



# ABHM Letters of Recommendation Guidelines for DHANP (DABHM) Certification

## Letter of Recommendation Guidelines

- In accordance with federal laws, authors of letters of recommendation are asked to refrain from comments regarding a candidate's race, color, gender, religion, age, physical or mental disability, marital status, sexual orientation, national origin, citizenship, medical condition, or political affiliations, beliefs or activities.
- Letters should indicate the candidate's full name. Preferably in the first paragraph.
- Letters should not be handwritten.
- Letters require the writer's signature in blue or black ink.
- Letters should conclude with legible identifying personal information of the author including full name, title, institution, mailing address, telephone number and email address.
- Letters should be submitted directly to the ABHM by email attachment to:  
[abhm.info@gmail.com](mailto:abhm.info@gmail.com).

## Letter Content Requirements

In general, the more the recommendation reflects real knowledge of the applicant and their performance, the more useful the letter is to the ABHM and the applicant. Letters should address all the following areas:

- **Relationship to applicant:** Within the first paragraph, indicate the nature of your relationship with the applicant, how long you have known the applicant and in what capacity.

- **Personality traits:** Please comment on the applicant's dependability, sincerity, integrity, relations with others, personal adjustment, maturity, initiative, and motivation for a health profession. The applicant's weaknesses as well as strengths should be pointed out.
  
- **Professional effectiveness:** Is the applicant the kind of person you would choose to consult as a homœopath? If so, please explain why. Does the applicant enjoy the trust and respect of fellow practitioners? What is it that leads you to this conclusion?
  
- **Suitability for intended specialty designation:** When possible, comment on the applicant's exposure to the realities of the career field and the applicant's suitability for specialty standing in the profession. What is it about the applicant that will make them a good diplomate of the ABHM? What about the applicant might prevent them achieving their fullest potential as a homœopath, healer, and human being?
  
- **Overall potential:** What is it about the applicant that has left the greatest impression on you? Summary judgments which rank the applicant with past and present candidates are desired.

***Letters of recommendation are confidential and will not be shared with applicants.***