

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.

About the Institute

The Kaiser Permanente Northern California Institute for Medical Education provides a community for scholarship and academic medicine by aligning continuing medical education, graduate medical education, undergraduate medical education, research endeavors, and pathway programs. Members of the Institute have access to regular faculty development programming, academic faculty titles, mentoring and coaching opportunities, and internal and external recognition for their accomplishments.



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.



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

Select your program from the list below. Close

If you are not currently a member of a program, start with the All KP Mentoring Community. To learn about the other managed programs, please visit their pages.

Show My Programs Show All Programs Program Descriptions

Close

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



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

Join Program Close

Your application should include the following:

- Complete the Application Profile
- Letter of Interest - Briefly highlight your interest in IME and what you hope to contribute (1000 words maximum)
- Upload CV
- Letter of Support - Obtain a letter of support from your Chief or Assistant Chief (Educator Pathway) or Direct Supervisor (Researcher and Administrator Pathways).
- 2 Letters of Recommendation

*Can be from peers, internal, or external to KP
*Must speak to the accomplishments (teaching, scholarly activities, committee work, or leadership work)

In order to start your application, confirm you are an IME applicant, then click the green button below.

I confirm I am an:

IME Candidate

Start my application process

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



Your profile is visible to other participants in the KP Mentoring Community.
 Your profile receives quarterly updates of basic information from HRConnect. If you manually update any of this information on your profile, be sure to do the same on HRConnect to prevent any override of data.
 *If some Notes - Status marked with a red asterisk are required.

Tab 1: Personal Information

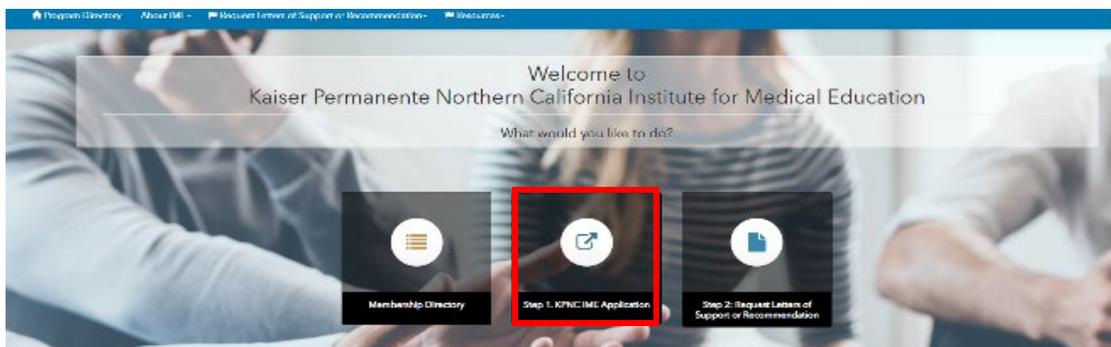
*First Name
 Middle Name
 *Last Name
 *MID (READ-ONLY)
 *Email address
 Personal email address (to receive a copy of all mentoring emails)
 Office phone/Cell phone
 Role

Progress
 Profile Progress 0%
 Click on the % for more details
 View My Profile

Profile Picture
 No picture uploaded yet
 Upload Picture

CV and Personal Statement
 No CV and Personal Statement uploaded yet
 Upload CV and Personal Statement
 Your CV and Personal Statement will be visible to other participants in the program.

- You will be directed to the KPNC IME Welcome Page. Select Step 1. KPNC IME Application to apply for membership.



- 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](#)

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11. Complete the KPNC IME Application.


 Northern California
 Institute for Medical Education

[About the Institute](#) | [Faculty](#) | [Resources for Educators](#) | [News & Updates](#)

KPNC IME Application

Step 1 of 3 - About You

Profile Information

Once your faculty appointment is confirmed, this information will be used to directly populate a public-facing "Faculty Profile" on the Institute's website.

Name

First
Last
Credentials (e.g., MD, DO, DBA, Ed.D, MPH etc.)

About/Overview

Please share a brief narrative about you and your professional interests or accomplishments (similar to a LinkedIn Profile).

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

Next
Save & Continue
Previous
Next
Save & Continue
Previous
Submit
Save & Continue

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.

Link to continue editing later

Please use the following link to return and complete this form from any computer.

https://instituteformedicaleducation-nca.kaiserpermanente.org/kpnc-ime-application/?gl_token=ef7e59ff94084413b3502d563cb30a2f

Note: This link will expire after 30 days.

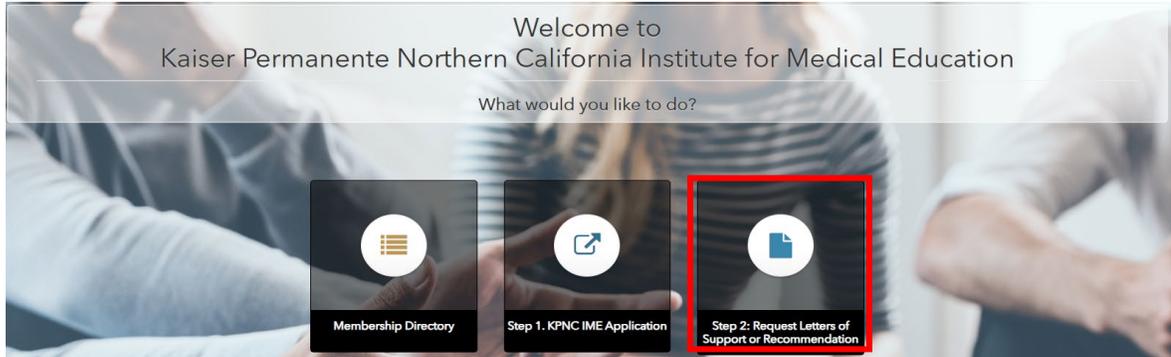
Enter your email address if you would like to receive the link via email.

Email Address (Required)

Send Link

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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
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