

Academy Distinguished Educator Role

Application Prep Guide & FAQ

How to prepare for and complete the online application form

This guide walks you through the **Distinguished Educator** application form step by step. It explains what each question is asking, what information to gather before you sit down to fill it out, and how to format your answers so your application is complete on the first try. Read it once from top to bottom, gather the items on the checklist, and then work through the form in order.

Good to know before you start: Google Forms does not save automatically. Plan to complete the form in one sitting, or draft your longer answers in a separate document first and paste them in. If you close the tab before submitting, your answers are lost.

What the Distinguished Educator role is

The Distinguished Educator designation recognizes people who have experience mentoring other educators. Mentoring can take many forms — helping someone write a manuscript, prepare a conference submission, build a teaching session, run a statistical analysis, navigate an IRB or grant process, or grow as an educational leader. The application asks you to confirm your commitment to keep mentoring and to document the mentoring you have already provided.

The core eligibility requirements are: (1) a willingness to mentor at least **2 educators per academic year** who request it, and (2) evidence that you have already provided mentoring to **3 or more educators** in at least one of the categories on the form. Make sure you can meet both before you begin.

What to gather before you begin

Have the following ready. You will not need every item — only the ones that apply to the mentoring categories you plan to claim — but collecting them up front makes the form quick to complete.

- **Your name and credentials** exactly as you want them printed on a certificate and used in announcements and slides.
- **Your inter-office mailing details** — your Hinman box number, or the name of your inter-office department.
- **Contact information for whoever should be notified** of your achievement (for example your department chair, supervisor, or program director), including their email address.
- **A list of the educators you have mentored**, grouped by the type of mentoring you provided. For each person you plan to cite, you will want:
 - their name,
 - the dates or time period of the mentoring,
 - the title of the work involved (manuscript, talk, project, program, etc.), and
 - the outcome or disposition (published, accepted, presented, funded, and so on).

- **Supporting details that show impact**, such as a journal's impact factor, or whether a conference or talk was international, national, regional, or local, or whether a grant was externally or internally funded. You will use these to order your examples from highest impact to lowest.

Tip: Each detail question asks for three examples per category. Jot down your three strongest examples for each category you plan to claim before you open the form, and list them best-first.

Filling out the form, field by field

The form is a single page. Work through it top to bottom. Below is each question, what it wants, and how to answer it well. If a field is already completed in a working draft you were given, you can simply leave it as-is and move on.

Field 1. Name and Credentials *(Required)*

What it asks: your full name and any professional credentials.

How to answer: Type your name and credentials *exactly* as you want them to appear on your membership certificate and in Academy media such as announcements and slides. Include degrees and titles (for example, "Jane A. Smith, MD, MEd"). Double-check spelling and punctuation — this is what will be printed.

Field 2. Inter-Office Address *(Required)*

What it asks: where the Academy can send you mail internally.

How to answer: Enter your Hinman box number, or the name of your inter-office department if you do not have a box number. This is used only for Academy-related mail.

Field 3. Acknowledgement Notification *(Optional)*

What it asks: who should be told about your achievement.

How to answer: Name the person you would like notified — commonly a department chair, supervisor, or program director — and **include their email address**. Although this field is optional, filling it in ensures the right person hears about your recognition.

Field 4. Mentoring Commitment *(Required)*

What it asks: whether you are willing to mentor at least 2 educators per academic year from the Academy community who request it.

How to answer: Choose **Yes** or **No**. This is a **requirement** to become a Distinguished Educator — answering "No" means you do not currently meet the eligibility criteria.

Field 5. Mentoring Categories (check all that apply) *(Required)*

What it asks: which types of mentoring you have provided to **3 or more educators** (at any level, from student through current faculty or staff).

How to answer: Check every box that applies to you. Only check a category if you have mentored three or more people in it. The categories are:

- Writing a Manuscript
- Submitting to a Conference (abstract, poster, or podium presentation)
- Mentoring for a Teaching Session
- Providing Statistical Analysis mentoring
- Mentoring for Medical Education Scholarly Work through the IRB or Grant process
- Mentoring Educational Leaders or Programs

Each box you check corresponds to a detail question further down the form. **Only fill in the detail question(s) for the categories you checked** — you can leave the others blank.

Field 6–11. Category Detail Questions *(Optional)*

What they ask: for each category you checked above, a longer text box asks you to describe your mentoring with **three examples**. Provide the following for each example, in this general order:

- **Educator (or program) name** — who you mentored.
- **Dates** — when the mentoring took place.
- **Title of the work** — the manuscript, submission, talk, project, or program.
- **Disposition / outcome** — what resulted (published, accepted, presented, funded, completed, etc.).

How to order your three examples: lead with your strongest example. Each category has a slightly different "strength" measure:

Category	What to include	Order your 3 examples by
Writing a Manuscript	Educator name, dates, manuscript title, disposition, and the journal's impact factor.	Highest impact factor first.
Submitting to a Conference	Educator name, dates, submission type (abstract / poster / podium), and disposition.	International and national submissions before regional or local.
Mentoring for a Teaching Session	Educator name, dates, talk title, and the context of the session.	International and national before regional or local.
Providing Statistical Analysis	Educator name, dates, manuscript title, and disposition.	Highest impact / most significant first.
IRB or Grant Process	Educator or program name, dates, project title, funding type, and disposition.	Externally funded projects before internally funded.
Educational Leaders or Programs	Leader or program name, dates, the focus of your mentoring, and outcomes.	International and national before regional or local.

Writing tip: because these are long, structured answers, it helps to draft them in a separate document, number your three examples clearly, and then paste them into the form. Keep each example to a few tight sentences — enough to show who, when, what, and the outcome.

Reviewing and submitting

- Re-read every answer, especially your name and credentials, which will be printed exactly as typed.
- Confirm every category you checked in Field 5 has a matching detail answer, and that you did not leave a checked category blank.
- When everything looks right, click **Submit**. Avoid the *Clear form* button — it erases all of your answers.
- After submitting, you will see a confirmation. If you want a personal record, take a screenshot or copy your answers before submitting, since Google Forms does not email you a copy by default.

Quick FAQ

Do I have to fill in every detail box? No. Only complete the detail questions for the categories you checked. Leave the rest blank.

What if I have mentored fewer than three people in a category? Don't check that category. You need three or more educators mentored in a category to claim it.

Can I save and finish later? Google Forms does not reliably save partial progress. Draft long answers elsewhere and complete the form in one sitting.

What counts as an "educator"? Anyone you mentored at any level — from students through current faculty or staff.

What if I'm not willing to commit to mentoring two educators a year? That commitment is a firm requirement for the role, so you would not yet be eligible.

This guide is a preparation aid. The application form itself is the official record — always follow the instructions shown on the form if they differ from anything here.