



International Preceptorship Program Process/Guidelines

Preceptee Applicants for ASDS International Preceptorship Must:

- Be an ASDS Dermatologist Member ONLY and or provide proof of degree/licensure in dermatology
- Submit the completed ASDS International Preceptorship application
- Submit a mini Curriculum Vitae (3 pages or less)
- Submit a recent photograph
- Submit an essay of why applicant feels they should be chosen
- Submit a budget of anticipated expenses.

Preceptor/Host Applicants for ASDS International Preceptorship Must:

- Be an ASDS Member Dermatologist
- Submit the completed ASDS International Preceptorship application – One Time (unless there are changes)
- Be open to hosting international preceptee in their home if possible
- **Preceptorship Work Group Selection Process:**The Work Group will receive electronic files for each applicant, including:
 - An Excel grid of all applicants alpha by last name and by country according to:
 - Preceptee Applicants
 - Preceptees' selected Preceptor/Host Information
- Work Group and ASDS Liaison will meet via conference call after review and acceptance of above criteria to select current year applicant
 - Chosen Preceptee and Preceptor/Host will be notified by ASDS Manager/Assistant
 - Preceptee will be sent additional paperwork – expense form and guidelines for the upcoming Preceptorship
 - Preceptor/Host will be sent a copy of the information sent to Preceptee

Selected Preceptee for ASDS International Preceptorship Requirement:

- Must thoroughly review and sign an attestation to abide by the guidelines document
- Must review and sign a hold-harmless agreement with ASDS
- Must confirm arrangement by US Preceptor or International Host of any necessary legal licensure
- Must confirm necessary insurance coverage for activities related to visit
- Must arrange transportation to the Preceptorship country/institution at the lowest economy cost available
- May be accompanied by an assistant if necessary, with travel and hotel accommodations covered at their own expense
- Must provide follow-up report/critique of the visit for program files and possible publication in Society communications
- Must complete the evaluation form
- Be willing to report on experience during annual meeting if invited
- Will receive a Certificate from the ASDS as recognition, suitable for framing



Selected Preceptor-Host for ASDS International Preceptorship Requirement:

- Must be an ASDS Member and may be located anywhere in the world
- Must offer a minimum of one week teaching visit; longer if amenable
- Secure and confirm with the Preceptee the ASDS International Preceptorship length
- Be willing to provide follow-up report/critique of the visit for program files and possible publication in Society communications
- Submit a recent photograph and if requested facility photos to be used for recognition
- Be willing to report on experience during annual meeting if invited
- Must complete the evaluation form
- Will receive a Certificate stating the Year, Location and Name of Preceptee, suitable for framing, signed by the Work Group Chair as recognition of your participation

Consideration Criteria:

- Each selected Host must be ASDS Member
- Preceptees' may be an ASDS Member or a member of an international dermatology Society or Residency Program – documentation may be required
- Preceptors must be an Approved Preceptor or be accepted as an ASDS Preceptor by:
 - Must Provide current CV for Work Group approval
 - Be an ASDS Member in good standing
 - Must complete all documentation for the ASDS International Preceptor/Host

Marketing:

- Preceptor/Host
 - Solicit Work Group for strategies for possible applicants
 - Send letter-announcement of program to ASDS Corresponding Members for International Hosting
 - Send Letter-announcement of program to ASDS US Preceptors to urge them to participate in the ASDS International Preceptorship Program including the criteria/documentation of the Preceptor/Host responsibilities
- Preceptee
 - Send letter-announcement of program to International Dermatology Societies and in reverse to the US Residency Programs/ASDS Members for interested candidates to participate internationally
 - Have criteria/documentation of the Preceptee responsibilities