

# 2024 Preceptorship Program Guidelines and Application Steps

---

**Preceptees must meet the eligibility for and adhere to the guidelines and responsibilities of this program.**

**The ASDS Preceptorship program is not intended to cover expenses for fellowship interviews.**

## Guidelines

1. The program will open **April 8, 2024**, to all ASDS third-year residents (or second year residents, provided the preceptorship visit occurs during their third year of residency) AND early-career dermatologists.
2. Preceptee applicants are required to choose an ASDS Preceptor from the 2024 Preceptor List.
3. Preceptees can participate in **one** ASDS Preceptorship during their residency; preceptors can sponsor up to **three** preceptees per yearly cycle.
4. Grant funding of **up to \$500** to offset travel expenses will be provided to **approved** applicants and distributed following completion of the preceptorship visit and post-visit requirements listed in step 8 below.
5. By participating in the program, you agree to allow ASDS to use photos and essays submitted for publication and future promotions of the program.
6. Preceptee applicants are required to adhere to all office policies set forth by the Preceptor, this includes vaccination, mask policies, etc.

## Application Steps

1. Contact your preferred preceptor to obtain their approval to accept you as their 2024 ASDS Preceptee AND agree upon dates.
2. Obtain approval from your Residency Program Director and have them write a letter of recommendation for your participation in the preceptorship – including the dates of your 2024 rotation. You will need to upload this letter with your application.
3. When you have completed steps 1 and 2 above, complete the online application, **beginning April 8, 2024**, here: [Application](#)
4. After you submit the application, you will receive a copy of it via email. Forward the application to your approved preceptor and request that they sign to indicate approval.
5. Have your preceptor email the signed application to you **and** to [education@asds.net](mailto:education@asds.net) by the deadline of **May 13, 2024**.
6. After your signed application is submitted to ASDS, **you must wait for funding approval** – do not assume approval or make travel plans until you receive formal notification.
7. Approved preceptorship visits must be scheduled to comply with the **preceptorship completion deadline of December 13, 2024**.
8. Upon completion of the program, you are required to submit the following **within 10 days post visit** to receive your approved funding for the visit. **All post-visit documents MUST be received by December 18, 2024, in order to receive reimbursement.**
  - A completed [2024 Expense Report](#), with receipts attached, **uploaded to the Evaluation Form**.
  - Completed evaluation, essay and timesheet, here: [Evaluation, Essay & Timesheet](#)

For more information or questions, email: [education@asds.net](mailto:education@asds.net)