

---



# *Membership Procedures Manual*

The most current copy of this document may be found on the APMA Members Only website under Component Resources

[www.apma.org/MembershipProceduresManual](http://www.apma.org/MembershipProceduresManual)

*Prepared for  
Component Societies*

*by  
APMA Membership Services Department*

*April 2011*

---

## Table of Contents

General Duties of the Membership Officer/Representative of a Component Society	Chapter 1 Page 1
Membership Dues Calendar	Chapter 2 Page 1
Payment Schedule	Chapter 2 Page 1
Past Due:	Chapter 2 Page 2
Billing Practices	Chapter 2 Page 2
Membership Categories and Qualifications	Chapter 3 Page 1
Postgraduate Member Categories	Chapter 3 Page 1
Postgraduate Member	Chapter 3 Page 2
Non Practicing Postgraduate	Chapter 3 Page 3
Associate Member Categories	Chapter 3 Page 3
First-Year Associate	Chapter 3 Page 3
Second-Year Associate	Chapter 3 Page 4
Third-Year Associate	Chapter 3 Page 4
Fourth-Year Associate	Chapter 3 Page 4
Active Member	Chapter 3 Page 4
Non-Practicing Member	Chapter 3 Page 4
Faculty Member	Chapter 3 Page 5
Senior Member	Chapter 3 Page 5
Life Member	Chapter 3 Page 6
5.4 Status Member (Formerly Special Status)	Chapter 3 Page 7
Permanently Disabled Member	Chapter 3 Page 7
Affiliate Member	Chapter 3 Page 7
International Member	Chapter 3 Page 8
Federal Service Member Categories	Chapter 3 Page 8
Honorary Member	Chapter 3 Page 9
Determining the Appropriate Associate Member Category	Chapter 3 Page 10
APMA Coding for Member Categories	Chapter 3 Page 12
Procedures on Processing	Chapter 4 Page 1
General Information on How a DPM Joins the APMA	Chapter 4 Page 1
New Member Applications	Chapter 4 Page 2
Break in Service	Chapter 4 Page 3
Reinstatement Applications	Chapter 4 Page 4
Transfer Applications	Chapter 4 Page 5
Additional Processing and Other Pertinent Information	Chapter 4 Page 6
Address Changes	Chapter 4 Page 6
Classification Upgrades	Chapter 4 Page 6
Code of Ethics	Chapter 4 Page 6
Deceased Notifications	Chapter 4 Page 6
Dues	Chapter 4 Page 7
Pro-rated dues	Chapter 4 Page 7
Refunds or Credits	Chapter 4 Page 8
Member in Good Standing	Chapter 4 Page 8
Resignations	Chapter 4 Page 8
Dues Waivers	Chapter 4 Page 8
Status Changes	Chapter 4 Page 9
Suspensions	Chapter 4 Page 9
Inactive Members	Chapter 4 Page 10
Top “Hit List” that Delays Processing	Chapter 4 Page 11
APMA Monthly Reports to Components	Chapter 5 Page 1
Membership Recruitment and Retention Programs	Chapter 6 Page 3
Student Recruitment	Chapter 6 Page 3
Resident Recruitment	Chapter 6 Page 3
Young Members Program	Chapter 6 Page 4
Component Recruitment and Retention Efforts	Chapter 6 Page 5
Other Membership Services Offered by APMA	Chapter 7 Page 1
Member Directory	Chapter 7 Page 1
Membership Certificates	Chapter 7 Page 1
Membership Cards	Chapter 7 Page 1
Membership Awards	Chapter 7 Page 1
Invoice Programs	Chapter 7 Page 1

Member Affinity / Discount Programs .....	Chapter 8 Page 1
Membership and Status Change Applications .....	Chapter 9 Page 1
APMA Dues Schedule .....	Chapter 9 Page 3

## *Introduction*

The American Podiatric Medical Association is proud to present the Membership Procedures Manual. The purpose of this manual is to address membership procedures and issues. We hope you find it useful.

Are you new to membership processing and feeling a bit overwhelmed? No need to worry. APMA staff is available to walk you through the process until you are comfortable. We are here to help. Contact us at any time.

Any comments and/or suggestions on ways to improve this manual would be greatly appreciated in an effort to coordinate a compatible membership environment on both the component and national level.

For comments and/or suggestions, please contact the Director of the APMA Membership Services Department at (800) ASK-APMA.

---

# Chapter 1

## **G**eneral Duties of the Membership Officer/Representative of a Component Society

The duties of the state representative who is responsible for the collection of dues payments and membership activities include the following:

- Understanding and familiarizing yourself with APMA Bylaws, Administrative Procedures, and Code of Ethics pertaining to membership issues  
Current documents can be found on the APMA website at  
Bylaws: [www.apma.org/ApmaBylaws](http://www.apma.org/ApmaBylaws)  
Administrative Procedures: [www.apma.org/AdminProcedures](http://www.apma.org/AdminProcedures)  
Code of Ethics: [www.apma.org/CodeOfEthics](http://www.apma.org/CodeOfEthics)
- Process and remit dues payments to APMA, in accordance with APMA Bylaws and Administrative Procedures
- Maintain all component membership records
- Notify APMA's Department of Membership Services of the following:
  - new members,
  - reinstatements,
  - expulsions,
  - resignations,
  - deceased notifications,
  - status changes,
  - address changes and
  - a member transferring from one state to another
- Review monthly reports compiled by APMA to ensure accuracy
- Advise APMA of newly elected officers

---

## Chapter 2

# *M*embership Dues Calendar

**(APMA's fiscal year runs from June 1 to May 31)**

Dues and special purpose assessments are payable in four quarterly installments due on June 1, September 1, December 1, and March 1. **Components may, at their option, choose to accelerate this payment plan.**

**Please note that dues should be remitted to APMA early enough for APMA to complete processing by the below payment due dates.**

### Payment Schedule

Payment Due Dates:	(1) June 1	(A minimum of one-quarter of national dues)
	(2) September 1	(A minimum of one-half of national dues)
	(3) December 1	(A minimum of three-quarters of national dues)
	(4) March 1	(remaining amount of national dues)

Past Due Date:	(1) July 1
	(2) October 1
	(3) January 1
	(4) April 1

Expulsion Dates:	(1) August 31
	(2) November 30
	(3) February 28
	(4) May 31

**COMPONENT SOCIETIES MAY, AT THEIR OPTION, ACCELERATE THE ABOVE QUARTERLY PAYMENT PLAN.**

**IF PAYING ANNUALLY, FULL DUES ARE TO BE PAID BY JUNE 1.**

**IF PAYING SEMI-ANNUALLY, ONE-HALF OF DUES ARE TO BE PAID BY JUNE 1, AND FULL DUES BY DECEMBER 1.**

### **Past Due:**

A Member is considered past due if at least one-quarter of the dues and special assessments are not paid by July 1, if at least one-half of dues and special assessments are not paid by October 1, if at least three-quarters of dues and special assessments are not paid by January 1, and full dues and special assessments are not paid by April 1.

Unless specifically requested by the component society, APMA **DOES NOT** send letters of past due status directly to members.

The components receive monthly notification via e-mail on all past due members. Members who are past due shall have no more than 60 days to provide payment to APMA. During this 60 day period membership services will continue. After 60 days APMA will view the individual to no longer desire APMA membership and said individual will be considered suspended for nonpayment of dues.

### **Billing Practices**

Based on the above calendar, it is **highly** recommended that invoicing of current members occur early enough to allow ample time for the member to remit payment back to the component and for the component to complete its processing and remit to APMA. Since the first payment date for **ALL** members is June 1, it is recommended that components begin mailing invoices **no later than 90 days prior to the start of the APMA fiscal year**. Many components begin the invoicing process as early as October. By sending out invoices by no later than March 1st, the member should have ample time to remit payment. After the initial invoicing, many components send out a monthly invoice/statement until the member is fully paid for the fiscal year.

Upon your request, APMA will generate invoices for you. There is no charge for this service. These invoices will be sent to you in bulk for you to review and then send out to your members. These invoices may include National, State, or local dues. If you wish they may also contain voluntary contributions such as PPAC (both state and national). As mandated by Resolution 8-83, APMA is required to include a \$50.00 Educational Foundation (Nyman) voluntary contribution line. Invoices generated by APMA may not include Guild dues.

Upon your request, APMA will generate invoices, send them to your members, and collect the dues. This may be a valuable option for the smaller components that do not have full-time staff. State or local dues collected at APMA will be remitted to the component within 30 days of payment posting. If interested please contact Beth Shaub, Director of Membership Services at 1-800-ASK-APMA.

---

## Chapter 3

# *M*embership Categories and Qualifications

APMA has numerous membership categories that have been established to address member needs. Below is a listing of current member categories and qualifications:

### **Postgraduate Member Categories**

Article 4.0, Section 4.2.6 of the APMA Bylaws defines a Postgraduate Member as a DPM who is serving as a resident OR fellow OR who is a full-time postgraduate student, OR a graduate who, during the first year following graduation, has not entered into practice or been admitted to a residency program.

The requirement that the DPM be in a program granted candidate status by the Joint Residency Review Committee or approved by the APMA Council on Podiatric Medical Education has been eliminated from the bylaws.

A DPM who has completed a residency, fellowship or postgraduate program, and who has not entered practice, may, with the concurrence of the appropriate component society or association, remain in such membership status for a maximum period of one year or until said member enters practice, whichever is earlier.

Resolution 6-90 states that component societies are encouraged to waive their component membership dues for all postgraduate members as defined by the APMA bylaws with the exception that such waiver would not preclude the charging of fees for real costs and expenses. This dues waiver should be in effect for the period which the individual is classified as a postgraduate member.

Postgraduate Member categories are broken out into sub-categories, Resident/Fellow, **No Residency**, Postgraduate, and Non-Practicing Resident. See below for further details.

#### **Resident/Fellow Member**

(R11, R12, R13, R14, R22, R23, R24, R33, R34, and R44) Resident/Fellow members pay 8% of active member dues. To qualify for these categories the DPM must be in a residency program or a fellowship program.

The requirement for the program to be granted candidate status by the Joint Residency Review Committee or approved by the APMA Council on Podiatric Medical Education has been eliminated from the bylaws.

Resident membership can last from one to four years, depending on the length of the program. Fellow membership lasts for one year.

Residents/Fellows should join the APMA directly; however, some residents/fellows may choose to forward their application and dues directly to the component. In these circumstances, components should complete processing at the component level and then forward APMA the national dues and a copy of the application. For those residents/fellows that join APMA directly, APMA will forward copies of all resident/fellow applications, other documentation, and state dues (if applicable) within 30 days of receipt.

As residents/fellows pay a reduced amount of national dues, dues for these categories are only pro-rated in the second half of APMA's fiscal year (beginning December 1st). This means that if the resident/fellow joins between June 1st and November 30th, APMA would require full payment of the national dues. If the resident/fellow joins between December 1st and May 31st, the national dues would be one-half of full payment, unless the resident/fellow wants to back date their join date to June 1st. Some component societies also charge resident/fellow dues.

Resident member categories are determined by the number of years in the program. Example: A DPM in the first year of a three-year program would have a member category of R13. (Automatic status upgrade for following APMA fiscal year would be to R23 and the following APMA fiscal year to R33.) There is no automatic status upgrade for Fellow members as this type of program lasts one year.

After the residency/fellowship is completed, the next membership category would be a First-Year Associate (A1). This is assuming the DPM seeks APMA membership immediately after entering practice. If the DPM delays joining for a few years after entering practice, he/she may qualify for Second-Year (A2), Third-Year (A3), Fourth-Year (A4) Associate or Active membership.

At the beginning of each APMA fiscal year, APMA produces invoices for national and, if applicable, state dues for all current resident/fellow members and mails these invoices directly to the member. Upon receipt of payment from the resident/fellow, APMA will forward all applicable state dues to the component within 30 days of receipt.

When a DPM has completed his/her residency/fellow program, and wishes to pursue APMA membership, a new membership application needs to be completed and forwarded to the component society for processing.

### **Postgraduate Member**

(PG) Postgraduate members pay 8% of active member dues. Postgraduate membership is made available to any DPM who has re-entered school as a full-time student. The DPM can be studying any subject. For example, members may be studying law, but want to maintain APMA membership.

Postgraduates should join the APMA directly; however, some postgraduates forward their application and dues payment directly to the component. In these circumstances, components should complete processing at the component level and then forward APMA the national dues and a copy of the application. For those postgraduates that join APMA directly, APMA will forward copies of all applications, other documentation, and state dues (if applicable) within 30 days of receipt. **When the postgraduate submits**

**his/her application, he/she is required to provide written confirmation from the school indicating that the student is in a full-time program and confirming the length of the program.**

At the beginning of each APMA fiscal year, APMA produces invoices for national and, if applicable, state dues for all current postgraduate members and mails them directly. Upon receipt of payment from the postgraduate, the APMA will forward all applicable state dues to the component within 30 days of receipt.

### **Non Practicing Postgraduate**

(NPP) Non Practicing Postgraduate members pay 8% of active member dues. A DPM who has completed a residency, fellowship, or postgraduate studies and who has not entered practice or podiatric employment, may, with the concurrence of the appropriate component society, maintain APMA membership within this category for a maximum period of one APMA fiscal year, or until he or she enters practice or podiatric employment, whichever is earlier.

Recent graduates of residency, fellowship, or postgraduate programs may find themselves in a state of transition. This category allows those APMA members in this transitional state the option of maintaining membership. When APMA determines that the DPM wishes to maintain membership under this category, the appropriate component is contacted.

### **Associate Member Categories**

Associate Member categories are made available to those DPMs who have been in practice for less than five years. The benefit of these categories is that the national annual dues is lower than that of an "Active Member." **Please refer to instructions within this chapter on how to properly determine the appropriate Associate Member category.**

Resolution 7-99 states that component societies are encouraged to establish Associate Member categories and offer reduced state and local dues levels to this segment of the profession. Dues levels for Associate Member categories should closely mirror the APMA levels as a percentage of Active Member annual dues.

Associate Member categories are broken out into sub-categories, first, second, third, and fourth year. See below for further details.

#### **First-Year Associate**

(A1) First-Year Associate members have been in practice for less than one year and pay 25% of active member dues. APMA automatic status upgrade for the following fiscal year would be to an A2.

**\*(A1X)** A DPM who applies for membership as a first-year associate member during the last six months of APMA's fiscal year (December 1 through May 31). APMA automatic status upgrade for the following fiscal year would be to an A1. **This category is available to new associate members only, it is not available to reinstating**

**associate members.**

#### **Second-Year Associate**

(A2) Second-Year Associate members have been in practice for at least one year but not more than two years and pay 45% of active member dues. APMA automatic status upgrade for the following fiscal year would be to an A3.

**\*(A2X)** A DPM who applies for membership as a second-year associate member during the last six months of APMA's fiscal year (December 1 through May 31). APMA automatic status upgrade for the following fiscal year would be to an A2. **This category is available to new associate members only, it is not available to reinstating associate members.**

#### **Third-Year Associate**

(A3) Third-Year Associate members have been in practice for at least two years but not more than three years and pay 70% of active member dues. APMA automatic status upgrade for the following fiscal year would be to an A4.

**\*(A3X)** A DPM who applies for membership as a third-year associate member during the last six months of APMA's fiscal year (December 1 through May 31). APMA automatic status upgrade for the following fiscal year would be to an A3. **This category is available to new associate members only, it is not available to reinstating associate members.**

#### **Fourth-Year Associate**

(A4) Fourth-Year Associate members have been in practice at least three years but not more than four years and pay 85% of active member dues. APMA automatic status upgrade for the following fiscal year would be to an AC.

**\*(A4X)** A DPM who applies for membership as a fourth-year associate member during the last six months of APMA's fiscal year (December 1 through May 31). APMA automatic status upgrade for the following fiscal year would be to an A4. **This category is available to new associate members only, it is not available to reinstating associate members.**

#### **Active Member**

(AC) A DPM who has been in practice for more than four years and pays 100% of the approved dues. After a member becomes an Active Member there are no further automatic status upgrades. The member will remain an Active Member until they take actions to become a Senior, Life, 5.4 Status, or Non-Practicing member, etc.

#### **Non-Practicing Member**

(NPM) A DPM, who is a member of a component society (in which the DPM resides), who has not been engaged in practice or in the dispensing of podiatric medical services for a minimum of one year (due to taking care of a family member who is ill, raising a family, etc.). To qualify for this category the DPM must not have had their license revoked for any reason. They pay 25% of active member dues. In order to obtain this

membership category, the member should complete a Non-Practicing Member application (or other documentation required by the component) and then forward to his/her component society. The component must review the request and if approved, forward approval to APMA. **As a DPM's employment status can change relatively quickly, this category is not considered permanent.. These need to be reviewed and re-approved each year by the component society. This can be done by requiring the DPM to complete a new Non-Practicing member application (or other documentation required by the component) each fiscal year.**

### Faculty Member

(FC) Faculty members pay 50% of active member dues. Qualifications for Faculty Membership are: a licensed DPM who is engaged **primarily** in a teaching or research position at a college of podiatric medicine, medical school, or academic health science center. The determination of being engaged "**primarily**" shall be determined by the component society. The DPM may also hold other employment. Individuals applying for Faculty membership may be required to provide evidence from their institution to the component society. **The component should obtain periodic re-verification of this status.**

In defining an Academic Health Science Center the APMA will use the criteria for membership as published by the Association of Academic Health Centers which is as follows:

An accredited, degree-granting institution of higher education that educate a wide variety of health care professionals, offer comprehensive basic and advanced patient care, and conduct a broad spectrum of biomedical and health services research. They must include: an allopathic or osteopathic school of medicine; at least one other health professions school or program (such as allied health, dentistry, graduate studies, nursing, pharmacy, public health, and veterinary medicine); and, as a major component of the nation's health care delivery system, one or more owned or affiliated teaching hospitals, health systems or other organized health care services.

### Senior Member

(SM) Senior members pay 50% of active member dues. Qualifications for Senior Membership are: a DPM who has reached retirement age (as provided by the Social Security Administration, 62 at present), **OR** has been forced into curtailment of his/her practice because of illness, **AND** is actively engaged in practice for no more than 20 hours per week, **AND** has been an active member in good standing for 15 consecutive years. The DPM must be a member in good standing with the APMA, at the time of application. An inactive member cannot be reinstated as a Senior Member, unless he/she was a Senior Member at the time membership lapsed. To obtain Senior Member status, the member should complete a Senior Member application (or other documentation required by the component) and forward to his/her component society. The component should complete approval/processing and then notify APMA. Senior member applications without component approval can not be processed by APMA.

Senior membership is not necessarily a permanent category. If the DPM no longer meets the qualifying criteria, such as increasing his/her practice hours to more than 20 per week, the member's category will be reassigned to the appropriate membership category and he/she will be required to pay applicable national dues.

This category is not available to Honorary and International members.

### Life Member

(LM) Life members are exempt from the payment of national dues. As mandated by Resolution 32-93, APMA sends a \$50.00 voluntary contribution invoice each year to all life members. There are three ways a DPM can qualify for Life membership.

1. Has maintained APMA membership for a minimum of 15 consecutive years **AND** is at least 65 years of age **AND** is completely retired from practice. **-OR-**
2. Has maintained APMA membership for a minimum of 25 consecutive years **AND** is completely retired from practice. No minimum age requirement. **-OR-**
3. Has maintained APMA membership for a minimum of 50 consecutive years. No minimum age requirement and the DPM may still be in practice.

In order to qualify for Life Membership, the DPM must be a member in good standing with the APMA at the time of application. An inactive member is not able to reinstate their membership as a Life Member. To obtain Life Membership status the member should complete a Life Member application (or other documentation required by the component) and forward to his/her component society. The component should complete approval/processing and then notify APMA. Life member applications without component approval can not be processed by APMA.

Life membership is not necessarily a permanent category. If the DPM no longer meets the qualifying criteria, such as re-entering practice, the member's category will be reassigned to the appropriate membership category and he/she will be required to pay applicable national dues.

Please note that when a member achieves Life status, they are not required to transfer their component membership when they move to another state (see Transfer Applications in Chapter 4)

This category is not available to Honorary and International members.

### 5.4 Status Member (Formerly Special Status)

(5.4) A member in good standing, for whom the payment of dues would

constitute a hardship due to a temporary physical disability, illness, or other reasons as investigated and set forth by the component society. This status allows the member to be excused from payment of both component and national dues (all or a portion), for the current fiscal year. **An inactive member cannot be reinstated as a 5.4 Status Member. 5.4 Status is NOT a permanent membership category and needs to be re-approved by the component society annually. Typically, the component requires the member to submit a 5.4 Status application (or other documentation required by the component) each fiscal year.** The component society is responsible for having all 5.4 Status requests approved through their established procedures, as well as determining the percentage of dues (state and national) to be discharged. **5.4 STATUS CAN NOT BE BACKDATED, IT CAN ONLY APPLY TO THE CURRENT APMA FISCAL YEAR.**

It is up to each component to establish its own policies and procedures regarding the initial and any subsequent renewals of 5.4 Status for its members. Some states require the DPM to submit a copy of the most recent tax return to prove the financial hardship. Some states require volunteer participation of some level during the time that 5.4 Status is approved. An overview of how the components handle this process can be found at [www.apma.org/Component54Process](http://www.apma.org/Component54Process).

### Permanently Disabled Member

(PDM) A member of a component society, who is permanently disabled, **AND** for whom the payment of dues would constitute a hardship. They pay 14% of active member dues. "Permanently disabled" shall mean **total** disability that continuously prevents the member from carrying out substantial and material professional duties. Such members must be under the regular care of a physician, other than himself, and may not derive any income or profit from any activity as a DPM. Permanently disabled membership will be revoked if the members' disability has terminated and is able to resume his/her activities as a DPM. **Because a DPMs level of disability can change, this category is not considered permanent. These need to be reviewed and re-approved each year by the component society. This can be done by requiring the DPM to submit a new Permanently disabled member application (or other documentation required by the component) each fiscal year.**

### Affiliate Member

(AF) A DPM practicing in any country other than the United States, who is a graduate of an educational institution, which at the time of his/her graduation was accredited by the APMA Council on Podiatric Medical Education (meaning he/she graduated from one of the podiatric colleges within the US), and who is a member of a recognized podiatric medical organization, where such exists in the country in which he/she practices. They pay 25% of active member dues.

## International Member

(IM) A practitioner of any country, other than the United States, who devotes a substantial portion of their practice to the medical and/or surgical care of the foot and is NOT a DPM. They pay 25% of active member dues.

## Federal Service Member Categories

(FS) A DPM licensed to practice in a state, district, territory, or dependency of the United States whose sole employment in the field of podiatric medicine is in the Federal Services. **Federal Service Member categories are available ONLY to those DPMs who are members of the Federal Service component.**

Sole employment in the field of podiatric medicine in the Federal Services means that the DPM may not work part-time in a podiatric practice and/or may not sell any podiatric products outside of the Federal Services.

Federal Service Member categories are broken into sub-categories, FS1, FS2, FS3, FS4, FS5, FS6, FS7, and FSU. See below for further details.

**FS1:** A DPM solely employed by the federal government for less than one year. They pay 25% of active member dues. APMA automatic status upgrade for following fiscal year would be to an FS2.

**FS2:** A DPM solely employed by the federal government for at least one year, but not more than two years. They pay 25% of active member dues. APMA automatic status upgrade for following fiscal year would be to an FS3.

**FS3:** A DPM solely employed by the federal government for at least two years, but not more than three years. They pay 25% of active member dues. APMA automatic status upgrade for following fiscal year would be to an FS4.

**FS4:** A DPM solely employed by the federal government for at least three years, but not more than four years. They pay 50% of active member dues. APMA automatic status upgrade for following fiscal year would be to an FS5.

**FS5:** A DPM solely employed by the federal government for at least four years, but not more than five years. They pay 50% of active member dues. APMA automatic status upgrade for following fiscal year would be to an FS6.

**FS6:** A DPM solely employed by the federal government for at least five

years, but not more than six years. They pay 50% of active member dues. APMA automatic status upgrade for following fiscal year would be to an FS7.

**FS7:** A DPM solely employed by the federal government for six years or more. They pay 75% of active member dues. The member will remain an FS7 Member until they take actions to become a Senior, Life, 5.4 Status, or Non-Practicing member, etc.

**FSU:** A DPM serving in the uniformed military services. They pay 14% of active member dues. The member will remain an FSU Member until they take actions to become a Senior, Life, 5.4 Status, or Non-Practicing member, etc.

### Honorary Member

(HM) An individual, who does not hold the DPM degree, recommended by the APMA Board of Trustees, who has made outstanding contributions to the advancement of the art and science of podiatric medicine or who has performed a distinguished service to the profession and who has been elected by a two-thirds vote of the members present and voting at the House of Delegates. Honorary members are exempt from the payment of national dues.

## Determining the Appropriate Associate Member Category

In order to determine the appropriate associate member category three factors should be considered:

- the original date the DPM entered into practice,
- the APMA fiscal year that the DPM was approved for membership, **AND**
- whether the approval for membership occurred in the first half of APMA's fiscal year (June 1st - November 30th) or second half of APMA's fiscal year (December 1st - May 31st).

**The following are two examples of how to determine the appropriate associate member category:**

**EXAMPLE 1:** The DPM start practice date was February 15, 2002 (APMA's 01/02 fiscal year). The DPM was approved for membership at the state level on November 1, 2003 (within the first half of APMA's 03/04 fiscal year).

THOUGHT PROCESS: Even though the DPM did not join in his/her first year of practice, begin counting from his/her original start practice date.

<b>APMA FISCAL YEAR (06/01 through 05/31)</b>	<b>CLASSIFICATION</b>
01/02 You start counting from this fiscal year as the start practice date of the DPM is Feb. 15, 2002 which is within the 01/02 APMA fiscal year.	A1
02/03	A2
03/04 The DPM was approved for membership at the state level on 11/01/2003 which is within the <b>first half</b> of APMA's 03/04 fiscal year.	<b>A3</b>
04/05 APMA Automatic Upgrade	A4
05/06 APMA Automatic Upgrade	AC
06/07	AC

In this example, the member will be an **A3** when approved for APMA membership.

**IF YOU EVER HAVE ANY QUESTIONS, OR JUST NEED A HAND IN DETERMINING THE APPROPRIATE ASSOCIATE MEMBER CATEGORY, PLEASE CALL YOUR APMA MEMBERSHIP CUSTOMER SERVICE REP.**

PLEASE SEE THE FOLLOWING PAGE FOR THE SECOND EXAMPLE.

**EXAMPLE 2:** The DPM start practice date was February 15, 2002 (APMA's 01/02 fiscal year). The DPM was approved for membership at the state level on April 21, 2004 (APMA's 03/04 fiscal year). As the DPM was approved for membership in the **second half** of the APMA's fiscal year, the DPM qualifies for an "X" Associate category. Please see the Membership Classifications and Qualifications chapter.

**THOUGHT PROCESS:** Even though the DPM did not join in his/her first year of practice, begin counting from his/her original start practice date.

<b>APMA FISCAL YEAR (06/01 through 05/31)</b>	<b>CLASSIFICATION</b>
01/02 You start counting from this fiscal year as the start practice date of the DPM is Feb. 15, 2002 which is within the 01/02 APMA fiscal year.	A1
02/03	A2
03/04 The DPM was approved for membership at the state level on April 21, 2004, which was within the <b>second half</b> of the 03/04 fiscal year.	<b>A3X</b>
04/05 APMA Automatic Upgrade	A3
05/06 APMA Automatic Upgrade	A4
06/07 APMA Automatic Upgrade	AC

In this example, the member will be an **A3X** when approved for APMA membership.

Because the DPM was approved for membership in the second half of APMA's fiscal year (December 1st through May 31st), the "X" may be used.

Please remember that the "X" category is available to new associate members only, it is not available to reinstating associate members.

**IF YOU EVER HAVE ANY QUESTIONS, OR JUST NEED A HAND IN DETERMINING THE APPROPRIATE ASSOCIATE MEMBER CATEGORY, PLEASE CALL YOUR APMA MEMBERSHIP CUSTOMER SERVICE REP.**

**APMA Coding for Member Categories**  
**“ACTIVE”**

<b>A1</b>	First Year Associate	<b>A1X</b>	First Year Associate
<b>A2</b>	Second Year Associate	<b>A2X</b>	Second Year Associate
<b>A3</b>	Third Year Associate	<b>A3X</b>	Third Year Associate
<b>A4</b>	Fourth Year Associate	<b>A4X</b>	Fourth Year Associate
<b>AC</b>	Active	<b>FC</b>	Faculty
<b>FS1</b>	First Year Federal Services	<b>FS2</b>	Second Year Federal Services
<b>FS3</b>	Third Year Federal Services	<b>FS4</b>	Fourth Year Federal Services
<b>FS5</b>	Fifth Year Federal Services	<b>FS6</b>	Sixth Year Federal Services
<b>FS7</b>	Seventh Year Federal Services	<b>FSU</b>	Uniformed Military Services
<b>R11</b>	Fellow Member	<b>HM</b>	Honorary Member
<b>LM</b>	Life Member	<b>NPM</b>	Non-Practicing Member
<b>PDM</b>	Permanently Disabled	<b>SM</b>	Senior Member
<b>PG</b>	Post Graduate	<b>IM</b>	International Member
<b>AF</b>	Affiliate Member	<b>5.4</b>	5.4 Status (Formerly Special Status)
<b>NR</b>	No Residency. Recent Graduate Who Has Not Placed in a Residency or Entered Practice		
<b>R11</b>	Resident in 1st year of a 1 year program.	<b>R12</b>	Resident in 1st year of a 2 year program.
<b>R13</b>	Resident in 1st year of a 3 year program.	<b>R14</b>	Resident in 1st year of a 4 year program.
<b>R22</b>	Resident in 2nd year of a 2 year program.	<b>R23</b>	Resident in 2nd year of a 3 year program.
<b>R24</b>	Resident in 2nd year of a 4 year program.	<b>R34</b>	Resident in 3rd year of a 4 year program.
<b>R33</b>	Resident in 3rd year of a 3 year program.	<b>R44</b>	Resident in 4th year of a 4 year program.

**“INACTIVE”**

<b>FM</b>	Former Member	<b>PROS</b>	Prospective Member
<b>DEC</b>	Deceased Member		

---

## Chapter 4

# *P*rocedures on Processing

Each component has its own assigned APMA Membership Services representative. The assignment of components to reps may change on occasion due to changes in APMA staff. If you don't know who your APMA Membership Services representative is, please give us a call.

### General Information on How a DPM Joins the APMA

All members of the APMA must first be accepted as a member of the component society, in the state in which he/she has his/her **primary practice**. \* (The only exception to this rule are DPMs in the Federal Service, residents, fellows, and postgraduates).

**The very first step a component should take when a DPM indicates an interest in membership, is to call APMA Membership Services to determine if the DPM has ever been an APMA member AND if any dues for previous fiscal years are owed.**

Each component has its own set of procedures and policies regarding membership. For example, some components require an applicant to attend a certain number of state/local meetings prior to processing. Some components require approval by the state board of trustees, some require approval from the general membership, and some require approval by the component Executive Director. Some components require the applicant to include a processing fee with the application. An overview of how the components handle this process can be found at [www.apma.org/MembershipProcess](http://www.apma.org/MembershipProcess).

Once membership is approved at the state level, the component should forward a copy of the completed membership application, any other documentation AND applicable dues to APMA Membership Services for processing. **PLEASE NOTE THE ELECT DATE OF MEMBERSHIP ON THE APPLICATION.**

Please refer to the "Dues" section within this chapter for a more complete discussion of join dates and pro-rating dues. **A current pro-rata schedule can be downloaded from [www.apma.org/NationalDuesSchedule](http://www.apma.org/NationalDuesSchedule).**

\*Residents, fellows and postgraduates should apply directly to APMA. APMA will

forward the application and dues, if applicable, to the component society within 30 days of receipt. This procedure is known as Centralized Residency Processing.

Each new member will receive an APMA welcome letter and welcome kit within a few weeks of APMA receiving his/her information. The components receive notification via e-mail on all membership activations.

**PLEASE MAKE SURE THAT WHEN APPROVED APPLICATIONS ARE SENT TO APMA THAT THE APPROPRIATE AMOUNT OF APMA DUES ARE INCLUDED. IF THE APPROPRIATE APMA DUES IS NOT SENT, A DELAY IN PROCESSING WILL OCCUR.**

PLEASE MAKE SURE THAT THE NEW MEMBERSHIP APPLICATION IS LEGIBLE AND COMPLETELY FILLED OUT BEFORE SENDING ON TO APMA.

APMA provides blank membership applications, as well as status change applications for you at no charge. You can download blank applications from the APMA website or you can call us at anytime to request the number of applications you may need.

### New Member Applications

**The very first step a component should take when a DPM indicates an interest in membership, is to call APMA Membership Services to determine if the DPM has ever been a member and if any back national dues are owed.**

If the applicant has never been a member, you may determine his/her member category by checking the date on his/her application that he/she originally began practice and by then referring to the "Membership Categories and Qualifications" listed in Chapter 3. If the DPM has been in practice for **less** than five years, please refer to our instructions on "Determining the Appropriate Associate Member Category." Anytime you need assistance with determining the appropriate member category, please contact us. After determining the appropriate member category, check a current APMA dues schedule for the amount of monies owed. It is up to the individual component society whether or not to pro-rate national dues. When the membership application is completed and submitted by the DPM to his/her component society, the component society needs to complete their processing/approval. After approved for membership at the component level, the component should then forward the application, any other documentation, AND all appropriate national dues to APMA. Please be sure to keep a copy of the members application for your files. Once the new member is processed at APMA, a welcome letter and welcome kit will be sent to the DPM. The components receive notification via e-mail on all membership activations.

**PLEASE NOTE THE ELECT DATE OF MEMBERSHIP ON THE APPLICATION.**

**PLEASE REMEMBER THAT WHEN SUBMITTING NEW MEMBERS TO APMA, THE APPROPRIATE AMOUNT OF CURRENT YEAR NATIONAL DUES MUST BE SENT. THE BEST WAY TO ENSURE THAT YOU COLLECT THE PROPER AMOUNT OF DUES, IS TO CONTACT US AS SOON AS THE DPM INDICATES AN INTEREST IN JOINING.**

**NEW MEMBER APPLICATIONS SENT TO APMA THAT DO NOT INCLUDE THE APPROPRIATE AMOUNT OF NATIONAL DUES CAN NOT BE PROCESSED. THIS WILL CAUSE DELAYS IN THE MEMBER RECEIVING THEIR NORMAL MAILINGS.**

### Break in Service

A break in service occurs when an APMA member allows his/her membership to lapse and then, at a later date, rejoins but DOES NOT reinstate his/her membership back to the original membership lapse date.

**Example:** Dr. Smith was a member from June 1st, 1984 to November 1st, 1992, when he resigned his membership. On June 1st, 1994, Dr. Smith indicates an interest in rejoining, but is not concerned with his break in service. When he rejoins on June 1st, 1994, he will show a break in service from November 1st, 1992 to May 31st, 1994.

The only way to mend a break in service is to pay, at the time the DPM is rejoining, the national dues for the period of time that the DPM was not a member. In this case, Dr. Smith was not a member for a period of approximately 1 ½ years. If he wanted to mend his break in service, he would need to pay APMA dues for the period he was not a member.

It is important to emphasize to DPM's, that any break in service may impact their future chances for Senior and Life Member status. For example: members applying for Senior and Life Membership must have a minimum of 15 years of consecutive membership.

Dr. Smith may want to mend his membership, as he already has approximately nine consecutive years of membership. By mending, Dr. Smith's record will reflect no break in service and will reflect continuous membership starting on June 1st, 1984. This will be a total of approximately 10 ½ years. If he mends his membership he may be eligible for Senior or Life Membership in another 4 ½ years. **This is not the best option for a DPM who is relatively new to practice.**

**A DUES WAIVER CAN NOT BE USED TO MEND A BREAK IN SERVICE.**

## Reinstatement Applications

If the DPM has not been a member for a year or more, a new application should be completed. Some components charge the DPM a small fee for reinstatement processing.

Whenever you are looking into reinstating a DPM's membership, you first need to determine if the DPM has a balance due with the APMA. Please contact us. It is up to the component society to collect any back national dues that may be owed. **Reinstatement can not occur unless all prior years APMA dues are either paid or the one time dues waiver is used.**

You may determine his/her member category by checking the date on his/her application that he/she originally began practice and by then referring to the "Membership Categories and Qualifications" listed in Chapter 3. If the DPM has been in practice for **less** than five years, please refer to our instructions on "Determining the Appropriate Associate Member Category." Anytime you need assistance determining the appropriate member category, please contact us. After determining the appropriate member category, check a current APMA dues schedule for the amount of monies owed. If the reinstatement date is other than June 1st, it is up to the individual component society whether or not to pro-rate national dues. When the membership application is completed and submitted by the DPM to his/her component society, the component society needs to complete their processing/approval. After approved for reinstated membership at the component level, the component should then forward on the application, any other documentation, AND all appropriate national dues to APMA (previous years dues, if applicable as well as current years dues). Please be sure to keep a copy of the members application for your files. Once the reinstatement is processed at APMA, a reinstatement welcome letter and welcome kit (depending on how many years the DPM has not been a member) will be sent to the DPM. The components receive notification via e-mail on all membership activations.

**PLEASE NOTE THE ELECT DATE OF MEMBERSHIP ON THE APPLICATION.**

**PLEASE REMEMBER THAT WHEN SUBMITTING REINSTATEMENTS TO APMA, ALL BACK DUES (IF APPLICABLE) AND CURRENT YEAR DUES MUST BE SENT. THE BEST WAY TO ENSURE THAT YOU COLLECT THE PROPER AMOUNT OF BACK DUES, IS TO CONTACT US AS SOON AS THE DPM INDICATES AN INTEREST IN REJOINING. THE DPM MAY HAVE AN OPTION OF UTILIZING HIS/HER ONE TIME DUES WAIVER. WE WILL BE HAPPY TO CHECK OUR FILES TO SEE IF THE DPM HAS ALREADY USED HIS/HER WAIVER.**

**REINSTATEMENTS SENT TO APMA THAT DO NOT INCLUDE THE APPROPRIATE AMOUNT OF DUES PAYMENT CAN NOT BE PROCESSED.**

**THIS WILL CAUSE DELAYS IN THE MEMBER RECEIVING THEIR NORMAL MAILINGS.**

### Transfer Applications

When a DPM is moving his/her primary practice from one state to another, membership needs to transfer to the component society in which the primary practice will now be located. **The only exception to this rule is Life, Permanently Disabled, Resident, Fellow, and Postgraduate members. These members are not required to transfer their component membership when they move.** Members of the Federal Service component are not required to transfer their membership **UNLESS** they have left government service.

When APMA receives information that a member has moved his/her practice to another state, we change his/her mailing address immediately. We also take his/her membership out of the current component and, for a four-month period, the membership is parked in a "Transfer" component. We send a notification to the member informing him/her of the steps needed to transfer the membership to the new component (we copy the old and the new component). At the end of the four-month period we check with the new component to see if an application is in process. If an application is not in process, we are required to suspend membership. This is because the APMA Bylaws require members to be a member in good standing in the component society where his/her principal practice or full-time faculty appointment is located. If an application is not in process, an expulsion letter is sent to the member and the new component is copied.

If a DPM contacts you regarding transferring his/her membership into your component, you will need to contact APMA to see if there is any outstanding national dues. We can also confirm the current member category for you. It is recommended that you require the DPM to provide a letter, or other form of verification, from his/her old component showing that he/she does not owe any component dues.

**As members continue to receive APMA services while they are parked in the "Transfer" component, they are responsible for the portion of national dues during that period. It is for this reason, that components should NOT pro-rate the national dues to when the member joins the new component.**

## Additional Processing and Other Pertinent Information

### **Address Changes**

We are able to maintain up to 10 addresses in a members record which includes home(s) and all office(s). The members "Primary" address indicates where all APMA mailings are sent.

APMA staff direct considerable effort into ensuring that member records are up-to-date; therefore, it is very important that address changes be forwarded to APMA as soon as they are received by the state. Mailing labels for our publications are printed a few weeks prior to the publication date. A delay of an address change may result in temporary interruption of APMA mailings. When forwarding address changes, please include specifics, such as; telephone numbers, fax numbers, zip + four, notation on whether it is a home or office address, etc. Please inform us if the address represents a newly opened office and/or if an old office is closing. We also need to know if the new address is intended to be the members "Primary" mailing address.

The components receive monthly notification via e-mail on all primary address changes processed at APMA.

### **Classification Upgrades**

APMA automatically upgrades member categories (IE: A1 to A2, FS4 to FS5, etc.) and creates national dues charges for the new fiscal year to all member records on or shortly after June 1st of each year.

### **Code of Ethics**

It is highly recommended that you include a copy of the Code of Ethics with each membership application mailed to former and prospective members. Copies can be downloaded from the APMA website at [HYPERLINK](#). A copy of the APMA Code of Ethics is sent to each DPM when they first join the APMA.

### **Deceased Notifications**

We refrain from changing a member's status to deceased without proper back up documentation. Proper back up consists of (a) date of death, and (b) either an obituary or correspondence from a family member or friend. While this information cannot be taken over the telephone, you can fax or e-mail us the obituary or family letter. When you receive notification of a members passing, please notify APMA Membership Services as soon as possible. We send out a sympathy letter to the family of the deceased and we like to

respond as soon as possible. The components receive notification via e-mail on the passing of prospective, former, and current members. We also report all members who have passed away during the House of Delegates meeting.

### **Dues**

APMA's fiscal year is June 1st to May 31st. Please refer to chapter 2 for details on due dates.

**PLEASE MAKE SURE THAT WHENEVER YOU SEND A DUES CHECK TO APMA YOU INCLUDE A ROSTER. A ROSTER SHOULD INCLUDE THE MEMBER NAMES, MEMBER IDS AND THE AMOUNT TO BE POSTED TO THE MEMBER RECORDS.** Utilizing the APMA's "Balance Due Report," which is e-mailed to you in PDF format each month is recommended.

We can e-mail you a balance due report in Excel format. This may assist with your dues remittance to APMA. If you would like an Excel balance due report e-mailed to you please contact your APMA customer service representative.

### **Pro-rated dues**

A DPM joining the association after June 1st, may have their national dues pro-rated according to the month of their elect date to membership.

**Example:** In this example assume that national dues for active members is \$925.00. Dr. Smith wants to join on September 1st as an Active Member. (To join on June 1st, the national dues would be \$925.00.) However, by joining on September 1st, the national dues for the current fiscal year can be pro-rated to \$694.00 ( $\$925.00 / 12 \text{ months} = \$77.08 \times 9 \text{ months (September through May)} = \$693.75$ ). National dues are rounded up to the nearest whole dollar, so pro-rated dues for Dr. Smith would be \$694.00.

You will find a copy of the current dues schedule on the APMA website at [www.apma.org/NationalDuesSchedule](http://www.apma.org/NationalDuesSchedule). In order to read this schedule, first find the appropriate member category, and then find the month of the elect date to membership. Look down the column of the member category and look across the row from the month of elect date to membership and you will find the amount of pro-rated dues owed for the fiscal year. **PLEASE MAKE SURE YOU HAVE A CURRENT DUES SCHEDULE. IF IN DOUBT CONTACT YOUR APMA CUSTOMER SERVICE REP. OR DOWNLOAD A CURRENT SCHEDULE AT [www.apma.org/NationalDuesSchedule](http://www.apma.org/NationalDuesSchedule).**

### **Refunds or Credits**

If an overpayment is sent on a roster by a component society, we will ask if you prefer to use this overpayment towards another member or we hold it as a credit towards your refund account. Any balance in this refund account can be used by you to post national dues payments for other members. Any balance remaining at the end of APMA's fiscal year will be sent back to you. Unfortunately, we can not issue refund checks at any other time then at the end of our fiscal year. Monthly reports are sent to any component that has a credit balance, and details, in the refund account.

### **Member in Good Standing**

A "member in good standing" refers to a member whose national dues and special assessments for the current fiscal year are not past due.

### **Resignations**

The member is responsible for notifying both APMA and the component society when they wish to resign. A notice of resignation must be received in writing in order to "stop the clock" on accrual of national dues obligations. If you receive a resignation request from a member, please forward a copy to APMA immediately. APMA sends an acknowledgment letter of resignation to the DPM. The components receive notification via e-mail on all membership suspensions.

National expulsions affect membership with APMA recognized organizations. In order to be a member of an APMA recognized organization, membership in APMA is required. Once APMA membership is suspended, it may also be suspended in the recognized organization.

### **Dues Waivers**

The intention of the dues waiver is to help a former member reinstate his/her membership by relieving prior national dues obligations. A dues waiver may only be used **ONE TIME**, and it may only be used when reinstating a former member who has a **prior year balance due** on APMA's books. The applicant must wait a minimum of 60 days after the date membership lapsed and may only use a dues waiver to discharge previous fiscal years dues.

**IT IS IMPORTANT TO REMEMBER THAT A DUES WAIVER CAN NOT BE USED TO DISCHARGE CURRENT FISCAL YEAR DUES. IF A CURRENT MEMBER IS HAVING SOME DIFFICULTIES WITH PAYING HIS/HER DUES, THEN THE COMPONENT SHOULD CONSIDER 5.4 STATUS FOR THIS MEMBER.**

**IT IS ALSO VERY IMPORTANT TO REMEMBER THAT A DUES WAIVER CAN ONLY BE USED TO DISCHARGE DUES FOR THE PERIOD OF TIME THAT A MEMBER ACTUALLY RECEIVED APMA SERVICES. FOR EXAMPLE, DR. SMITH'S MEMBERSHIP AS AN ACTIVE MEMBER WAS SUSPENDED ON AUGUST 31 DUE TO NON-PAYMENT OF DUES (HIS RECORD REFLECTS THAT THE FULL NATIONAL ACTIVE MEMBER DUES IS STILL OWED.) ON FEBRUARY 15 OF THE SAME FISCAL YEAR, DR. SMITH DECIDES TO REJOIN. OUR RECORDS INDICATE THAT DR. SMITH HAS NEVER USED HIS ONE TIME DUES WAIVER. DR. SMITH'S DUES WAIVER WOULD ONLY APPLY TO THE PORTION OF NATIONAL DUES FOR THE PERIOD OF TIME THAT HE ACTUALLY RECEIVED APMA SERVICES (JUNE 1 - AUGUST 31). IF DR. SMITH IS NOT CONCERNED WITH A BREAK IN SERVICE, HE WOULD ONLY NEED TO SEND IN THE DUES WAIVER (COVERING JUNE 1 - AUGUST 31) AND THE APPROPRIATE AMOUNT OF CURRENT YEARS DUES (SEPTEMBER 1 - MAY 31).**

**IF DR. SMITH DOES NOT WANT TO REFLECT A BREAK IN SERVICE OF HIS MEMBERSHIP HE WOULD NEED TO PAY THE NATIONAL DUES FROM JUNE 1 THROUGH THE END OF THE FISCAL YEAR (MAY 31).**

### **Status Changes**

Status changes can be processed at any time throughout the fiscal year, but is available only to members in good standing. Dues are pro-rated according to the effective date of the status change. (Example: An Active Member becomes a Senior Member in September. The DPM is responsible for paying AC dues from June through the end of August and SM dues from September through the end of May). APMA sends an acknowledgment letter of status change to the DPM. The components receive notification via e-mail on all membership status changes.

Copies of status change applications can be downloaded from the APMA website. See chapter 9 for the links.

### **Suspensions**

A member may be suspended from membership for various reasons. (Examples: non-payment of national dues, non-payment of state dues and/or the loss of license to practice.) For backup documentation, we need to receive written notification (via fax or e-mail) of suspension from the component. The DPM will receive a suspension letter. The components receive notification via e-mail on all membership suspensions.

National suspensions impact membership with APMA recognized organizations. In order to be a member of an APMA recognized organization,

membership in APMA is required. Once APMA membership is suspended, it may also be suspended in the recognized organization.

### **Inactive Members**

Inactive members CAN NOT be reinstated as Senior or Life, unless their member type was in one of these categories prior to expulsion. These categories of membership require that the member be “in good standing” at the time of application. As the Bylaws state, in order to obtain Senior, Life, Non-Practicing, Permanently Disabled, and 5.4 Status, the DPM must be a member in good standing, therefore the member must first be reinstated as an Active member. Once reinstated as an Active member, the DPM can request any of these membership categories 6 months after reinstatement.

## Top “Hit List” that Delays Processing

We do our best in Membership Services to process all payments, applications, and status changes as soon as received. Quite frequently we have found that reoccurring problems pop-up that delay processing. Below are the ones that occur the most:

- Incorrect calculation of appropriate member type.
- Not noting the elect date of membership on new and reinstatement applications.
- Trying to add a new member or reinstating a former member without forwarding the appropriate amount of national dues. As former members will typically owe national dues for a prior fiscal year, please contact your APMA Customer Service Rep. anytime you are looking into reinstating a former member. We will be happy to assist you with determining what they owe.
- Trying to add a new member or reinstating a former member by sending national dues, but without forwarding documentation. If the DPM has not been a member for more than one year, please obtain a new application.
- Trying to utilize a 5.4 Status application to discharge previous fiscal years dues. 5.4 Status can NOT be backdated, it can only apply to the current APMA fiscal year.
- Trying to backdate a Status Change application (such as AC to SM) to a previous year. A status change can NOT be backdated, it can only apply to the current APMA fiscal year.
- Incomplete and/or illegible application/status change.
- Status change approvals forwarded to APMA without proper component authorization (component signature).
- Trying to get a member status change processed without providing APMA with documentation. Unfortunately, we can not accept verbal notifications. It is preferred that you provide a fully completed status change application however any written approval (e-mail, fax, letter, etc.) is acceptable.
- Trying to pro-rate national dues for a member who has been in transfer. As members continue to receive APMA services during their time in “Transfer,” they are responsible for the portion of national dues during that period.

- Sending APMA a check without a roster (payment breakdown detail).
- Sending in a member roster and check that do not add up.

---

## Chapter 5

# **A** *APMA Monthly Reports to Components*

Each month the APMA will send you reports which include the following:

**APMA Dues Balance Report and Component Dues Roster** - We can provide this report in two fashions. One lists all active members whether they have a balance due or not, the other lists all active members that only have a balance due.

Both reports may be utilized for the remittance of dues. The report listing all active members, whether they have a balance due or not, may also be utilized as a quasi member roster. On these reports you will find the APMA member ID, member name, member category, dues amount charged to the members record at the beginning of the APMA fiscal year, amount paid year to date, any adjustments made to the balance due (this would occur if you approve a status change of a member from Active to Senior, etc.), and balance still due. This report then provides you with blank areas to fill in for the remittance of dues, etc.

At the end of these reports, you will find the total number of members, invoices, and totals of the columns. It also provides you with the percentage of dues that the component has paid year to date.

Also at the end of these reports are the statistical counts, broken out by category, for your component.

**We can also e-mail you a balance due report in Excel format. Please contact your APMA Customer Service Representative.**

PLEASE NOTE THAT ALL ROSTERS PROVIDED ARE BASED ON THE INFORMATION APMA HAD AS OF THE RUN DATE (WHICH IS PRINTED IN THE UPPER LEFT HAND CORNER).

IF YOU REMIT A CHECK TO THE APMA LATE IN THE MONTH, THE PAYMENTS MAY NOT BE POSTED TO THE INDIVIDUAL MEMBER RECORDS AS OF THE RUN DATE.

**IT IS VERY IMPORTANT THAT YOU CHECK THESE ROSTERS ON A PERIODIC BASIS TO ASSURE ACCURACY. IF OUR RECORDS ARE INCORRECT IN ANY WAY, PLEASE CONTACT US IMMEDIATELY.**

Additional monthly reports sent to the components are as follows:

Membership Activations

Membership Suspensions

Membership Status Changes

Past Due Member Listing

Address Changes to the Primary Mailing Address of prospective, former, and current members

Deceased notifications of prospective, former, and current members

---

## Chapter 6

# *M*embership Recruitment and Retention Programs

At present, Membership Services performs the following recruitment and retention activities:

### **Student Recruitment**

As a student enters his/her first year of podiatric medical college, his/her name is added to APMA's database. During their four years of study, students receive all APMA mailings, and most member services/benefits, at no charge.

Every spring, the APMA visits each podiatric college and conducts two sessions for students to learn more about issues within the podiatric profession and about the APMA. Representatives of the APMA include: one board member and a young member.

Membership Services places a congratulatory letter, information on how to join APMA, and a membership application in the student graduation handbook.

Graduating students receive a personalized APMA mailing (and subsequent e-mails), congratulating them on their accomplishment and also providing them with information regarding how to obtain APMA membership. In an effort to allow the graduating students time to settle into their residency programs, the APMA continues to send them publications for an additional four to six months. At the end of this period, if the graduating student has not joined the APMA, a second letter is sent to solicit membership and inform them that all member benefits will be discontinued if they are not APMA members.

### **Resident Recruitment**

Membership Services sends a recruitment letter to every resident as they enter a residency program. This mailing reinforces the benefits of APMA membership. Included with this mailing is a membership application.

A letter is sent to each residency director asking them to include the cost of APMA membership as part of the residency program and asking them to encourage APMA membership with the residents.

When APMA mails the first billing of annual dues to resident members, a letter is included that encourages them to renew their membership by paying their dues.

As a resident (who is an APMA member) completes his/her program, each receives a personalized APMA mailing (and subsequent e-mails), congratulating him/her on the accomplishment and also providing him/her with information regarding maintaining APMA membership. In an effort to allow the resident time to get settled into a new residency program, practice, etc., the APMA continues to send them publications for an additional four to six months. At the end of this period, if the resident has not joined the APMA, a second letter is sent to solicit membership and inform them that all member benefits will be discontinued if they are not APMA members.

### **First Time Members**

When a DPM joins the APMA for the first time a welcome/resource kit is mailed. This kit provides details on the many member benefits in a concise easy to read format. For the next twelve months the member receives a two page newsletter which provides further details on member benefits.

### **Young Members Program**

Established in August 1995, the Young Members program (YMP) focus is on the needs and interests of members with less than five years experience in the practice of podiatric medicine, as well as resident and student issues. In August 1997, the Podiatry Insurance Corporation of America (PICA) became the founding partner of YMP. The goals of the YMP are the recruitment and retention of membership, education and training of young members, enhancing communication between APMA and its young members, and assisting with leadership development.

Some of the established programs are as follows:

- A young member is appointed and has direct communication with the APMA Board of Trustees providing a voice regarding current young member issues.
- A young member is appointed as a voting member to most of the APMA committees.
- A Podiatric Residency Explanation and Procedure CD (PREP Manual) is sent each year to all third-year students. This CD is a comprehensive guide to improving the residency search experience.

- Educational Track at the APMA scientific meeting with topics of interest to young members.
- Free registration is provided to all resident members and students to the APMA's scientific meeting.
- A young member is included in the podiatric medical college visits conducted by APMA. This young member meets one on one with students, as well as in a formal group setting, to demonstrate that APMA is aware of and is addressing student concerns.
- A young member is appointed as a liaison with the Council of Teaching Hospitals (COH) providing a voice regarding the young members issues and concerns.
- YMP has a presence on the APMA member website. This presence provides information on the program, copies of all issues of the quarterly news publication, state licensure information, state scope of practice laws, and information on APMA recognized affiliated and related organizations. Continued expansion of this presence is a focus.

### **Component Recruitment and Retention Efforts**

**BROCHURES:** APMA makes available, at no cost, brochures for your recruitment and retention efforts. These can be ordered by calling APMA Membership Services.

**RECRUITMENT CAMPAIGNS:** APMA is very supportive of membership drives conducted by component societies. In February 1999, a formal policy statement was adopted by the Board of Trustees. This formal policy statement outlines how the APMA can lend financial assistance in your recruitment campaigns. This formal policy statement can be found on the APMA website at [www.apma.org/MembershipRecruitment](http://www.apma.org/MembershipRecruitment).

If you need any aid in obtaining APMA financial assistance with your recruitment campaign, or if you wish to discuss other assistance that APMA can lend, please call the Director of APMA Membership Services.

**RECRUITMENT AND RETENTION IDEAS:** The APMA Membership and Student Liaison Committee has developed a listing of ideas on recruitment and retention. This document can be found at [www.apma.org/RecruitmentAndRetentionIdeas](http://www.apma.org/RecruitmentAndRetentionIdeas)

Any ideas for ways to improve and or expand the recruitment/retention activities of the APMA would be greatly appreciated. Please contact the Director of APMA Membership Services.

---

# Chapter 7

## **O**ther Membership Services Offered by APMA

### **Member Directory**

The APMA provides the Member Directory in two formats. One is available online and contains daily updated data. The other is available in printed format for a nominal fee and may be purchased from APMA Membership Services, on a prepaid basis. Member directories are NOT sold to non-member DPMs.

### **Membership Certificates**

Members may order a matted and framed certificate by downloading an order form at [www.apma.org/MembershipCertificate](http://www.apma.org/MembershipCertificate). Unframed certificates are also available at a lower fee.

### **Membership Cards**

Membership cards are not issued except for Life Members who receive permanent membership cards that are a heavy gauge plastic.

### **Membership Awards**

Membership awards are issued each spring to qualifying members. Typically these awards are produced by APMA and then forwarded to the component societies to be distributed. Some components distribute these awards at their annual state meetings, others mail them directly to the member.

Twenty-five Year Award certificates and lapel pins are prepared without charge for members who have completed twenty five years of consecutive membership.

Fifty-Year Award certificates and lapel pins are prepared without charge for members who have completed fifty years of consecutive membership.

### **Invoice Programs**

#### **APMA GENERATES INVOICES, COMPONENT COLLECTS DUES:**

Upon your request, APMA will generate invoices for you. There is no charge for this service. These invoices will be sent to you in bulk for you to review and then send out to your members. These invoices may include National, State, or local dues. If you wish they may also contain voluntary contributions such as PPAC (both state and national). As mandated by Resolution 8-83, APMA is required to

include a \$50.00 APMA Educational Foundation (Nyman) voluntary contribution line. Invoices generated by APMA may not include Guild dues.

If interested please contact Ray Dickson at 800-ASK-APMA x277.

**APMA GENERATES INVOICES AND COLLECTS DUES:**

Upon your request, APMA will generate invoices, send them to your members, and collect the dues. This may be a valuable option for the smaller components that do not have full-time staff. Any state or local dues collected at APMA will be remitted to you within 30 days of receipt.

Service fees (if any) are determined by the APMA Board of Trustees and are applicable only to those components that request that the APMA collect dues on their behalf.

If interested please contact your APMA customer service representative.

---

## Chapter 8

### *M*ember Affinity / Discount Programs

APMA provides numerous affinity programs to members.

The most current information may be found on the APMA website in the Members area at [www.apma.org/MemberAffinityPrograms](http://www.apma.org/MemberAffinityPrograms).

Members should contact these companies directly for information.

APMA is always searching for additional pertinent benefits for our members.

---

## Chapter 9

# **M**embership and Status Change Applications

**You may print membership and status change applications directly from the APMA website. All documents are located under the Member Center area under the Component Resource area.**

If you have any suggestions on ways to improve these forms, please contact the Director of the APMA Membership Services Department.

**See the following two pages for link information if you wish to have these on your component website.**

**ONLINE APPLICATION AND STATUS CHANGE LINKS:  
(SEE NEXT PAGE FOR THE PDF DOCUMENTS)**

**Dues Waiver:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/Dues-Waiver-Form-y.aspx>

**Online Membership Application:**

<http://members.apma.org/Members/MemberCenter/JoinUs/NewMemberApplications/Membership-Application.aspx>

**5.4 Application:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/54-Status-Form.aspx>

**Non-Practicing:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/Non-Practicing-Form.aspx>

**Permanently Disabled:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/Permanently-Disabled-Form.aspx>

**Senior Member:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/Senior-Member-Form.aspx>

**Life Member:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/Life-Member-Form.aspx>

**PDF APPLICATIONS AND STATUS CHANGE LINKS:**

**DUES WAIVER:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/DuesWaiverApplication.aspx>

**MEMBERSHIP APPLICATION – WITHOUT INSTRUCTION COVER:**

<http://members/ApplicationForMembershipNoCoverInstructions>

**MEMBERSHIP APPLICATION – DPM NOT IN A POSTGRAD PROGRAM - WITH INSTRUCTION COVER:**

<http://members.apma.org/Members/MemberCenter/JoinUs/NewMemberApplications/ApplicationforMembership.aspx>

**MEMBERSHIP APPLICATION – DPM PRESENTLY IN A POSTGRAD PROGRAM - WITH INSTRUCTION COVER:**

<http://members.apma.org/Members/MemberCenter/JoinUs/NewMemberApplications/ApplicationforPostgraduateMembership.aspx>

**5.4:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/Applicationfor54Status.aspx>

**NON-PRACTICING:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/NonPracticingMemberApplication.aspx>

**PERMANENTLY DISABLED:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/PermanentlyDisabledMemberApplication.aspx>

**SENIOR:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/SeniorMembershipApplication.aspx>

**LIFE:**

<http://members.apma.org/Members/MemberCenter/JoinUs/CurrentMemberStatusChangeApplications/LifeMembershipApplication.aspx>

---

## Chapter 10

# A *PMA Dues Schedule*

Based on activities of the APMA House of Delegates the APMA dues schedule may change from year to year.

Please assure you are utilizing the most current dues schedule by calling your APMA Membership Services Rep. or by printing a current schedule from the APMA website.

All dues schedules are located under “Component Resources.”

The National Dues Schedule is located at  
[www.apma.org/NationalDuesSchedule](http://www.apma.org/NationalDuesSchedule)

The Resident Dues Schedule is located at  
[www.apma.org/ResidentDuesSchedule](http://www.apma.org/ResidentDuesSchedule)

The Federal Service Dues Schedule is located at  
[www.apma.org/FederalServiceDuesSchedule](http://www.apma.org/FederalServiceDuesSchedule)