



APA Resident Regional Engagement Program Application Checklist

All application materials must be combined into a single PDF (NOT a PDF Portfolio) for submission in the order they are listed on the Application Checklist. The .pdf should be labeled using the following format: REP_FirstInitialLastName.pdf. For example, REP_JSmith.pdf.

Each applicant must include the following in their submission:

Cover Page

The cover page must detail:

- Applicant name and contact information
- Pediatric Residency Program name and current year in program
- Program Director Name and contact information
- Signature under the participation statement

Letter of Intent (LOI)

The LOI must be no more than one, single-spaced page, using font and size Arial 11, with 1” margins.

Please describe the following:

- Career goals specific to AGP, Emergency Medicine, and Hospital Medicine
- How attendance at an APA Region Meeting relates to and will help facilitate career path
- Involvement and interest in APA

Curriculum Vitae (CV)

Letters of Support

Each application must include a letter of support from the applicant’s residency program director as well as a *current* APA Member. Letters should be no more than 1 paragraph and include:

- Applicant’s Residency Program Director – REQUIRED
 - Statement attesting to applicant’s good standing in residency program
 - Institutional support for meeting attendance and renewal of APA Membership for applicant (e.g. infrastructure to allow time away for meeting, expenses not covered by the travel grant, etc.)
 - A typed signature is acceptable if an electronic signature is not available.
- Current APA Member – ONLY IF RESIDENCY PROGRAM DIRECTOR IS NOT A CURRENT APA MEMBER
 - Statement attesting to applicant’s good standing in residency program
 - Institutional support for meeting attendance and renewal of APA Membership for applicant (e.g. infrastructure to allow time away for meeting, expenses not covered by the travel grant, etc.)
 - A typed signature is acceptable if an electronic signature is not available.

Incomplete submissions will NOT be considered for review.