

EXPERTISE FOR THE *life* OF YOUR SKIN™

International Preceptorship Program

The **American Society for Dermatologic Surgery International Preceptorship Program** has been established through the Lawrence M. Field, MD International Dermatologic Surgery Education Exchange Fund. The primary goal is to enhance the exchange of information and body of knowledge for an international preceptee through a visit to the U.S. or Canada

Guidelines and Frequently Asked Questions

International Preceptee Applicant Must:

- Be a member of the ASDS or another International Dermatologic Surgery Society (based on approval by the Selection Work Group), practicing dermatologic surgery full-time in a non-U.S. dermatologic surgery private or academic institution, and at a minimum of a third-year dermatologic resident.
- Submit the completed application and all other required components including:
 - Mini Curriculum Vitae (3 pages max.)
 - Proof of licensure in Dermatology
 - Recent electronic photograph
 - An essay of why the applicant should be chosen
 - An estimated budget for the trip from international destination to the U.S./Canada

Prior to the visit, the preceptee is required to:

- Review and sign an attestation to abide by the guidelines/requirements indicated in this document.
- Review and sign a hold-harmless agreement with ASDS.
- Confirm arrangements by US Preceptor of any necessary legal licensure.
- Confirm necessary insurance coverage for activities related to the visit
- Arrange for transportation to the Preceptorship country/institution at the lowest economy cost available
- If approved by the Preceptor/Host institution: May arrange to be accompanied by an assistant if necessary, with travel and hotel accommodations covered at their own expense

After the visit, the preceptee is required to submit the following to ASDS:

- Completed ASDS expense form and receipts for reimbursement
- A one-page summary of your experience for the ASDS to use in future promotions of this program
- Submit a completed ASDS evaluation of the visit
- Be willing to report on his/her experience during the ASDS Annual Meeting if invited to do so
- If possible, submit a photo(s) from your visit for the ASDS to use in future promotions of this program

How Long Should the Preceptee's Visit Be?

- A minimum of five days (not including travel). The length of the visit must be arranged between the preceptee and the preceptor

Who Makes the Travel Arrangements for the Preceptee?

- The preceptee makes their own travel arrangements

What is the process to obtain a VISA?

- The following is based on a previous preceptee's experience and his provided comments are to assist future preceptees; however, it is strongly advised to contact the US Embassy in your country for the exact requirements and application process:

The VISA issuance, may take up to one to three months, so it is best to apply well in advance. The application to apply can be done online. Go to <http://www.usembassy.gov/>. The applicant should have a letter of invitation to participate in the program from ASDS while applying for the VISA. The applicant will need to request this from the ASDS if they are selected as the International Preceptee for the ASDS Preceptorship Program as the letter cannot be provided prior to then. The application process includes an interview (which requires a fee for the interview). The interview will take place by an officer of the US Embassy. The interview is the main deciding factor for issuance of a VISA, and other supporting documents are secondary to it. The applicant will need to complete a DS 160 which is an electronic form for the non-immigrant VISA available from the website of the US embassy of the respective country.

You will be requested for a salary statement (for the VISA process) to prove your employment and financial status. This can be issued by your bank.

Are the Preceptee's Expenses Covered?

- The ASDS will reimburse up to \$2,000 (U.S. dollars). Receipts for any items over \$25 must be included with expense report.
- Appropriate expenses include:
 - Economy, advance-purchase airfare
 - Appropriate meals
 - Local transportation (taxi) to/from the institution as needed
 - Hotel accommodations if not staying at the host's home

Selection Process:

- The ASDS International Traveling Mentorship Program Work Group will receive each applicant's application and supporting documents and determine the International Preceptee.
- The selected Preceptee and Preceptor/Host will be notified by the ASDS and will be sent additional paperwork to prepare for the Preceptorship.
- Preceptees not selected will also be notified.

ASDS PRECEPTORS:

Preceptors must:

- Be an ASDS Member in good standing within the U.S. or Canada.
- Provide a current CV for Work Group approval.
- Submit a completed ASDS International Preceptorship application – One Time (unless there are changes).
- Sign an ASDS Preceptorship Host and Release of Liability form.
- Must offer a minimum of four days teaching for the visit; longer if amenable.
- Be open to hosting international preceptee in their home *if possible*.

Preceptor (Host) Responsibilities are to:

- Secure and confirm with the Preceptee the Preceptorship length/dates.
- Complete a short evaluation and provide a follow-up report/critique of the visit for program files and possible publication in ASDS communications.
- Be willing to report on experience during the annual meeting, if invited.
- If possible, submit a photo(s) taken during the visit to use for future promotions of this program.

Need Additional Information?

Please e-mail any additional questions to: education@asds.net