



## 2025 ARN Fellowship Nomination Guidelines

Thank you for your interest in the Fellows of the Association of Rehabilitation Nurses (FARN)! All application materials are due **no later than March 1, 2025, at Noon CT.**

### About ARN

ARN is a diverse community of nearly 5,000 professional RNs working in acute care, inpatient rehabilitation units, long-term care hospitals, skilled nursing facilities, home health agencies, and academia. Led by a board of directors, ARN focuses on the challenges facing rehab patients, family members, and support systems—as well as rehabilitation care providers.

### Our Mission

Promote and advance the rehabilitation nursing practice through professional development, advocacy, collaboration, and research to enhance the quality of life for those affected by disability and chronic illness.

### Our Vision

Improve healthcare delivery through the integration of rehabilitation nursing concepts across the care continuum.

### Qualifications

- **Member in good standing with the ARN.** (A retired membership is not eligible.)
- **Bachelor's level education or higher.**
- **ARN member for five or more years.**

\*CRRN not required but preferred.

### ARN Nominations Portal User Instructions

To access the ARN Nominations Portal click [HERE](#). In order to help you become acquainted with this tool, please read this important information.

For the best user experience, recommended browsers include Google Chrome (preferably the incognito window to remove cache) or Mozilla Firefox. Use of Internet Explorer is not advised.

Once you are on the ARN Nominations Portal landing page, click “Join Now” at the bottom of the page under “New Users”. If you have already created an account and are returning to edit your submission, enter your credentials under the “Already a User” section.

### Home Page:

You will be able to create and edit your submissions. To get started, click the green link that says "Click here to begin a new application."

### Start a New Application:

Enter your full name as the title of your application. Then select which type of application you wish to submit. You can view the application type descriptions by clicking on “View Application Type descriptions.” under the application type dropdown.

## Task List:

Starting with "Candidate Information & References", you will need to complete each of these sections in order to complete your application. A green checkbox will appear next to each task as it has been completed. A breadcrumb trail navigation path is available at the top of each page. To return to a previous page, click the link of the page name in the navigation.

## Candidate Information & References

You will be asked to complete a general profile with contact and demographic information about yourself. You will also need to submit a biography, CV, headshot, and two sponsor references.

1. A list of current FARN members and information on the Fellow designation can be found on the **ARN Website** [here](#).

### ***For your references:***

- Applicants must be sponsored by **two ARN members in good standing**. These sponsors will also serve as your references.
- At least one sponsor must be a **FARN member**. The other sponsor may be either a FARN or non-FARN member, as long as both are in good standing with ARN.
- **Applicants and their sponsors are encouraged to share information and statements prior to submission.**

It is the candidate's responsibility to send the [REFERENCE SURVEY](#) to their selected references and ensure it is completed. Please have them complete the [REFERENCE SURVEY](#) by the deadline of **March 1, 2025, at Noon CT**.

## Fellowship Responsibilities Agreement

ARN Fellows are recognized as leaders and valued members of the organization. All Fellows must agree to the following responsibilities:

### **1. Support the Goals, Mission, and Strategic Plan of ARN**

Fellows are expected to actively contribute to the advancement of ARN's mission and strategic objectives.

Responsibilities include, but are not limited to:

- Mentoring new members of ARN.
- Supporting and encouraging other ARN members to share research or evidence-based practice findings through publications, presentations, and other communication venues.
- Acting as a model of both service and financial support for the organization.
- Proactively approaching interested parties on issues relating to rehabilitation nursing.

### **2. Advocate for Individuals with Physical Challenges and Chronic Health Issues**

Fellows must serve as advocates for individuals with physical challenges and chronic health issues, in cooperation with ARN and outside the organization to help transform America's healthcare system. Responsibilities include:

- Disseminating relevant information regarding issues of importance to ARN members and those receiving rehabilitation services.
- Collaborating with ARN and other organizations, when needed, to strengthen advocacy/policy-making efforts.
- Participating in lobbying efforts as requested by the Board of Directors.
- Participating in opportunities to influence the development of standards of professional training and practice for rehabilitation nursing.
- Using unique expertise to promote health and wellness through rehabilitation initiatives nationally and globally.

### **3. Offer Their Talents and Expertise to the Organization**

Fellows are expected to offer their talents and expertise to the organization as desired, needed, or requested by the ARN Board. Responsibilities include:

- Providing leadership and liaison services as needed in areas of expertise.
- Communicating issues of concern to the ARN Board of Directors.
- Responding to requests for leadership in consultation or various initiatives from the ARN Board or ARN staff.
- Offering advice to ARN on professional standards, appraisal, and revalidation.

#### 4. Participate in Activities of the Fellows

Fellows are expected to remain actively engaged in the initiatives and activities of the fellowship. Responsibilities include:

- Communicating electronically and responding to feedback or suggestions on ARN issues.
- Nominating and sponsoring candidates for Fellow status.
- Planning and participating in the Fellows initiatives.

#### 5. Maintain Active Membership and Service to ARN

ARN Fellows are required to maintain active membership in and service to the organization and the profession after the Fellow designation is conferred. *Temporary exceptions may be made for extreme extenuating circumstances with the approval of the ARN Board of Directors.*

### FARN Application Fees Agreement

Payment of the application fee (**\$225**) must be received by the application deadline, **March 1, 2025, at Noon CT**. Payment can be made by contacting **ARN Member Services** at [info@rehabnurse.org](mailto:info@rehabnurse.org) or **(800) 229-7530**.

### ARN and Chapter Involvement

**This section is intended to demonstrate your sustained and substantial involvement in ARN and its Chapters, either at the national or chapter level. Be specific about your contributions and clearly describe your role.**

You will need to list your **ARN National or Chapter Leadership Roles** for elected or appointed positions. Examples of leadership roles include chair/co-chair of a committee, task force, or work group, or serving on the board, either at the local or national level. The focus should be on roles where you were the lead, not just a member of the committee, task force, or work group.

You will also need to list your **ARN National and/or Chapter Activity Involvement** in non-leadership roles. This includes activities such as committee membership, presentations or posters at ARN events, community service, or fundraising for RNF.

*\*For guidance, refer directly to the application for additional details on these tasks.*

### Community Involvement Within the US or Internationally

This section highlights your sustained involvement in advocacy, education, or other community activities that promote health/wellness, disability awareness, rehabilitation, and nursing. **These activities should be outside of your routine workplace responsibilities and ARN involvement, and may include both one-time events or ongoing initiatives.**

You will need to describe your community involvement, both within the U.S. or internationally, that supports rehabilitation practice **outside of ARN activities**. Relevant examples include organizing a fundraising event or serving on a community board. **If you feel your involvement demonstrates rehabilitation promotion in another way, consult with your FARN sponsor.**

*\*For guidance, refer directly to the application for additional details on these tasks.*

### Publications & Research

This section captures your relevant publications and research involvement in rehabilitation and nursing, which support your **ARN and/or community involvement activities**.

You will need to list your **publications related to rehabilitation and nursing** in **APA style** and describe your research involvement.

*\*For guidance, refer directly to the application for additional details on these tasks.*

## Awards & Honors

This section highlights the recognition you have received for your contributions and achievements within ARN, community organizations, and public service.

*\*For guidance, refer directly to the application for additional details on these tasks.*

## Applicant Statement on Impact of Contributions

In this section, describe the outcomes of your efforts to advance ARN, rehabilitation, and nursing. Go beyond what is listed in your CV/Resume and focus on how your contributions have made a meaningful difference. Reflect on the significance and impact of your work at local, national, and/or global levels, and consider both past achievements and potential future service to ARN.

Your response should address the following:

- **Legacy:** How have your contributions influenced rehabilitation nursing and ARN over time?  
*Example: Have your efforts helped shape key practices or influence the direction of rehabilitation nursing within ARN?*
- **Impact:** How have your actions made a measurable difference? For example, have you inspired change or led policy improvements?  
*Example: Have you advocated for new policies or practices that led to improved patient care outcomes or greater recognition of rehabilitation nursing?*
- **Enduring Impact:** How does your work continue to shape the field, such as through published contributions or influencing standards?  
*Example: Have you contributed to a published guideline that continues to shape rehabilitation nursing practice or policy?*

This section is your opportunity to showcase how your work has made a lasting, measurable impact on rehabilitation nursing, the nursing community, and ARN.

*\*For guidance, refer directly to the application for additional details on these tasks.*

## Review and Selection Process

A **Call for Applications** for Fellow status will be sent to all members via email. **All applications for Fellow status must be received by the ARN National Office no later than 12 pm CT on March 1st. Incomplete applications will not be considered.** It is the applicant's responsibility to **ensure their application has been received** by the ARN National Office.

**All applications will be reviewed by current FARNs**, and a slate of candidates will be recommended for approval. **Final selections will be approved by the ARN Board.** Candidates whose applications are not recommended for approval will be encouraged to resubmit an application the following year.

The **scoring matrix** used in the review process is available on the website. Applicants are strongly encouraged to use this as a guide to assess whether their leadership, activities, and contributions meet the qualifications required to be selected as a Fellow.

Candidates whose applications are approved will be notified in **May**. Both **sponsors** are expected to actively participate in the application process, including **verifying that the application is complete and accurate**.

**NOTE: Partial submissions will not be reviewed.** It is the applicant's responsibility to **ensure their application has been received** by the ARN National Office.

For assistance or any questions regarding your submission, contact ARN Member Services at 800.229.7530 or [info@rehabnurse.org](mailto:info@rehabnurse.org).