

Instructions for Sponsor's Letter of Recommendation

Thank you for agreeing to support this midwife's application for Fellowship of the ACNM. The FACNM Board of Governors has streamlined the application process and your letter is the **only** letter that will accompany the application. This letter must be written by an ACNM Fellow. If you are not a Fellow, please advise the applicant that another sponsor is needed. Here are some considerations for your letter:

1. Review the applicant's CV and application and the Criteria for ACNM Fellowship.
2. Begin your letter with how you know the applicant.
3. The applicant's CV might refresh your memory; however, your letter shouldn't summarize or repeat information already in the CV.
4. Your letter should highlight the applicant's work and the unique contributions the applicant has made to midwifery. The purpose of the letter is to allow the applicant to shine, with information that perhaps were not included in his/her application.
5. Review the criteria grid for FACNM membership. Has the applicant summarized his/her work in each of the categories?
6. Review the application to ensure the applicant has covered all categories without repetition.
7. Your letter is limited to 2 single-spaced pages and should be submitted as a PDF to the applicant.
8. Once complete, the applicant will upload your letter as part of his/her application package to the Fellows website for submission.