NATIONAL ACADEMIES of PRACTICE
Transforming Interprofessional Healthcare

When Nominating a New Member to NAP, Be Sure To Follow These Steps:

1. Notify the potential new member(s) before you submit your nomination form. Use the Member Recruitment Toolkit Resources to assist in explaining who NAP is and why you think they would benefit from membership.

2. Complete the Nomination Form.
   You will need to login to your NAP member account in order to submit your nomination. Please contact us if you need assistance in resetting your password.

3. Follow up with your nominee(s) within two weeks to be sure they received the notification from NAP (info@napractice.org). It could go to their junk or spam folders.

4. Work with your nominee(s) as they prepare their application materials. Please encourage them to prepare their application for review and ensure they provide information regarding their ***interprofessional contributions*** as well as their ***professional contributions***.
   Their CV should demonstrate these elements as appropriate.

5. Remind your nominee(s) of the application submission deadline. For the Class of 2027, this is July 15, 2026.

6. In early December, check in with your nominee(s) to be sure they received notification of their application status from NAP headquarters. If they have any questions about the membership category they were offered, discuss with them or connect with the Chair and Chair-Elect of the academy to which they applied.

   For full details on criteria for membership in the various categories, nomination information, and more visit Nominate/Apply on the NAP website!