

## **AANP Membership FAQ**

### **What should I do if I do not have a Sponsor to write a letter of reference?**

The best person to contact in order to obtain a reference letter is a neuropathologist from your organization. If they are not an AANP member, or you do not have a “local” neuropathologist at your organization, contact [aanp@aoeconsulting.com](mailto:aanp@aoeconsulting.com), or Dr. Anne Buckley, Membership Committee Chair ([anne.buckley@duke.edu](mailto:anne.buckley@duke.edu)) for guidance. Please allow 24 hours for response.

### **I created a profile, but now I don't remember my password. How do I reset it?**

To reset your password, select “Forgot your password?” below the request for your log-in credentials. An automatic e-mail will be sent to you from MemberClicks with the password reset. Sometimes, this e-mail is automatically sent to the “junk” or “spam” file. If you do not receive the e-mail from MemberClicks, contact [aanp@aoeconsulting.com](mailto:aanp@aoeconsulting.com). Please allow 24 hours for response.

### **I cannot update my contact information on the website.**

Please contact [aanp@aoeconsulting.com](mailto:aanp@aoeconsulting.com) to update your contact information. We require notice of updated contact information in order to update Oxford University Press, publisher of the *JNEN*, so that your address is appropriately updated in their system as well.

### **What if I am having difficulty submitting payment?**

If you are incurring difficulty when paying your dues, make certain that all information provided is correct, such as; name, billing address, credit card number, expiration date, and security code. If all data is correct, contact [aanp@aoeconsulting.com](mailto:aanp@aoeconsulting.com). Please allow 24 hours for response.

### **Can I electronically wire my dues payment?**

All electronic wires will require an additional \$50 processing fee. Contact [aanp@aoeconsulting.com](mailto:aanp@aoeconsulting.com) for assistance.

### **How do I transition my membership status (e.g. Associate to Junior; Junior to Active; Active to Senior)?**

To transition membership status, first make certain you meet the definition of the membership type you would like to transition to by reviewing the [Bylaws](#); then, if you believe you meet the definition, contact the Membership Committee Chair, Dr. Anne Buckley ([anne.buckley@duke.edu](mailto:anne.buckley@duke.edu)). Provide Dr. Buckley with your updated CV, as well as your requested change at least 2 weeks prior to the upcoming

membership review. Membership reviews are conducted by the Membership Committee every March, June, and November.

### **How long will it take for the Membership Committee to review my request to join?**

The Membership Committee meets three times per year to review membership requests; March, June, and November. The review will be conducted as quickly and efficiently as possible, but occasionally circumstances arise that cause a delay in notification of results. Please at least allow for 3-4 weeks, but feel free to contact [aanp@aoeconsulting.com](mailto:aanp@aoeconsulting.com) if you would like a status update. Please allow 24 hours for a response.

### **How do I renew my membership?**

Renewal period begins each year on November 1 (e.g. 2019 Renewal period begins November 1, 2018). Associate, Junior, and Active members will receive a series of e-mail notices that provide the link to access the form, as well as to remind members to complete the renewal form and submit payment for membership dues for the following year by December 31. Only members that have completed the renewal form and submitted payment will be successfully renewed for the year to come.

Although Senior members do not pay dues, the AANP does request Senior members to complete a form to update their profile information. This form will be released in conjunction with the renewal period beginning each year on November 1. A series of e-mail notices will be sent to Senior members to provide the link to access the form, as well as to remind members to complete by December 31.

### **What if I forgot to pay my dues?**

If you forgot to pay your dues for AANP membership renewal, please contact [aanp@aoeconsulting.com](mailto:aanp@aoeconsulting.com) for assistance. Please allow 24 hours for a response.