

## Instructions for New Program Applications

The designated institutional official (DIO) is responsible for initiating a new program application in the ACGME's Accreditation Data System (ADS) by selecting the specialty and participating sites, and indicating the individual who will be the program director. That designated program director is then responsible for completing the application and verifying the accuracy of the information supplied therein. After completing each step of the application process, the program director must electronically sign the application using the "Verify and Submit" button in ADS. By clicking this button, the program director verifies that all information in the application is correct, and automatically submits it to the DIO for final review. After the DIO has reviewed the application, he/she will electronically sign and submit it to the applicable ACGME Review Committee.

**The ACGME only reviews completed applications in their final format. Please make sure all information is final before submitting the application. Incomplete applications will not be accepted and should not be submitted. All submissions are final. Changes cannot be made to an application once it has been submitted for review.**

All application form sections applicable to the program must be completed to be accepted for review. The information provided should describe the proposed program. For items that do not apply, indicate "N/A" in the space provided. If any required information is not available, an explanation should be provided in the appropriate place on the form.

Review the Institutional and applicable specialty and/or subspecialty Program Requirements prior to completing the application. The Program Requirements and the Institutional Requirements are available on the ACGME website.

Upon processing of the application by the Review Committee, the institution will be billed for the application. Some applications will require a site visit prior to formal review.

For questions regarding content in the application or in the Institutional and/or Program Requirements, contact the Accreditation Administrator for the applicable specialty (contact information is on the relevant specialty's page on the ACGME website).

For questions regarding ADS, e-mail [ADS@acgme.org](mailto:ADS@acgme.org) or call 312.755.7474.

### **Entry of the following is required when completing an application:**

- Program director information, including degrees, curriculum vitae, and contact details
- Information regarding other program personnel, including a coordinator, Department Chair (optional), and co-director (if applicable)
- Information regarding all participating sites
- Program details, including address, desired complement, and responses to questions regarding program resources
- Information regarding actual/expected clinical and educational work hours and overall evaluation methods used by the program
- Information regarding faculty members involved in the program, including their curricula vitae
- Information regarding any residents already training within the program (if applicable)
- Responses to any existing citations (*only applicable if re-applying for accreditation*)

### **The following documents are required as separate PDF uploads when completing an application:**

*Certain documents may not be required for one-year specialty programs, while others may only be required for one-year specialty programs. Specific information, as well as references to the applicable requirements, are included within the document upload section of the application process in ADS.*

- Policy for supervision of residents (addresses residents' responsibilities for patient care and progressive responsibility for patient management and faculty members' responsibilities for supervision)
- Policies and procedures for resident clinical and educational work hours and work environment, including policies on moonlighting
- Overall educational goals for the program
- Document delineating the skills and competencies residents will be able to demonstrate at the end of the program
- A sample of competency-based goals and objectives for one assignment at each educational level
- All Program Letters of Agreement (PLAs) with participating sites
- A blank copy of the form used to document the semiannual evaluation with feedback, and a blank copy of the final (summative) evaluation of residents, documenting performance during the final period of education, and verifying that a resident has demonstrated sufficient competence to enter practice without direct supervision
- Copies of tools the program will use to provide objective assessments of competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice
- Blank copies of forms that residents will use to evaluate faculty members and the program
- A sample block diagram outlining each year of training within the educational program
- The specialty-specific application
  - Word document templates can be found on the Program Requirements and FAQs and Applications page of each specialty's section on the ACGME website.