



International Preceptorship Program

The *American Society for Dermatologic Surgery (ASDS) International Preceptorship Program* was established in 2011 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 dermatologic surgeon (preceptee) through a visit to an approved preceptor's practice in the U.S. or Canada. Preceptees are chosen at the discretion of the International Traveling Mentorship Work Group.

Guidelines and Frequently Asked Questions

ASDS PRECEPTEES

International Preceptee Applicant Must:

- Be an ASDS member in good standing, currently 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:
 - Curriculum Vitae
 - Proof of licensure in Dermatology
 - Recent electronic photograph
 - A short essay on why you should be chosen.
 - Recommendation letter.

Before 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.
- Select a preceptor from the pre-approved list and confirm arrangements with him/her, including the need for any necessary legal licensure.
- Confirm necessary insurance coverage for activities related to the visit.
- Arrange for transportation and accommodation to the preceptorship country / institution.

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

- A one-page summary of your experience for ASDS to publish in *Currents* and use in future promotions of this program.
- Submit photo(s) from your visit for ASDS to use in future promotions of this program.
- Submit a completed evaluation of the visit.
- Be willing to present on his/her experience during the ASDS Annual Meeting, if invited to do so.

What is the recommended visit length?

- A minimum of five days (not including travel). The length of the visit must be arranged directly between the preceptee and the preceptor. Typically, preceptorships are one to three weeks in duration.

Who makes the travel arrangements for the preceptee?

- The preceptee makes his/her own travel arrangements and accommodations.

What is the process to obtain a VISA?

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

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 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 ASDS if selected as the International Preceptee for the ASDS International Preceptorship Program as the letter cannot be provided before then. The application process could include an interview (which might require a fee and is not reimbursed by ASDS). The interview will be conducted by an officer of the U.S. 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 U.S. embassy of the respective country. The applicant will need to provide a salary statement (for the VISA process) to prove employment and financial status. This can be issued by the applicant's bank.

Are the preceptee's expenses covered?

- ASDS will reimburse up to \$2,000 (U.S. dollars) for the following expenses:
 - Economy, advance-purchase airfare.
 - Appropriate meals.
 - Local transportation (taxi) to/from the institution as needed.
 - Hotel accommodations.

Selection Process:

- The ASDS International Traveling Mentorship Program Work Group will review each applicant's application and supporting documents to determine the 2024 International Preceptee(s).
- The selected Preceptee will be notified by ASDS and will be sent additional paperwork to prepare for the Preceptorship, this includes the preceptee providing three choices from the 2024 Preceptor List to visit.
- Preceptees not selected will also be notified.

ASDS PRECEPTORS

Preceptors must:

- Be an ASDS member in good standing who resides in the U.S. or Canada.
- Provide a current CV for Work Group approval.
- Submit a completed ASDS Preceptorship application – one time requirement (unless there are changes).
- Sign an ASDS Preceptorship Host and Release of Liability form.
- Must offer the preceptee a minimum of five days of teaching; longer if amenable.

Preceptor (Host) responsibilities are to:

- Secure and confirm with the preceptee the preceptorship length and arrival / departure dates.
- Complete a short evaluation and follow-up report / critique of the visit for program files and possible publication in ASDS communications.
- If possible, submit a photo(s) taken during the visit to use for future promotions of this program.
- Be willing to present on the experience at the ASDS Annual Meeting, if invited.

E-mail any questions to: membership@asds.net.