



Catherine Worthingham Fellows of APTA Instructions for Writing a Letter of Support

Following is information designed to assist persons asked to write a letter of support for a nominee for the American Physical Therapy Association's Catherine Worthingham Fellow membership category. ***Please carefully read all information below prior to writing a letter of support.***

General Information

- Catherine Worthingham, PT, PhD, FAPTA, was a change agent who was effective, respectful, and honest, and motivated others to make an impact within the physical therapy profession. She was also a visionary who demonstrated leadership across the domains of advocacy, education, practice, and research.
- The purpose of the Catherine Worthingham Fellow designation (FAPTA) is to honor Dr. Worthingham and inspire all physical therapists to attain the high level of professional excellence and impact in terms of advancing the profession she exemplified.
- The FAPTA designation is the highest honor among APTA's membership categories.
- Each nomination packet must include specific evidence of a nominee's excellence in one primary domain (advocacy, education, practice, or research) and translation of contributions and achievements across two of the three non-primary domains. Please note that current Board of Directors members are not eligible to be nominated and shall not nominate, write letters of support, or endorse an individual for this honor and members of the Awards Committee – Catherine Worthingham Fellows Subcommittee shall not nominate, write letters of support, or endorse an individual for this honor.
- A nominee's curriculum vitae provides a listing of the nominee's accomplishments. Nomination and support letters should go beyond such a listing and should elaborate on the accomplishments to help illustrate how the nominee has:
 - demonstrated excellence in one primary domain (advocacy, education, practice, or research);
 - made significant contributions, achievements, or leadership in at least two of the three non-primary domains; and
 - advanced the physical therapy profession through frequent and sustained efforts for a period of not less than 15 years preceding the nomination.

Please see the sample descriptions at the end of these instructions of how a nominee's contributions and achievements within a primary domain and translation across the other two of three non-primary domains might be reported. This table is designed to assist with writing letters of nomination and support and aid writers with accurately describing why a member should be elected as a Catherine Worthingham Fellow. The examples are intended to provide greater clarity regarding the depth and breadth of contributions that distinguish an individual as deserving of the Catherine Worthingham Fellow designation (FAPTA).



Letter of Support: Details/Instructions

Writer Responsibilities

The writer of a letter of support for a Catherine Worthingham Fellow Nominee is responsible for:

- Carefully reading the current [Catherine Worthingham Fellows policy](#). This policy may be updated every year, so it is imperative that you review the current policy to ensure you are aware of any changes and account for those in your letter of support.
- Writing a clear and compelling letter of support that does not exceed 2 pages.
- Sending the finished letter of support in a timely manner to the nominator.

Tips for Writing a Letter of Support

If you are an APTA member writing a letter of support you should:

- Clearly indicate:
 - the name of the individual being nominated, including all professional designations;
 - your name including all professional designations; and
 - the institution or facility with which you are affiliated and in what capacity you work with, have worked with, or otherwise personally know the nominee.
- Provide an explicit account of how the nominee meets one or more of the Catherine Worthingham Fellow criteria (see below) supported by appropriate details and examples drawn from the nominee's professional career.
 - **Criteria 1:** How has the nominee demonstrated excellence in a primary domain of advocacy, education, practice, or research? Please highlight and elaborate on the contributions and achievements of the nominee that are noteworthy and stand out in terms of their quality and/or set a new standard for the profession.
 - **Criteria 2:** How has the nominee been nationally recognized for the impact he/she has achieved in his/her primary domain of advocacy, education, practice or research? Provide specific examples of how the nominee's impact has been recognized by APTA members and by leaders outside the physical therapy profession.
 - **Criteria 3:** How have the nominee's frequent and sustained contributions (leadership, influence, and achievements) advanced the profession over a period of not less than fifteen years? The information provided in this section should illustrate a nominee's track record of consistent contributions to moving the profession forward over a period of 15 years or more. Please consider a nominee's contributions across appointed, elected, employed, and service-related positions and roles as well as those that are a result of his/her tenure in any particular position or role.
 - **Criteria 4:** In what definitive ways have the nominee's contributions and achievements



promoted/encouraged the progress, growth, or acceptance of the physical therapy profession?

- **Criteria 5:** The nominee should demonstrate leadership and achievements in at least two of three non-primary domains.
- Reflect genuine knowledge and consideration of the nominee's qualifications for the membership category of Catherine Worthingham Fellow of APTA.

If you are an individual external to the physical therapy profession writing a letter of support, it is important for your letter to:

- Clearly indicate:
 - the name of the individual being nominated, including all professional designations;
 - your name, including all professional designations; and
 - the institution or facility with which you are affiliated and in what capacity you work with, have worked with, or otherwise personally or professionally know the nominee.
- Address the nominee's notable contributions relative to advocacy, education, practice or research in physical therapy as judged from outside the profession

Examples of Sample Descriptions

TABLE 1: Examples that may reflect a nominee’s contributions and achievements within each domain.
Note: A column is provided for each domain. Read columns top to bottom for information specific to each domain.

<i>A nominee may demonstrate excellence in ADVOCACY by...</i>	<i>A nominee may demonstrate excellence in EDUCATION by...</i>	<i>A nominee may demonstrate excellence in PRACTICE by...</i>	<i>A nominee may demonstrate excellence in RESEARCH by...</i>
<ul style="list-style-type: none"> Developing and implementing innovative methods and/or materials for advocacy about physical therapy (e.g., public service announcements) 	<ul style="list-style-type: none"> Developing and implementing innovative instructional methods and/or materials related to physical therapist practice 	<ul style="list-style-type: none"> Developing and implementing innovative physical therapy service delivery methods and/or programs 	<ul style="list-style-type: none"> Developing and implementing innovative research relevant to physical therapist practice
<ul style="list-style-type: none"> Developing and implementing innovative community outreach programs to inform the public about physical therapy 	<ul style="list-style-type: none"> Developing and implementing innovative academic or continuing education courses related to physical therapist practice 	<ul style="list-style-type: none"> Developing and implementing innovative physical therapy patient/client management methods 	<ul style="list-style-type: none"> Developing and implementing innovative research relevant to basic science, health policy, education, clinical practice or other topics that extend beyond physical therapist practice.

<p><i>A nominee may demonstrate excellence in ADVOCACY by...</i></p>	<p><i>A nominee may demonstrate excellence in EDUCATION by...</i></p>	<p><i>A nominee may demonstrate excellence in PRACTICE by...</i></p>	<p><i>A nominee may demonstrate excellence in RESEARCH by...</i></p>
<ul style="list-style-type: none"> • Serving in leadership positions related to the development and promotion of policy or legislation relevant to physical therapist practice 	<ul style="list-style-type: none"> • Serving in leadership positions in education-related interdisciplinary or governmental organizations (e.g., regional accreditation bodies) 	<ul style="list-style-type: none"> • Serving in leadership positions in practice-related interdisciplinary organizations (e.g., The Joint Commission) 	<ul style="list-style-type: none"> • Serving in leadership positions on scientific review panels or research-related advisory boards
<ul style="list-style-type: none"> • Serving in an administrative or leadership role focused on advocacy related to physical therapist practice and/or health care 	<ul style="list-style-type: none"> • Serving in an administrative or leadership role in an academic setting 	<ul style="list-style-type: none"> • Serving in an administrative or leadership role in a clinical setting 	<ul style="list-style-type: none"> • Serving in an administrative or leadership role in a research setting
<ul style="list-style-type: none"> • Serving in an elected or appointed position in state or federal government (e.g., state licensing board, health policy committees) 	<ul style="list-style-type: none"> • Obtaining advanced credentialing and demonstrating leadership in the clinical instructor credentialing process, or serving as an exceptional clinical preceptor 	<ul style="list-style-type: none"> • Obtaining board certification and demonstrating leadership in clinical specialization 	<ul style="list-style-type: none"> • Serving as an editor or serving on an editorial board of a refereed scientific or clinical journal

<i>A nominee may demonstrate excellence in ADVOCACY by...</i>	<i>A nominee may demonstrate excellence in EDUCATION by...</i>	<i>A nominee may demonstrate excellence in PRACTICE by...</i>	<i>A nominee may demonstrate excellence in RESEARCH by...</i>
<ul style="list-style-type: none"> • Obtaining grants for projects related to advocacy 	<ul style="list-style-type: none"> • Obtaining grants for projects related to education 	<ul style="list-style-type: none"> • Obtaining grants for projects related to practice 	<ul style="list-style-type: none"> • Obtaining grants for original research
<ul style="list-style-type: none"> • Serving as an invited speaker or keynote speaker at advocacy-related meetings or conferences 	<ul style="list-style-type: none"> • Serving as an invited speaker or keynote speaker at education-related meetings or conferences 	<ul style="list-style-type: none"> • Serving as an invited speaker or keynote speaker at practice-related meetings or conferences 	<ul style="list-style-type: none"> • Serving as an invited speaker or keynote speaker at research-related meetings or conferences
<ul style="list-style-type: none"> • Serving in voluntary advocacy-related roles in APTA or other professional organizations 	<ul style="list-style-type: none"> • Serving in voluntary education-related roles in APTA or other professional organizations 	<ul style="list-style-type: none"> • Serving in voluntary practice-related roles in APTA or other professional organizations 	<ul style="list-style-type: none"> • Serving in voluntary research-related roles in APTA or other professional organizations
<ul style="list-style-type: none"> • Receiving honors and/or awards specific to their contributions to advocacy 	<ul style="list-style-type: none"> • Receiving honors and/or awards specific to their contributions to education 	<ul style="list-style-type: none"> • Receiving honors and/or awards specific to their contributions to practice 	<ul style="list-style-type: none"> • Receiving honors and/or awards specific to their contributions to research

TABLE 2: Examples that may reflect a nominee’s contributions and achievements across non-primary domains.

Note: A column is provided for each domain. Read columns top to bottom for information specific to each domain.

<p><i>A nominee may demonstrate evidence of TRANSLATION OF ADVOCACY contributions and achievements to the ADVOCACY DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF EDUCATION contributions and achievements to the ADVOCACY DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF PRACTICE contributions and achievements to the ADVOCACY DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF RESEARCH contributions and achievements to the ADVOCACY DOMAIN by...</i></p>
<p><i>Translation not applicable/needed if primary domain is advocacy</i></p>	<ul style="list-style-type: none"> • Advocating about educational needs and or standards on national and/or state levels 	<ul style="list-style-type: none"> • Advocating about practice needs and/or standards at national and/or state levels 	<ul style="list-style-type: none"> • Advocating about research needs and/or standards on national and/or state levels
	<ul style="list-style-type: none"> • Educating consumers and legislators about physical therapy education 	<ul style="list-style-type: none"> • Educating consumers and legislators about physical therapist practice 	<ul style="list-style-type: none"> • Advocating for change in practice based on research
	<ul style="list-style-type: none"> • Participating in community outreach to inform people about physical therapy education 	<ul style="list-style-type: none"> • Participating in community outreach to inform people about physical therapist practice 	<ul style="list-style-type: none"> • Contributing to media coverage about implications of nominee’s research for policy

<p><i>A nominee may demonstrate evidence of TRANSLATION OF ADVOCACY contributions and achievements to the EDUCATION DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF EDUCATION contributions and achievements to the EDUCATION DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF PRACTICE contributions and achievements to the EDUCATION DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF RESEARCH contributions and achievements to the EDUCATION DOMAIN by...</i></p>
<ul style="list-style-type: none"> • Mentoring students and/or professionals in advocacy techniques and projects 	<p><i>Translation not applicable/needed if primary domain is education</i></p>	<ul style="list-style-type: none"> • Mentoring students in clinical internships and/or professionals in clinical residency or fellowship programs 	<ul style="list-style-type: none"> • Mentoring students and/or professionals in research methods and projects
<p><i>A nominee may demonstrate evidence of TRANSLATION OF ADVOCACY contributions and achievements to the EDUCATION DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF EDUCATION contributions and achievements to the EDUCATION DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF PRACTICE contributions and achievements to the EDUCATION DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF RESEARCH contributions and achievements to the EDUCATION DOMAIN by...</i></p>
<ul style="list-style-type: none"> • Teaching advocacy methods in academic and continuing education courses 	<p><i>Translation not applicable/needed if primary domain is education</i></p>	<ul style="list-style-type: none"> • Teaching clinical practice methods in academic and continuing education courses 	<ul style="list-style-type: none"> • Teaching research methods in academic and continuing education courses
<ul style="list-style-type: none"> • Teaching public policy content in academic or continuing education courses 		<ul style="list-style-type: none"> • Teaching practice management content in academic or continuing education courses 	<ul style="list-style-type: none"> • Teaching evidence-based practice content in academic or continuing education courses

<ul style="list-style-type: none"> Serving as an invited speaker or key note speaker at research-, education- or practice-related meetings or conferences 		<ul style="list-style-type: none"> Serving as an invited speaker or key note speaker at research-, education- or advocacy-related meetings or conferences 	<ul style="list-style-type: none"> Serving as an invited speaker or key note speaker at education-, practice- or advocacy-related meetings or conferences
<ul style="list-style-type: none"> Presenting educational sessions at international meetings or conferences 		<ul style="list-style-type: none"> Presenting educational sessions at international meetings or conferences 	<ul style="list-style-type: none"> Presenting educational sessions at international meetings or conferences
<ul style="list-style-type: none"> Testifying before state and/or federal government panels 		<ul style="list-style-type: none"> Presenting grand rounds to medical staff 	<ul style="list-style-type: none"> Presenting research platforms or posters
<ul style="list-style-type: none"> Influencing a change in CAPTE standards based on advocacy contributions and achievements 		<ul style="list-style-type: none"> Influencing a change in CAPTE standards based on practice contributions and achievements 	<ul style="list-style-type: none"> Influencing a change in CAPTE standards based on research contributions and achievements

<p><i>A nominee may demonstrate evidence of TRANSLATION OF ADVOCACY contributions and achievements to the PRACTICE DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF EDUCATION contributions and achievement to the PRACTICE DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF PRACTICE contributions and achievements to the PRACTICE DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF RESEARCH contributions and achievements to the PRACTICE DOMAIN by...</i></p>
<ul style="list-style-type: none"> • Contributing to media coverage about implications of public or and/or payment policy for physical therapist practice 	<ul style="list-style-type: none"> • Contributing to media coverage regarding changes in PT patient/client management 	<p><i>Translation not applicable/needed if primary domain is practice</i></p>	<ul style="list-style-type: none"> • Contributing to media coverage about implications of nominee's research for practice
<ul style="list-style-type: none"> • Developing and administering methods for integrating public policy into clinical practice 	<ul style="list-style-type: none"> • Developing and administering a clinical residency or fellowship program 		<ul style="list-style-type: none"> • Developing and outlining methods for translating basic science and clinical research into clinical practice
<ul style="list-style-type: none"> • Providing consultation related to the application of public policy in physical therapist practice 	<ul style="list-style-type: none"> • Providing consultation related to the application of changes in physical therapy education to physical therapist practice 		<ul style="list-style-type: none"> • Providing consultation related to the application of research findings to physical therapist practice

<p><i>A nominee may demonstrate evidence of TRANSLATION OF ADVOCACY contributions and achievements to the RESEARCH DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF EDUCATION contributions and achievements to the RESEARCH DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF PRACTICE contributions and achievements to the RESEARCH DOMAIN by...</i></p>	<p><i>A nominee may demonstrate evidence of TRANSLATION OF RESEARCH contributions and achievements to the RESEARCH DOMAIN by...</i></p>
<ul style="list-style-type: none"> • Publishing policy-related research articles in refereed and/or non-refereed journals 	<ul style="list-style-type: none"> • Publishing education-related research articles in refereed and/or non-refereed journals 	<ul style="list-style-type: none"> • Publishing practice-related research articles in refereed and/or non-refereed journals 	<p><i>Translation not applicable/needed if primary domain is research</i></p>
<ul style="list-style-type: none"> • Publishing policy-related chapters and/or textbooks 	<ul style="list-style-type: none"> • Publishing education-related chapters and/or textbooks 	<ul style="list-style-type: none"> • Publishing practice-related chapters and/or textbooks 	
<ul style="list-style-type: none"> • Serving as an editor for a refereed policy-related research journal 	<ul style="list-style-type: none"> • Serving as an editor for a refereed education-related research journal 	<ul style="list-style-type: none"> • Serving as an editor for a refereed practice-related research journal 	<p><i>Translation not applicable/needed if primary domain is research</i></p>
<ul style="list-style-type: none"> • Participating in or leading research that results in public policy changes 	<ul style="list-style-type: none"> • Demonstrating scholarly activity (e.g. curricular revisions) in education over the course of career 	<ul style="list-style-type: none"> • Delivering presentations to the research community about changes in practice 	