New to the KP Mentoring Portal – Please Register to Join the KPNC IME

1. Visit the KPNC IME website to learn more about the Institute.

2. On the 'About the Institute' page. Select Apply for Membership, and then you will be redirected to the KPNC IME Welcome page.

3. You will be prompted to register for the KP Mentoring platform. You will need your Single Sign-On credentials to access the registration form. In the 'Select Your Program.' Enter Kaiser Permanente Northern California Institute for Medical Education. If you are a New Member, select 'IME Candidate.' If you are a part of a local IME in KP SFO, KP SCL, or KP EBY, select 'IME Member.'

4. Select your program.

5. In the search box, enter Kaiser Permanente Northern California Institute for Medical Education. Then select 'Close.'

6. Select 'Ready to Apply.' You will be directed to join the program.

7. Select "IME Candidate," then "Start my application."

8. Complete the "Personal Information Tab," upload your CV and Personal Statement, and then select "Save Changes."

9. You will be directed to the KPNC IME Welcome Page. Select Step 1. KPNC IME Application to apply for membership.
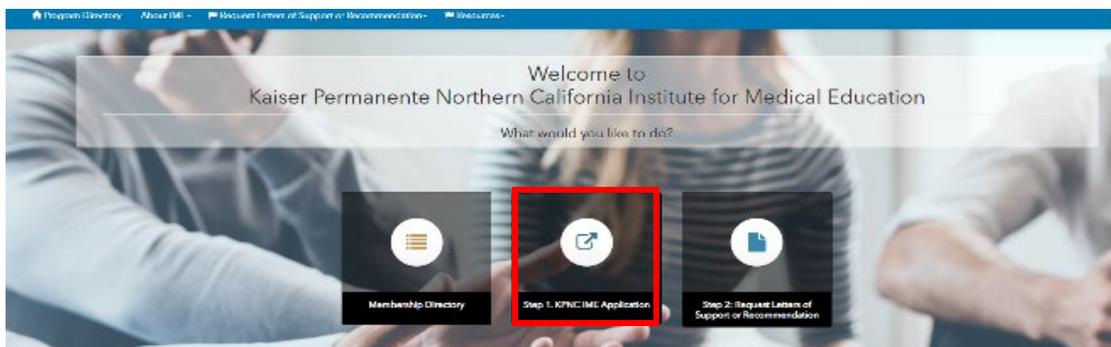
10. Review the specific criteria for the ranking within each pathway (e.g., Clinical Educator, Researcher, Administrator Pathways). Then select "Apply for Membership."

Apply For Membership: Pathways and Process

If you are involved in education and scholarship at Kaiser Permanente Northern California, we encourage you to apply for membership. Depending on your primary area of contribution, you can apply for a faculty appointment in one of following pathways. Within each pathway, you can choose which rank to apply for based upon your portfolio of work. Learn more about the specific criteria required for the ranking within each pathway below.

+ **Clinical Educator Pathway**

+ **Researcher Pathway**

+ **Administrator Pathway**

Apply for Membership

11. Complete the KPNC IME Application.

12. At the bottom of the application, you will have the following options.

If you select 'Save & Continue.' You will be prompted to enter your email to receive a link that expires in 30 days. **Note:** We highly recommend entering all your information into a single session. Only submitted documents can be retrieved from the system.

13. Once your application is complete, please complete Step:2 Request for Letter of Support and Letter of Recommendation. Request **ONE** letter or recommendation and **TWO** letters of support. **Note:** You can only request one document at a time. You will need to use this same process to request additional documentation.
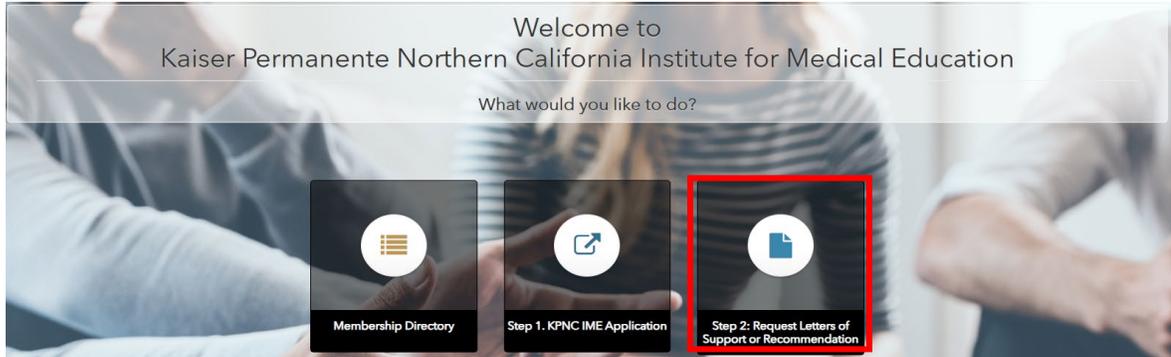
If you have any questions or need additional support. Please contact Renisha.Coleman@kp.org