Professional Accomplishments Points Index: How to Earn Academy Points

The Professional Accomplishment Points Index (AKA the Points Index) is your guide to documenting your professional accomplishments in order to meet requirements for Academy membership.

Please read the following guidelines and recommendations:

1. Tally your accomplishments. You may use a <u>sample worksheet</u> as you go before transferring the information to the online Tally Sheet you will see when you complete your application.
2. All claimed activities for new applications must be supported by appropriate documentation. In addition, if you are:

    o Already an AHIP member at Provisional, Member, or Senior level and are renewing your existing AHIP membership at a higher level, you must also submit a new application along with **all** supporting documentation.
    o A renewing Provisional member, you must submit supporting documentation for activities listed on your yearly provisional renewal form.
3. If you are renewing your Member, Senior or Distinguished AHIP membership at the same level, only your points tally form and IPR forms for non-MLA courses claimed on your points tally form are required.
4. Appropriate documentation consists of only the documentation required as indicated for a category of accomplishment. Concise documentation speeds the review process. Reviewers will request additional information if necessary.
5. All activities must be conducted as a health information professional.
6. **Activities that are part of your job or listed in your job description are not eligible for activity points.**
7. **For Member, Senior and Distinguished applications or renewals, only professional accomplishments earned five years prior to application date are eligible for AHIP activity points. Activities older than five years will not be considered.**
8. **Committee service of less than a year cannot be claimed for AHIP points. For a multi-year term, you may claim points after each full year of service. You do not have to wait until after the multi-year term is finished to claim points.**
9. You can claim points **only** for a role or broad category of activity and **not** for activities carried out as part of a role or broader activity. For example:
    o If you are the president of an organization and, as president, you published articles in the organization newsletter, you can claim points **only** for service as president.
    o If you are a journal editor, you can claim points **only** for being an editor and not for writing editor introductions to issues.
    o If you are a member of a committee and, as a member, you write newsletter articles, you cannot claim points for the newsletter articles.

- If you are a member of a committee and, as a member, you are an ex-officio member to a second committee (e.g., you are a liaison to the second committee), you cannot claim points as an ex-officio member of the second committee.
10. Activities marked with ♦ in the sections below count toward the Distinguished Member requirement of 5 points of MLA activities.
11. Activities marked with ◊ denotes an an activity that **may** provide international members and non MLA-members a way to earn the MLA activity AHIP points to satisfy the Distinguished Member requirement. (Ex. UNYOC chapter committee member).
12. To be sure you have enough points, include a few extra points in your application. However, including an excessive number of extra points may delay your review.
13. If you are not sure an activity is eligible for points or if you would like help interpreting this index and documenting your accomplishments, *please* contact the AHIP Program Coordinator.

Learn more about applying for Academy membership.

Professional Accomplishments

The academy recognizes professional accomplishments in the following areas:

- Continuing Education
- Teaching
- Publishing
    - Authoring
    - Editing
    - Systematic Reviews
- Meeting Participation
    - Paper or Poster Presentations
    - Exhibits or Demonstrations
    - Meeting Attendance
- Professional Association Participation
    - MLA National
    - MLA Chapters, Sections, Caucuses, and Domain Hubs
    - National/International Associations (Other than MLA)
    - Chapters/Sections in Professional Organizations (Other than MLA)
    - Regional, State and Local Associations
- Other Activities
    - Formal Consultations
    - Funded Grants
    - Institutional Review Board
    - Competencies Self-Assessment
    - MLA Oral History Program

I. Continuing Education

A. Sponsored Learning

Sponsored learning encompasses all continuing education activities sponsored by an organization and not taken for academic credit. They include institutes, seminars, short courses, workshops, lecture series, year-long programs, and MOOCs.

- Only fifty (50) points can be claimed for continuing education for any level of membership. Remaining points must be from professional accomplishments in other areas.
- **Continuing education that is related to one's current job, such as teaching or learning to use the institution's new accounting system, will not be awarded points. If the knowledge and skills learned in a CE are applicable to another library position, points will be awarded.**

Points awarded: 1 point per hour of attendance

Documentation required:

- If the course is approved for MLA CE credit: Copy of MLA CE certificate.
- If the course is approved for credit by NLM/CISTI or a provider accredited or approved by the Accreditation Council for Continuing Medical Education, American Nurses Credentialing Center, or the American Psychological Association: Copy of certificate showing number of CE credits earned. The IPR form is not required for these courses.
- If the course is **not** approved for CE credit by MLA or an organization listed above: Completed Individual Participant Request (IPR) form.Your reviewer will determine the number of points you are able to claim. Be aware that activities such as MLA journal clubs require submission of a completed IPR form.

Clarification:

- Up to 30 points will be granted for a **single activity** (e.g., a week-long course, extended seminar, year-long program, or other continuing education activity, such as the Woods Hole Informatics course, MLA Rising Star program, MLA Research Training Institute, or NLM/AAHSL Leadership Fellows program).
- Activities sponsored by the following groups are *not automatically* approved for Academy points, although the sponsoring organization may apply for MLA approval:
  - Affiliated chapters and sections of MLA
  - International, national, regional, state, and local library groups
  - NN/LM members
  - Vendors, commercial firms, governmental agencies

Even if these groups have not received MLA approval in advance, points can still be claimed. Submission of a completed Individual Participant Request (Form IPR) in addition to the certificate of completion is required in order for academy points to be granted.

B. Academic Learning

Points for academic learning are determined by number of credit hours awarded for the course and by whether the course was taken for credit or audited. This category includes all learning, including internships and fellowships, for which academic credit was granted.

Academic Courses Taken for Credit

Activity	Points
one semester hour	15 points per credit hour
one trimester hour	14 points per credit hour
one quarter hour	10 points per credit hour

Documentation required: Copy of transcript.

Clarification: Up to 30 points will be granted in a five-year period.

Academic Courses Taken for Registered Audit

Activity	Points
one semester hour	8 points per credit hour
one trimester hour	7 points per credit hour
one quarter hour	5 points per credit hour

Documentation required: Copy of transcript.

Clarification: A maximum of 30 points per five-year period.

C. Discussion Group Program

Activity	Points
Participant	8 points
Convener (includes 8 points for participation)	13 points

Documentation required: Copy of MLA CE Certificate.

Clarification: Up to 26 points will be granted in a five-year period.

D. MLA Self-Directed Learning Program or Other Form of Self-Study

Points Awarded: 1 point per 3 hours of work

Documentation required:

- Copy of MLA Self-Directed Learning contract and certificate of completion.
- Non-MLA self-study programs require a completed IPR form.

E. MLA Independent Reading Program

Points awarded: 1 point per article and 5 points per book (to a maximum of 15 points per a five-year period)

Documentation required: Copy of MLA CE certificate.

Learn more about MLA's Independent Reading Program

II. Individual Accomplishments

A. Teaching

Activity	Points per contact hour	Documentation required
MLA CE course developer/codeveloper	2 points	Copy of contract or letter of agreement or copy of title page listing name(s) and date of publication.
MLA CE course instructor/co-instructor	1 point	Copy of contract or letter of agreement or copy of program or syllabus page listing name(s) and date course was taught.
Non-MLA course developer/codeveloper	1 point	Copy of contract or letter of agreement or copy of title page listing name(s) and date course was taught.
Non-MLA CE course instructor/co-instructor	1 point	Copy of contract or letter of agreement or copy of program or syllabus page listing name(s) and date course was taught.

Academic Course Instructor/Co-instructor

Activity	Points
semester course	15 points
trimester course	14 points
quarter course	10 points

Documentation required: Copy of institutional verification or syllabus listing instructor name(s) or letter from institution.

Clarification: Credit is awarded for credit courses in health information science.

If claiming teaching points, please keep in mind that teaching done as part of your job will not be accepted for AHIP points. Before listing on your tally form, consider the following questions:

- Does my boss expect me to do this activity?
- Is this performed using work hours without taking time off?
- Who's paying me to teach this class?

Note: Please see below for guest lecturing.

Teaching-Related Activities

MLA Discussion Group Convener ♦

Points Awarded: 5 points for convening a group + 1-8 points for participating in the group.

Documentation required: Copy of MLA notification of Discussion Group approval form with applicant's name as convener.

Clarification: Up to 26 points will be granted in a five-year period.

Internship/Practicum Supervisor

Points Awarded: 4 points per person supervised.

Documentation required: Copy of letter of confirmation, letter of appreciation, or other verification.

Guest Lecturer

Points Awarded: 2 points per class hour

Documentation required: Copy of letter of confirmation, letter of appreciation, or other verification.

MLA Webinar Site Coordinator ♦

Activity	Points
Coordinating Webinar	1 point
Leading a Webcast wrap-around session.	1 point

Documentation required:

- Site coordinator point: Copy of letter of confirmation as a site coordinator.
- Wrap-around session leader point: attestation of leading session.

Mentoring

MLA Self-Directed Learning Contract Program Mentor ♦

Points Awarded: 1 point for every 3 points awarded to mentee.

Documentation required: Copy of self-directed learning contract indicating the number of points the mentee earned.

Academy Mentor ♦

Points Awarded: 1 point per year, per mentee.

Documentation required: Copy of letter of assignment.

Clarification: Mentors can only claim points after they have completed a year of mentoring.Points cannot be claimed for volunteering to be a mentor.

Mentor: Other ♦

Points Awarded: 1 point per mentee.

Documentation required: Copy of Mentor Agreement.

Clarifications:

- o Examples: serving as a mentor to medical librarians, students, new MLA members, and career fair presenters.
- o Mentors can only claim points after they have completed a year of mentoring or satisfied the terms of their Mentor Agreement, whichever comes first. Points cannot be claimed for volunteering to be a mentor.

B. Publishing

Clarification for all publications: A work must be published before points can be awarded; works in press or accepted for publication do not count.

1. Authoring

Peer-Reviewed Journals

Activity	Points
Original research (single author)	30 points
Original research (2 or more authors)	20 points
Review article (single author)	25 points
Review article (2 or more authors)	15 points
Brief article, column, review author(s)	10 points
Book or media review author(s)	3 points
Brief column; fewer than 1,000 words	3 points

Documentation required:

- Library science journal: Copy of title page of journal and title page of article with author's name.
- Non-library science journal: Copy of title page of journal and title page of article with author's name *and* copy of pages indicating that journal is peer-reviewed.

Clarifications:

- Letters to the editor do not count as publications.
- Articles published in the research communications section of the *JMLA* and in similar sections of other peer-reviewed journals are brief articles.
- You must include word count with the copy of the brief column.

Non-Peer-Reviewed Journals

Activity	Points
Original research (single author)	9 points
Original research (2 or more authors)	6 points
Review article (single author)	7 points
Review article (2 or more authors)	5 points
Brief article, column, review author(s)	3 points
Book or media review author(s)	2 points

Documentation required: Copy of title page of journal and a copy of title page of article.

Bylined Contribution in Newsletter

Points Awarded: 1 point

Documentation required: Copy of title page of newsletter and a copy of page in which author's name appears.

Clarifications:

- *MLAConnect (*formerly *MLANews)*, for example, is a newsletter.
- Newsletter articles written as part of committee responsibilities are not awarded points. Points can be claimed, however, for committee work.
- Articles in publications of an employing institution are not awarded points.

Commercially Published Books and Materials

This category includes directories, indexes and bibliographies.

Activity	Points
Single author/editor	50 points
Author/editor (two or three)	25 points
Author/editor (four or more)	20 points
Author of chapter (three or fewer)	15 points
Author of chapter (four or more)	8 points
Librarian selector (e.g., Doody's)	3 points per year

Documentation Required: Copy of title page for books and also, if claiming a chapter, a copy of the chapter page in which author's name appears.

Guest Lecturer, Non-commercially Published Materials

This category includes union lists, directories, bibliographies, indexes, and DocKits.

Activity	Points
Compiler (three or fewer)	15 points
Compiler (four or more)	8 points
Serials holdings coordinator	3 points

Documentation required: Copy of title page, verso, and table of contents.

Clarifications:

- Union lists compiled as part of committee responsibilities will not be awarded credit as a publication. Points can be claimed, however, for committee work.
- Coordination of serials holdings will not be awarded points if it is part of one's job responsibilities.

Software Development and Media Preparation

Points Awarded: 10 points

Documentation required: OCLC control number or copy of opening credits showing author's or developer's name. Do not send a copy of the program itself.

2. Editing

Journal

Activity	Points
Editor/co-editor/associate editor	50 points per year
Guest editor of one issue/editor of conference proceedings	25 points per issue/proceedings
Guest co-editor of one issue/co-editor of conference proceedings	20 points per issue/proceedings
Column editor/co-editor	15 points per year
Referee/editorial board member	15 points per year
Invited article reviewer	1 point per article

Guest Contributor, National or International Newsletter

Activity	Points
Editor/co-editor/associate editor	40 points per year
Guest editor/co-editor of one issue	20 points per issue
Column editor/co-editor	15 points per year

Guest Contributor, Regional, State, Section or Chapter Newsletter

Activity	Points
Editor/co-editor/associate editor	20 points per year
Guest editor/co-editor of one issue	10 points per issue
Column editor	8 points per year
Referee/editorial board member	5 points per year

Documentation required:

- Journal/newsletter editing: Copy of first page and copy of page on which editor's name appears.
- Invited article reviewer: Letter of request to serve as a reviewer.

Guest Contributor, Websites, Mailing Lists, or Email Discussion Lists

Activity	Points
Discussion group or email discussion list owner or Announcement list owner: Fewer than 500 subscribers	5 points per year
Discussion group or email discussion list owner or Announcement list owner: 500 or more subscribers	10 points per year
List moderator (read, approve, post): Fewer than 500 subscribers	10 points per year
List moderator (read, approve, post): 500 or more subscribers	15 points per year
MLANET area editor	15 points per year
Website, blog, or wiki manager or administrator; developer responsible for management, administration, design, development, programming, and technical aspects of a website.	20 points per year
Website, blog, or wiki content provider, creator, editor, reviewer, writer responsible for researching, evaluating, reviewing, writing, and editing Website content.	5 points per year

Documentation required: Job and site descriptions and copy of letter or certificate of acknowledgment.

Clarification: Applies to work on health information-related national, international, regional, state, section or chapter websites, mailing lists, listservs, blogs, and wikis. Purpose of the site should be relevant to the profession. Work done as part of an officer or committee assignment or done as a part of one's job is not awarded points.

External Book Reviewer

Points Awarded
1 point per chapter or article
10 points per book

Documentation required: Copy of letter of agreement or letter of acknowledgment.

Systematic Reviews

Activity	Points
Peer-reviewed	20 points
Non peer-reviewed	6 points

C. Meeting Participation

Speaker/Poster Presenter

Activity	Points
Invited or contributed at national or international meeting	5 points
Invited or contributed at other meeting	3 points
Facilitated or moderated a paper session or panel discussion at a professional meeting	1 point
Roundtable facilitator or recorder at a professional meeting (maximum of 5 points per 5-year period)	1 point

Documentation required:

- For all: Copy of program page on which contributor's name appears or other evidence that presentation occurred.
- For facilitator or recorder: Letter of acknowledgment or official notice indicating that recorder submitted required notes or facilitated meeting.

Clarification:

- Author and co-author earn the same points.
- Meeting types include: national, international, regional, state, and local meetings.

Exhibitor/Demonstrator

Activity	Points
Exhibit organizer (maximum of 3 points/year and 15 points per 5-year period)	3 points per meeting
Exhibitor/demonstrator (maximum of 2 points/year and 10 points per 5-year period)	2 points per meeting

Documentation required: Copy of letter of confirmation or of program page on which exhibitor's name appears.

Clarification:

- This category includes exhibits at national, international, regional, state, local meetings, NN/LM exhibits, and NLM database demonstrations.
- Organizing an exhibit includes applying for funding, organizing site activities, and exhibiting.
- Points may be claimed as an organizer **or** exhibitor for a meeting, not for both.

Attendee

Activity	Points
Per meeting day	1 point awarded (maximum of 3 points per year)
Per conference (e-conference virtual registrants)	1 point awarded

Documentation required:

- MLA annual meeting or MLA chapter meetings: registration confirmation
- Other meetings, including MLA e-conferences: registration confirmation

Clarification: Days spent in continuing education courses before or after a professional meeting do not count as meeting days.

D. Professional Association Participation

Professional associations include MLA, MLA chapters and sections, consortia, SLA, SLA chapters, ALA, ALA divisions, state library associations, regional medical libraries, ASIS, AALL, AAMC, AMIA, and AAHSLD.

Points may not be claimed until the end of a year of service. In cases of multiple-year appointments, points may be claimed after each year of service. Please do not include a professional association activity on your Points Tally Form if you have less than a year of service.

MLA National

Activity	Points
Officer/director/board/executive committee member ♦	25 points
Committee chair/co-chair ♦	15 points
Special interest group coordinator ♦	15 points
National local arrangements committee chair ♦	15 points
Committee or sub-committee member (includes representatives to regional/state organizations) ♦	10 points
Official annual meeting reporter or official e-conference (virtual) reporter ♦	3 points
Official annual meeting videographer ♦	3 points
Official annual meeting tweeter	1 point per year
Judge for research papers/posters at MLA annual meeting ♦	1 points per year
Abstract reviewer for research papers/posters ♦	1 point per year

Documentation required: Copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service.

Clarifications:

- SIG coordinators must demonstrate that their SIG was active at the MLA annual meeting. A copy of the page listing the SIG's programming/activities from the annual meeting program is sufficient documentation.
- Official MLA annual meeting reporters include MLA annual meeting newsletter contributors, MLA annual meeting bloggers, MLA e-conference virtual bloggers, and MLA annual meeting videographers.
- MLA Annual Meeting activities will not be awarded points if they are part of a committee assignment.

MLA Chapters, Sections, Caucuses, and Domain Hubs

Activity	Points
Officer/council representative or alternate ♦	20 points
Domain hub chair ♦	20 points
Chair of section of a chapter (e.g., hospital library section of chapter) ♦	12 points
Committee chair/co-chair ♦	10 points
Domain hub delegate ♦	10 points
Chapter credentialing liaison ♦	10 points
Committee member (includes representatives to regional/state organization) ♦ ◊	5 points
Official chapter annual meeting reporter or official e-conference (virtual) reporter ♦	3 points per annual chapter meeting
Judge of research papers/posters at chapter annual meeting ♦	1 point per year

Domain Hub Transitional Roles (Activity dates: February 1, 2019 - May 31, 2020)

Activity	Points
Domain hub interim chair ♦	20 points
Domain hub workgroup facilitator ♦	7 points
Domain hub workgroup section/SIG representative ♦	5 points

♦=counts toward the 5-point MLA activity requirement for Distinguished Member level.

Documentation required: Copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service.

Clarification

- Academy points for transitional roles including domain hub interim chair and workgroup participation may be claimed immediately. Points for permanent communities-related roles including domain hub chair and domain hub delegate may be claimed after one year of service as is standard academy policy.
- Official MLA chapter annual meeting reporters include MLA chapter annual meeting newsletter contributors, MLA chapter annual meeting bloggers, MLA chapter e-conference virtual bloggers, and MLA chapter annual meeting videographers.
- MLA Chapter annual meeting activities will not be awarded points if they are part of a committee assignment.

National/International Associations Other than MLA

Activity	Points
Officer/director/board/executive committee member	25 points
Committee chair/co-chair	15 points
Special interest group coordinator	15 points
National local arrangements committee chair	15 points
Committee member (includes representatives to regional/state organization)	10 points

Documentation required: Copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service.

Chapters/Sections in Professional Organizations Other than MLA

Activity	Points
Officer/council representative or alternate	20 points
Chair of section of a chapter	12 points
Committee chair/co-chair	10 points
Committee member (includes representatives to regional/state organization)	5 points

Documentation required: Copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service.

Regional, State, and Local Associations

Activity	Points
Officer/director/coordinator/executive committee/board member	20 points
Chair of regional/state section (e.g., hospital library section of state library association)	12 points
Committee chair/co-chair	10 points
Committee member (includes representative to regional/state groups and RAC member)	5 points
Consortium coordinator	12 points

Documentation required: Copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service.

E. Other Professional Activities

1. Formal Consulting

Points awarded: 1 point per day for each consultation.

Documentation required: Copy of contract or letter of agreement or report submitted.

Clarification: Maximum three points per client during a five-year period. No limit to number of clients per five-year period.

2. Funded Grants

Activity	Points
Principal investigator/co-investigator	10 points *only in the first year funded*
Key personnel	5 points *only in the first year funded*
Proposal reviewer for granting agency/organization	5 points *for each year of service*

Documentation required: Copy of letter from granting agency or letter of appointment.

Clarification: Points are only awarded for work on grants done outside of normal job duties.

3. Institutional Review Board

Activity	Points
Voting member	3 points per year of service
Non-voting member	1 points per year of service

Documentation required: Copy of letter from the IRB chair or equivalent.

Clarification: Points are awarded for people who are institutionally-appointed voting members of their IRB or non-voting contributing members who participate on an IRB outside of their normal job duties.

4. Competencies Self-Assessment

Activity	Points
Provisional Members	1 point when joining AHIP; 1 point at end of provisional period
New and renewal members other than Provisional	1 point per five year period.

Documentation required: Copy of Self-Assessment report.

Clarification: Members may earn a maximum of 2 points.

5. MLA Oral History Program ♦

Activity	Points
Background research and interview	3 points
Editing of interview	2 points
Indexing of interview	1 point

Documentation required: Copy of letter of acknowledgment.

Clarification: These points are only awarded for work conducted for MLA archival purposes outside of the work of the MLA Oral History Committee.