



Program Deadline Checklist for Fellows

Fellow Requirements			
Task	Due	Actual due date	✓
Complete New Fellow Orientation in ALC	By start date		
Complete Fellow Profile And Submit Plan Of Action In APHL Portal	30 days after start date		
Submit Official Transcript	30 days after start date		
Complete Check-In Report 1	30 days after start date		
Provide Proof Of Health Insurance	60 days after start date		
Complete Check-In Report 2	60 days after start date		
Complete Quarterly Report 1	Every 90 days, 10 days after receipt		
Complete Quarterly Report 2	Every 90 days, 10 days after receipt		
Complete Quarterly Report 3	Every 90 days, 10 days after receipt		
Complete Quarterly Report 4	Every 90 days, 10 days after receipt		
Complete Required APHL Training Plan in ALC	By completion of fellowship		
Complete Post-Experience Survey	Following completion of fellowship		

Fellow Roles and Responsibilities

- **Increase knowledge, skills and abilities by learning from mentors, co-workers, colleagues and APHL about public health laboratory practices**
- Commit to the fellowship program expectations and always act in a professional manner when representing the program and host laboratory
- Collaboratively develop a Plan of Action with mentor to use as a guideline for the fellowship project expectations
- Follow Plan of Action to make project progress and support host laboratory and APHL program requirements
- Establish with mentor daily work hours, weekly working schedule and a system to monitor/track 'flex' time and the 12 allotted days of paid time off (PTO).
- Apply technical skills to fellowship projects
- Network with public health partners and consult with mentor about career and professional development opportunities
- **Enjoy the fellowship experience!**

APHL Resources

- Fellowship Program [Handbook](#)
- [Reports and Forms](#)

APHL Contacts

- Email: Fellowships@aphl.org
- Weekly [office hours](#) occur every Wednesday from 3:00 to 4:00 pm ET.