Frequently Asked Questions (FAQ)

Where do I submit my application?

All applications must be submitted through the ACC Application Portal. Please note that this portal is separate from ACC.org but uses the same login credentials.

What browser should I use to access the portal?

We recommend using **Google Chrome** for the best experience with the Nominations Portal.

When does the 2026 nominations cycle open and close?

- **Opens:** Monday, August 4, 2025, at 10:00 AM ET
- **Closes:** Thursday, September 4, 2025, at 11:59 PM ET
- **Reference Statements Due:** Monday, September 8, 2025, at 11:59 PM ET

What materials are required for a complete application?

A complete application must include:
- A comprehensive Digital CV
- A Statement of Interest
- A Statement of Reference from a current ACC member
- An up-to-date disclosure of relationships with industry and other entities

Who is eligible to apply?

All current ACC members in good standing (i.e., paid dues) are eligible to apply. We welcome applicants from all specialties, backgrounds, and career stages.

How are applicants selected?

The Nominating Committee reviews applications based on alignment with committee needs, demonstrated leadership, relevant expertise, and commitment to ACC's mission. Priority is given to members with limited or no prior formal service.

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I'm having trouble advancing or submitting my application. What should I do?

If you're unable to advance or submit your application, please check the following:

- **Text Box Requirements:** All required text fields must contain **at least 50 characters**. You will not be able to proceed if any required field falls short of this minimum.
- **Disclosure Update:** Ensure your disclosure of relationships with industry and other entities is current in the [disclosure system](#).
- **Agreement Statement:** On the final page of the application, you **must accept the** Agreement Statement checkbox to complete your submission.

Taking a moment to verify these steps can help ensure a smooth application process.

Can I change my application after submitting it?

You may submit only one application per cycle, and it must include all the committees you wish to be considered for.

- You can **select up to three committees** on a single application.
- If you've already selected three and wish to add another, you'll need to remove one to stay within the limit.

Once submitted, changes can only be made if your application is **reverted for edits** by a portal administrator. If needed, contact [ACC Committee Applications Support](#) for assistance.

How do I apply for a Chair-Elect position?

The portal does not allow you to select specific roles, such as Chair-Elect, during the submission process. If you are interested in being considered for a Chair-Elect position, you must clearly indicate this within your Statement of Interest for the specific committee.

If you are also eligible for reappointment, we recommend stating your interest in continuing as a committee member in the event you are not selected for the Chair-Elect role. This helps the Nominating Committee understand your ongoing commitment to service.

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I'm unable to locate the individual I'd like to select as my reference writer.

When selecting a reference writer, follow these tips to ensure accurate search results:

- ✅ **Check spelling**: Make sure the member's name is spelled correctly.

- ✅ **Avoid special characters**: The search will not return results if special characters (e.g., commas, hyphens) are included.

- ✅ **Use simple search terms**: For best results, search by **last name only**.

Correct search examples:	Incorrect search examples:
• Jane Smith	• Smith, Jane
• Jane	• Smith,
• Smith	

- ✅ **Membership status**: Only members who are **current on their dues** and **in good standing** with the College will appear.

- ✅ **Eligibility check**: The individuals listed below are not eligible to provide letters of support and will be excluded from search results, as they are responsible for making appointment recommendations.
  - Christopher M. Kramer, MD, FACC
  - Cathleen Biga, MSN, MACC
  - Craig Beavers, PharmD, FACC
  - Steven M. Bradley, MD, FACC
  - Ralph G. Brindis, MD, MPH, MACC
  - Jeptha P. Curtis, MD, FACC
  - Paul L. Douglass, MD, MACC
  - Lee Goldberg, MD, MPH, FACC
  - Bonnie Ky, MD, MSCE, FACC
  - Laxmi Mehta, MD, FACC
  - Andrew Miller, MD, FACC
  - Frederic S. Resnic, MD, FACC
  - Thad Waites, MD, MACC
  - Malissa Wood, MD, FACC

Frequently Asked Questions (FAQ)

Can I select more than one reference writer?

No. You may select **only one reference writer** per application. That single reference will apply to **all committee selections**.

Do I need to submit my application before my reference writer can submit their statement?

Yes. Your application must be submitted first. Once submitted, your reference writer will receive an email notification with a link to submit their statement. If they do not receive the email, they can still access the portal by:

1. Visiting the [Applications Portal](#)
2. Logging in with their ACC.org credentials
3. Clicking "**Requests**" on their dashboard
4. Typing or pasting their statement into the text box and submitting it

Was My Reference Notified?

Yes. Your selected reference writer received an email notification upon submission of your application. The email includes instructions and a link to submit their statement. Once your reference statement is submitted, your application dashboard will display '**Yes**' under the reference status. If you have questions about the status of your reference, please contact your reference writer directly.

How will I know if I've been asked to provide a reference statement?

If you are selected to provide a reference for an applicant, you will receive an automated email notification from the system after the applicant submits their application. This message will be sent to the email address associated with your ACC account and will include instructions for submitting your statement.

Frequently Asked Questions (FAQ)

How do I access my requests and submit a reference statement?

To complete your reference:

1. Visit the ACC Application Portal
2. Log in using your ACC.org username and password
   - For login help, visit acc.org/login and click **"Forgot Password"**, or contact ACC Member Care
3. On your dashboard, click **"Requests"**
   - You'll see a list of all applicants who have requested a reference from you
4. Type or paste your statement into the text box provided. Document uploads are not permitted.
5. Save your work frequently. The system will time out if left idle, and unsaved progress will be lost

When will I be notified of a committee appointment?

The Nominating Committee submits a slate of recommended candidates to the Board of Trustees (BOT) for approval. The BOT reviews and either approves or modifies the proposed appointments, typically during or before the **December Board Meeting**. Once the slate is finalized, all applicants are notified of their status via email. To ensure you receive notifications, please add committees@acc.org to your safe sender list.

If you continue to experience issues or have questions not addressed here, please contact ACC Committee Applications Support for assistance.