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OVERVIEW
As part of the Society of Critical Care Medicine’s (SCCM) mission of securing the highest-quality care for all critically ill and injured patients, SCCM offers current students Professional membership at no cost if they are a part of an accredited or recognized critical care fellowship program.

SPONSORED FELLOWS BENEFITS
Members of SCCM’s Sponsored Fellows Program enjoy a wide array of benefits, including discounts of up to 25% on SCCM educational programs and resources, subscription to Critical Connections, membership in up to three specialty sections, the opportunity to join a local chapter at no additional cost, volunteer opportunities in the Creative Community in Critical Care, eligibility to apply for grants and preferred awards, and much more. View full details of membership benefits.

Sponsored fellows enjoy Professional member benefits, except for making motions, voting, and holding office. Sponsored fellows do not receive the Critical Care Medicine journal.

SPONSORED FELLOWS PROGRAMS
United States
- Physician fellowship training programs must be approved by the Accreditation Council for Graduate Medical Education.
- Master of science in nursing programs or doctor of nursing practice programs focused in critical care must be approved by the American Association of Colleges of Nursing.
- Pharmacist in critical care residency or fellowship training programs must be approved by the American Society of Health-System Pharmacists.
- Physician assistant critical care fellowship training programs must be approved by the Association of Postgraduate Physician Assistant Programs.

Outside the United States
Critical care-focused fellowship training programs outside the United States must be approved individually based on local accreditation standards in their country. Please contact the Sponsored Fellows Program at sponsoredmembership@sccm.org for more information or questions.
SPONSORED FELLOWS USER GUIDE

REQUESTING A NEW PROGRAM

1. Go to sponsoredmembership.sccm.org
2. Click Create Program.
3. The program search page will display.
4. Enter the program country, state/province, and city.
5. Review the list of potential program matches.
   A. If the program location is listed, click on the **Institution Name link**.
   B. If the program location is not listed, click the word “here” to continue to the program application.

6. Enter program information in the New Program Request Form. Required fields are marked with a red asterisk.
7. Click **Continue**.
8. Enter director and coordinator information in the New Program Request Form. **Director information is required.** Coordinator information is optional.

9. Click **Submit.**

10. A confirmation message will appear.
SIGN IN TO EXISTING PROGRAMS

Sign in to the portal with your SCCM Program ID credentials. The Program ID is different from the Program Director’s SCCM’s Customer ID.

FORGOTTEN PASSWORD

Having trouble signing in or forgot your password?

Contact sponsoredmembership@sccm.org or complete the contact us form in the Sponsored Fellows portal:
1. **Fill in** the appropriate fields in the Contact Us window:

   Include your institution and program in the question/comment section.

2. A confirmation will display:

   sccmweb02.sccm.org:8075 says
   Thank you for your submission.
   You will receive a response within 2 business days.

**UPDATE PROGRAM DIRECTOR**

1. Click **Update Program Director** on the Program Portal landing page.
2. Fill in the appropriate information for the new director.

NOTE: The information submitted on this form will update any existing information in the program director’s personal SCCM record.

3. Click Submit.

A list of possible duplicate records will display. If the individual you are trying to add is listed, click on the name to add the record. If not, select None of the above, add the contact.
UPDATE PROGRAM COORDINATOR

1. Click **Edit Contact** on the Program Portal landing page.

2. **Fill in** the appropriate information for the new contact.
   
   NOTE: The information submitted on this form will update any existing information in the contact's personal SCCM record.

3. Click **Submit**.
4. A list of possible duplicate records will display. If the individual you are trying to add is listed, click on the name to add the record. If not, select **None of the above, add the contact**.
UPDATE PROGRAM ROSTER

Once logged in to the [Sponsored Fellows Program Portal](#), you can:

- Add new trainees to the roster
- Renew membership for existing trainees on the roster
- Indicate that a current trainee completed the program
- Delete existing trainees from the program, indicating that the trainee left the program for any reason other than successful completion
- Update existing trainees’ demographic information

ADD NEW FELLOWS TO ROSTER

1. Click **Add** in the New Students section.

2. Complete the student’s information, then click **Submit**.
3. A list of possible duplicate records will display. If the individual you are trying to add is listed, **click on the name** to add the record. If not, select **None of the above, add the contact**.

4. A confirmation will display.

   ![Confirmation](image)

   The new trainee will appear on the New Students List.

5. Once you have added your trainees, click **Approve Changes**.

   ![Approve Changes](image)

6. Once approved, the fellow will appear on the program roster.
1. **Click the renew icon** next to the fellow’s name on the roster.

![Current Students Table]

2. A confirmation will display:

    ![Existing Student](image)

    **The student has been accepted thru next cycle. Student will be updated after the record has been approved.**

    ![Close Button]

3. **Click Approve Changes.**

    ![Register Your Students]

    **Once you have updated your current students and added all of your new students, please click “Approve Changes” to complete the updating of your roster.**
1. **Click the Completed icon** next to the fellow’s name on the roster.

   ![Completed Icon](image1.png)

   *Note: If a student has completed the program or has been removed from the roster, the change will appear on the roster on the next business day.*

2. **A confirmation will display.**

   ![Confirmation Dialog](image2.png)

   *The student completed this program. Student will be updated after the record has been approved.*

3. **Click Approve Changes.**

   ![Approve Changes Button](image3.png)

   *Once you have updated your current students and added all of your new students, please click “Approve Changes” to complete the updating of your roster.*
DELETE TRAINEES FROM THE ROSTER

1. **Click the delete icon** next to the fellow’s name on the roster.

2. A confirmation will display:

3. **Click Approve Changes.**
1. **Click the edit icon** next to the fellow’s name on the roster.

2. **Update information** as needed in the Edit Student Information window.

3. **Click Submit** on the Edit Student Information window.

4. A confirmation will display.

5. **Click Approve Changes.**
PRINT PROGRAM ROSTER

1. **Click Printable View** in the Current Students section.

2. A pop-up window with a printable view will display. Be sure to enable pop-ups on your browser.

3. **Copy the view and paste** it into Excel or Word or another program, or **right-click on the screen and select a print option**.