

Mentee Applicant Checklist

(Please submit Mentor and Mentee paperwork together)

_____ Registration form	_____ Mentor letter
_____ Registration fee of \$125.00	_____ Mentor CV
_____ Mentee waiver form	_____ Mentor's CME or residency training documentation
_____ Mentee course or residency program documentation	_____ Mentor waiver form

Mentee must provide documentation of didactic training [e.g., certificate of attendance from an ACCME-accredited colposcopy course (minimum 14 hours Category 1 CME or CEU credit in a colposcopy curriculum)]. The mentorship should be completed ideally within 12 months, but no more than two years of attending a didactic colposcopy course. If the mentorship is not completed within two years after a didactic colposcopy course the Mentee **must** retake a didactic course and reapply for the program. There are no exceptions to this policy. However, previous exams will be counted towards the 25 exams needed to complete the program.

The Mentor must submit his/her qualifications according to the Mentor Qualifications Form for each intended mentee.

- ❖ Letter outlining intention to serve, colposcopy training, colposcopy experience within the past 5 years, average number of colposcopies performed per month, and the Mentee's name
- ❖ Current CV
- ❖ Residency training documentation (must have occurred within last 5 years), if applicable, **or** certificate of ACCME-accredited postgraduate activity in colposcopy taken within the last 5 years. The CME activity must have a minimum of 8 hours Category 1 CME or CEU credits dedicated to the diagnosis and/or treatment of premalignant diseases of the female lower genital tract. A certificate of completion must be submitted as documentation. In lieu of either the residency or postgraduate course requirements, the mentor candidate may submit either a passing grade on the Colposcopy Recognition Award examination or the Colposcopy Mentorship Program examination if the exam was taken within the last 5 years
- ❖ Signed Mentor Waiver

If not using ASCCP mentorship colposcopy examination and log forms, submit personal forms to ASCCP for written approval of use **prior** to initiating training.

I understand that I cannot begin the program until all didactic and mentorship registration documentation is submitted and approved.

Mentee signature

Date

Please remit this signed checklist with the above listed documentation when registering for the ASCCP Mentorship Training Program. All materials should be mailed to the ASCCP National Office, 152 West Washington St, Hagerstown, MD 21740.