OSA Members may nominate themselves or other members as candidates for OSA Senior Membership. Please note that nominations for Senior Membership are not confidential. We recommend that the nominator work directly with the nominee to obtain the necessary information to complete the designation submission.

1. Go to apply.osa.org/prog/seniormember

2. Select OSA Account, Log in with OSA member credentials.
3. After you have logged in successfully, you will be prompted to this screen. Select “View Programs”.

4. Scroll down until you see Senior Member.

5. You will be sent to the Senior Member Home Screen. There are links to provide more information about the Senior Member criteria as well as the nomination and reference guide. Click “apply” to enter the application.
6. You will now be in the application dashboard. Click on “nomination”.

7. When nominating another member, please click “someone else” and provide their first and last name in the space below. Then click “Mark as Complete.” Please note, that we recommend all nominators to work with their nominees to obtain the requisite information needed to complete the submission.
8. Next, click Back to application then click on “Eligibility”. Complete the three questions regarding eligibility (for the member you are nominating) and then click on “mark as complete”.

9. Click on “Contact Information” to fill out the next form. Click “Mark as Complete” when done. Then click “submit” on the next page.
10. You should now see a green check marks next to Contact Information. Next complete the “Upload CV/Resume” page. Your CV/Resume can be in the following formats: PDF, Doc, Docx. Once uploaded, click “mark as complete”.

11. Next, click on “request 2 recommendations” for the next form. Two letters of recommendation from active OSA members are required to complete the application. An employer recommendation can also be included in the application. Sample letters can be found in the Reference Guide and sample email messages are provided to send to references on this form.
12. Click on “request a recommendation” and the form below will pop up. Please complete for each individual you are requesting a reference from.

![Send recommendation form](image)
13. You will see the two references listed that have been emailed and click “mark as complete.” Click on “back to application” and then open the “personal narrative/statement” form:

[Image of a webpage showing a section titled "Request 2 Recommendations" with recommendations listed.]

- **Sara Hendricks**
  - Email: whendricks@gmail.com
  - Requested: 17 Dec 2020

- **Patrick Paschall**
  - Email: ppaschall@gmail.com
  - Requested: 17 Dec 2020

0 recommendations
Minimum: 2

[Button: MARK AS COMPLETE]
14. Accepted formats are PDF, Doc, and Docx. Attach your personal narrative/statement and then click “mark as complete.” Then click “back to application.”

15. All of the tasks and forms are now complete. Click “submit.” You will then be prompted to review or submit your application. Once you have clicked “submit” you can not change your application in the system. You would need to contact seniormember@osa.org to have the application changed once it has been submitted.
If you click “go to my applications” to view any submitted applications or “view more programs” to apply for another program.

You will receive the message below regarding your application:

Thank you for your submission to become an OSA Senior Member.

Please be aware that your application is not successfully submitted until the two letter of recommendations have been submitted by your recommenders. If you have any questions, please email seniormember@osa.org.

It is simply a reminder that your application is not complete until both letters of recommendation have been submitted into the system. You can check the status of your recommendation letters here:
Log back into the application system and click on “view”

Then go to “request 2 recommendations.”
If any of your references have uploaded a letter, it will have a green check mark next to their name:
Please contact seniormember@osa.org with any questions or concerns. Thank you for nominating a great colleague!