office.
5. In addition, the applicant must meet the requirements listed below in qualifications section for the individual membership category.

If you have questions after reading the entire application process, please contact Tressa MacKelvie in the Society's office at 310-437-0559 x110 or email membership@ahns.info.

Qualifications for Active Fellowship:

1. Surgical Applicants must be Diplomats of the American Board of Otolaryngology, Plastic Surgery, or Surgery or **OTHER EQUIVALENT CERTIFICATION BOARD**. Additionally, all applicants must be Fellows of the American College of Surgeons, Fellows in the Royal College of Surgeons (FRCS) or equivalent non-surgical organization. Application with ACS can be filed concurrently; however, for Active member status, ACS membership must be achieved by the time of induction. If there will be more than a year's delay due to ACS, applicant can apply as a Candidate member if appropriately qualified (recent or current trainee). Board certified oncologists may also become Active Fellows.
2. Applicants must provide evidence of proficiency in the field of head and neck oncology by submitting a list of at least thirty-five cases managed during the preceding year.
 - EACH CASE LIST MUST BE COUNTERSIGNED BY THE CHIEF OF SERVICE OF EACH HOSPITAL LISTED.
 - The signature on each of the case listing forms indicates that the form has been reviewed and is correct.
 - Listings should be in chronological order only and a separate list should be used for each hospital.
 - Indicate in parentheses multiple or staged procedures/treatments. You may use your own judgment in selecting and listing your most appropriate 35 cases.
 - DIAGNOSTICS PROCEDURES SHOULD NOT BE INCLUDED.
 - Any unusual complication (death or complication with sequelae) should be commented upon underneath the case using a COMMENT field.

PLEASE NOTE: If the Active applicant has completed a fellowship with any of the approved AHNS Advanced Training Council programs, a case listing does NOT need to be submitted.

3. Applicants should have the Chief of Service or Chairman of the Department or Division sign the completed case listing.
4. Applicants must also list at least one publication pertaining to head and neck cancer.

Active Fellowship requirements are:

1. \$25 application fee submitted at time of application.
2. After induction, the new member will be invoiced for annual dues of \$300.
3. Attendance at one annual meeting a minimum of every four years.

Qualifications for Associate Fellowship:

An applicant for Associate Fellowship must be a physician, dentist, or scientist who has special interest contributions in the field of neoplastic or traumatic diseases of the head and neck.

Associate Fellowship requirements are:

1. \$25 application fee submitted at time of application.
2. After induction, the new member will be invoiced for annual dues of \$100.

Qualifications for Candidate Fellowship:

The trainee currently enrolled in an approved residency program in Otolaryngology, Plastic Surgery, or General Surgery or in a Fellowship program approved by the Advanced Training Council may become a Candidate Fellow.

Candidate Fellowship requirements are:

1. Candidate fellows must update their demographical information on a yearly basis and must become Active fellows within five years.
2. \$25 application fee submitted at time of application.
3. After induction, the new member will be invoiced for annual dues of \$25.

Qualifications for Corresponding Fellowship:

1. An Applicant for Corresponding Fellowship must be a physician who specializes in the treatment of head and neck cancer, who by their professional associations and publications, would appear in the judgment of Council to be qualified to treat head and neck cancer.
2. Corresponding Fellows must reside in a country other than the United States or Canada.
3. \$25 application fee submitted at time of application.
4. After induction, the new member will be invoiced for annual dues of \$100.

Qualifications for Upgrading to Active Membership Status:

In order to be upgraded to Active or Corresponding membership status, a Candidate Fellow must complete an application form marked Active or Corresponding, submit documentation of ACS membership, a case listing (if the Active applicant has completed a fellowship with any of the approved AHNS Advanced Training Council programs, a case listing does NOT need to be submitted), and a letter indicating a desire to be considered for Active or Corresponding Fellowship. These will then be forwarded to the Credentials Committee for consideration.