



Kansas Council of  
Health-System Pharmacy  
www.kchponline.com

## KCHP Fellow Applicant Checklist

Please review the information below to verify all steps of the application process have been followed and all required documents have been completed. Incomplete applications will not be considered.

- **FKCHP Application:** Complete all sections of the application fully and accurately.
- **Curriculum Vitae:** Your CV may be used to assist the committee's assessment of your qualifications for Fellowship
- 1. **Exhibit A:** A brief description (200 words or less) of your education, current position, and achievements in pharmacy practice. This will be used in announcing and publicizing each of the Fellow recipients. Utilize the following format:
  - Name, Credentials**  
Employer(s)  
City, State
  - Education:** Degree, School, Year of Graduation
  - Current position(s):** Title, Employer
  - Practice achievements:** Include a brief, third-person narrative (200 words or less) listing your achievements in health system pharmacy practice.
    - Statements of experience
    - Involvement in KCHP
    - Involvement in other pharmacy organizations
    - Awards and Honors
- **Exhibit B:** A high-resolution electronic copy (jpeg or bmp format) of a formal, color, portrait photograph.
- **Recommendations:** Recommendations from three (3) colleagues who can attest to your achievement of the Fellow criteria.

All application material must be submitted no later than Friday, March 1st to **KCHP website/email**

Additionally, all application material should be saved using the following nomenclature:

LastName\_FirstName\_ItemType (e.g., Smith\_John\_Application, Doe\_Jane\_CV).