ACC and NCDR Committee Application Submission Guide

Before You Begin

Check your ACC membership. To access the Application Portal, you must be a current ACC member in good standing with the college. For questions related to your membership, please contact ACC Member Care, Monday through Friday from 9 a.m. to 5 p.m. ET.

Accessing the Nominations Portal

- Visit https://nominations.acc.org and log in using your ACC.org username and password.
    - Don't have an account? Create one for free here.
    - Forgot your login details? Recover your account here.
- For the best performance, we recommend using Google Chrome to access the portal.
- Please note: Document uploads are not supported. All application materials — including your Digital CV and Statement of Reference — must be typed or pasted directly into the designated text boxes.
- All required fields (marked with an asterisk *) must contain at least 50 characters. The system will not allow you to proceed unless this requirement is met.

⚠ **Important:** Remember to save often! The system will time out if left idle, and your work will not be saved.

Browsing Committees

If this is your first time applying to ACC committees, we highly recommend browsing the committees and bookmarking those that interest you before adding them to your application. Review the committee details thoroughly, including roles and responsibilities, competencies, and composition, to understand the committee structure before applying.

1. From your user dashboard, click **"Open Committees"** to view all committees currently accepting applications.
    - The list is updated annually and only includes committees with open positions.
    - If a specific committee is not listed, it means there are currently no openings available for that group.
2. To bookmark a committee, scroll to the bottom of its page and click **"Bookmark Committee."** This will add it to your navigation panel for easy access.
3. To view your saved committees, click **"Bookmarked"** in the navigation pane.

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Starting Your Application

1. From your dashboard, click the green **"Start My Application"** button.
   - If you've already started an application, the button will say **"Edit My Application."**
   - If you've submitted your application, it will change to **"Review My Application."**
2. The navigation panel will display the number of open positions for each committee and indicate if any leadership roles (e.g., Chair or Chair-Elect) are available.
3. To add a committee to your application, click the **"+"** button. You can also apply to committees you've bookmarked or been nominated for.
4. You may apply to **up to three committees**.

⚠ **Important:** Only one application can be submitted during the nomination window, so be sure to include all the committees you wish to be considered for.

5. After selecting your committees, you can **reorder them by dragging and dropping**. Rank them by preference, with **#1 as your top choice**. If you're especially interested in a committee, make sure it's listed first.

Writing Your Statement of Interest

All applicants must submit a **Statement of Interest** as part of their committee application. This personal statement is your opportunity to highlight your qualifications and demonstrate how your experience aligns with the goals of the committee or section leadership council.

You have two options when submitting your Statement of Interest:

- Submit **one general statement** that applies to all the committees on your application, or
- Submit a **unique statement for each committee**, tailored to highlight your specific skills and expertise related to that committee.

While both options are accepted, the **Nominating Committee strongly prefers unique, committee-specific statements** as they provide a clearer picture of how your background aligns with each committee's goals.

⚠ **Important:** When drafting your Statement of Interest, please clearly specify the position you are applying for: Chair-Elect, Committee Member, or are you requesting a term reappointment.

Your statement should address the following:

- **Relevant experience** related to your selected committees, along with a clear explanation of your interest in serving.

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- **Examples of your involvement** both within and outside the College, including anticipated contributions and any unique perspectives or constituencies you represent.
- **Your professional goals**, both short-term and long-term, and your motivation for becoming more involved with ACC.
- **Evidence of your skills and competencies** that align with the committee's needs.
- **How you plan to contribute** to the committee's work, and, if applicable, why you are seeking reappointment.

Selecting a Reference Writer

A **Statement of Reference** from a current ACC member is required for all committee applications. This statement plays a critical role in supporting your candidacy and must be submitted by someone who knows you well and can speak to your qualifications.

Choosing a Reference Writer
- Select an ACC member who can provide **specific, firsthand examples** of your skills and how you demonstrate the competencies relevant to the committee(s) you're applying for.
- Use the **Search** bar in the portal to find eligible members by name, email, or country.
- Only members in **good standing** (i.e., current on their dues) will appear in the search results.
- The following individuals **cannot** serve as reference writers:
    - The current ACC President
    - Members of the ACC or NCDR Nominating Committee
    - ACC staff

💡 For help with search filters or troubleshooting, click the **"Help"** link in the portal.

Reference Submission Process
- Once you submit your application, the system will automatically email your selected reference writer.
- The email will include:
    - A secure link to the portal
    - Instructions for submitting the reference
    - The submission deadline
- Once your reference statement is submitted, your application dashboard will display 'Yes' under the reference status.

If your reference writer is unable to complete the statement by the deadline, they should notify you immediately so you can choose an alternate.

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Completing Your Digital CV

Make sure to fill out all required fields in your Digital CV. Fields marked with an asterisk (*****) must contain **at least 50 characters**. The system will not allow you to advance through the application if the character limit is not met.

Your Digital CV is saved in the system and can be reused for future applications. You only need to complete it once and update it as needed over time. To update your information outside of the current nomination cycle, log into the portal and click "**Digital CV**" in the top right menu bar.

Updating Your Disclosure

If prompted by the portal, be sure to **complete or update your disclosure**. Disclosures are valid for **365 days** from the date of your last submission.

- If your disclosure is more than 12 months old, you'll be required to update it before continuing with your application.
- Follow the system prompts to access the disclosure site.
- Once your update is complete, return to the application page and **refresh your screen**. All previously entered application details will be saved.

Confirming Your Application

To move to the submission screen, you must click the **agreement button** to confirm that all information in your application is accurate and complete.

Submitting Your Application

When you're ready, click **"Submit"** to finalize your application. Your application is not submitted until you click the submit button. Once submitted, you'll receive a confirmation email. Please note:

⚠ **Important: Submitted applications cannot be edited.**
- If you need to make changes, email ACC Committee Applications Support to request that your application be reverted for edits.
- After making your edits, you must **resubmit** your application **before the deadline** for it to be considered eligible.

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