HOW TO LIST
in the ICPI/ASCP Fellowship Directory

STEP 1
Go to www.ascp.org

STEP 2
Select Careers

STEP 3
Click on “Discover Fellowships” button
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STEP 4
Click on Submit/Update listings to list your fellowship opportunities or update an existing listing.

STEP 5
Under “How to Submit a Listing” – click Submit a Listing.
STEP 6
Prior to submitting a listing, you will be required to have an account with ASCP.

• If you have an account, you will need to log in to the ASCP website with your username or ASCP ID and password.
• If you think you have an account, but are unsure please contact Claire Peterson at 312.541.4961 for assistance in retrieving your account.
• If you do not have an account, you will be prompted at this page to set up a new account.

STEP 7
Submitting your listing – you will be prompted at this point to complete four sections of the Fellowship listing application:

a. General Information
b. Listing Information
c. Multiple Listing Information
d. Payment Information
STEP 8
Proceed to payment – once you have all your listing information submitted you will be directed to the ASCP store and prompted to pay for your listing(s) via credit card.

YOU’VE SUCCESSFULLY UPLOADED YOUR LISTING!