

## Tips for Successfully Completing your FAHA Application

### 1. Ensure to Select the Correct Council Application

Selecting the wrong council's FAHA application will cause your application to be scored against a set of criteria you may not meet, which will likely result in your not being elected. Double check to make sure you are applying through the correct council for your specialty.

### 2. Candidate Information Section

**Email:** Entering your Single Sign-on Email that you use with the Professional Heart Daily website will populate your contact information.

**Display Name for Publicity:** Input your name and credentials the way you would like them to read on your certificate (i.e. John B. Doe, MD, MPH)

### 3. Save often!

It's a good idea to save after each section that you complete. The Council Awards System will log you out after 20 minutes of inactivity so be sure to save often.

### 4. Complete essay sections in Word BEFORE copying into your application.

There are two sections on the FAHA application that require freeform text; *Candidate Short Biography* and *Candidate Contributions to the field supporting AHA's Mission*. Each section has a limit of 1500 characters or less. This includes spaces. If you type directly into either of these sections and go over the 1500 characters, an error will be generated when you try to save and the information will not be saved. If you press the Close button at this time, all of your information in this section will be lost. **TIP:** Please use MS Word to draft your entry using 1500 characters or less and then copy and paste the information into the FAHA application system. Don't forget to SAVE.

### 5. Have a well-constructed CV.

A well-constructed CV makes it easier for peer reviewers to see what you've accomplished, what you've published, what you've presented, etc. A CV that is not easily followed can make it difficult for peer reviewers to fill in the areas the application does not cover.

### 6. A good letter of recommendation is a MUST

Your letter of recommendation must be completed by an Active FAHA. The proposer writing your letter does not have to be from your council. The letter must clearly articulate how the candidate meets each of the criteria, it must be written on proposer's business letterhead, and be signed by the proposer - electronic signature is acceptable.

### 7. Need further assistance or have additional questions? AHA Staff is available to help so please don't hesitate to contact us at [Professional.Membership@Heart.org](mailto:Professional.Membership@Heart.org) or call (214) 706-1306.