Application Instructions for
Osteopathic Recognition

This instructional document was created to assist programs in applying for Osteopathic Recognition (OR), and to enable them to better prepare for and navigate the ACGME OR application process.

APPLICATION PROCESS

The following programs may apply for OR:
- Programs with ACGME pre-accreditation status
- Programs with ACGME accreditation status

There are several parts to the OR application, which includes information provided in the Accreditation Data System (ADS), as well as specific documents that must be uploaded into the system (ADS is a web-based system that is accessed using a web browser) as "attachments." An OR application may only be initiated by a program with pre-accreditation status, or a program that is already ACGME-accredited.

Note: The entire program will apply for OR, and the entire program will receive OR; it is up to the program to decide if all of the residents in the program will receive osteopathic-focused education, or if only a portion of the residents will (this is known as an "osteopathic-focused track").

Steps to Initiate and Submit an Application for OR
1. The program director (or designated institutional official (DIO)) must log into ADS with his/her user name and password.

2. The program director (or DIO) will initiate the OR application.
   A program director may allow a co-program director or track director, if the program director will not lead the osteopathic-focused education for the program, to complete the OR application utilizing the program director's login or the coordinator's login.

   - Click on the program's "Program" tab in ADS.
   - Click on "Osteopathic Recognition" on the right-hand side of the screen, under the "Recognition" menu.

- Click "Begin Application."

- After the OR application has been initiated, a new "Recognition" tab will appear, containing the steps to completion of the application.
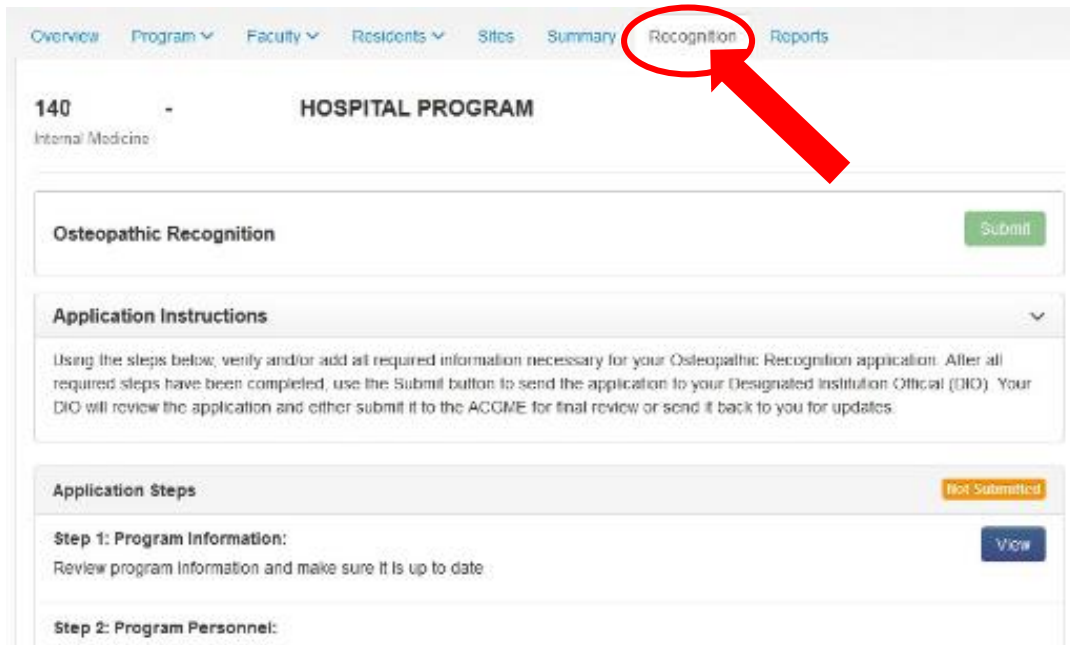
3. Complete the following ADS application steps:

Step 1: Program information
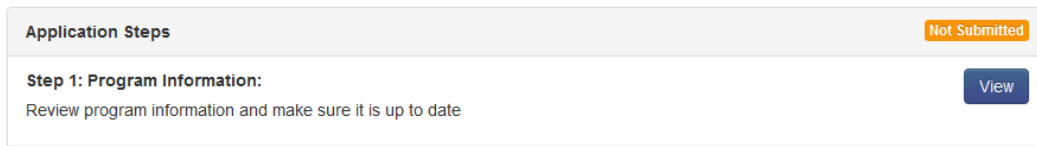
Update the program information that has been previously entered in ADS, if necessary, noting that no new information is required for the OR application.

Step 2: Program Personnel

- Update the information provided for the program director, if necessary, noting that no new information is required for the OR application.
- Update the information provided for physician faculty members, adding any new faculty members if necessary. No new information is required for the OR application. If faculty members are AOA board-certified and were originally entered into ADS over six months ago, verify that their board certification is identified as "AOA" instead of "other board certification."
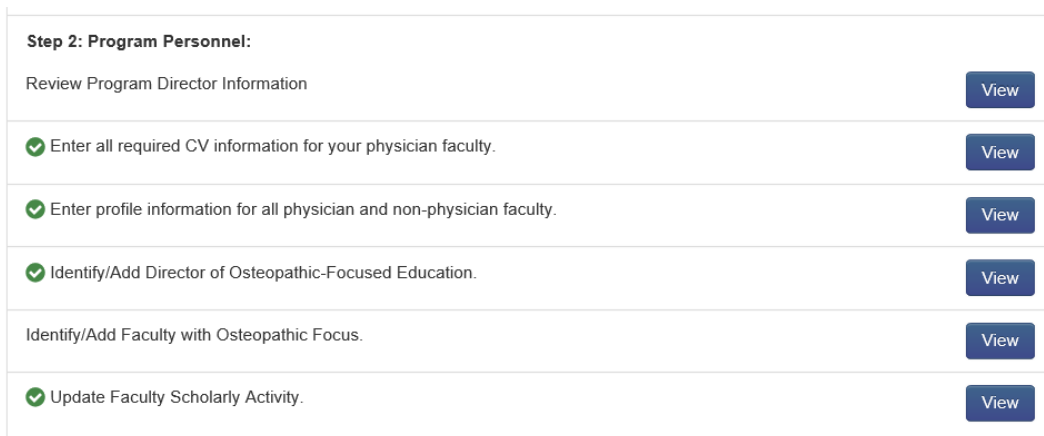 *Note: Any faculty members added to the Faculty Roster should meet the faculty qualifications of the specialty, as outlined in the Program Requirements. Additionally, confirm whether the Review Committee has established criteria determining who should and should not be listed on the Roster. Any faculty members not meeting the established criteria should be listed on the Supplemental Educator Form (see application step #8).*
- Identify a director of osteopathic-focused education. This individual is designated as leading the osteopathic-focused education, and may be the program director, co-program director (if applicable), or an osteopathic-focused track director. If the program chooses an osteopathic-focused track director, then that physician must be listed on the Faculty Roster in ADS. If he/she is not already listed, then he/she must be added to the Roster first. The osteopathic-focused track director may be board-certified in a specialty other than that of the program, however he/she must meet the faculty qualifications of the specialty, as outlined in the Program Requirements.
- Identify the faculty members in the program's Faculty Roster, using check boxes, who are providing osteopathic-focused education.
- Add additional scholarly activity for the faculty members, if necessary. Additionally, identify whether the scholarly pieces entered are osteopathic-focused. This will only be necessary for faculty members identified as providing osteopathic-focused education.

Step 3: Osteopathic Residents

- "Confirm" all residents (if applicable) by reviewing those listed on the program's Resident Roster.
- Identify the residents (if applicable) in the program's Resident Roster, using check boxes, who will be in osteopathic-focused positions within the program. These residents must meet the resident eligibility criteria in the OR Requirements, and must receive osteopathic-focused education during the course of their educational program.
- Add additional scholarly activity for these residents, if necessary. Additionally, identify whether the scholarly pieces entered are osteopathic-focused. This will

only be necessary for residents identified as being in osteopathic-focused positions.

Step 4: Rotation Sites

> **Step 4: Rotation Sites:**
> Review and update participating sites as necessary   [View]

Update the information provided for the participating sites, if necessary, noting that no new information is required for the OR application.

Step 5: Overall Evaluation Methods

> **Step 7: Overall Evaluation Methods:**
> Review and Update Overall Evaluation Methods   [View]

Update the responses provided to these questions, if necessary.

Step 6: Required Uploads

> **Step 8: Required Uploads:**
> Upload Osteopathic Recognition Application Documents   [View]

Upload the following attachments into ADS:

- **Form(s) Used for Formative Evaluation of Residents**
  A blank copy of the form(s) that will be used by osteopathic-focused faculty members to evaluate osteopathic-focused residents during each rotation or similar educational assignment.

- **Form(s) Used for Summative Evaluation of Residents**
  A blank copy of the final (summative) evaluation form(s) of osteopathic-focused residents, documenting performance during the final period of education that includes assessment of skill proficiency in osteopathic manipulative medicine. The form(s) should verify that the resident has demonstrated sufficient competence in Osteopathic Principles and Practice to enter practice and perform osteopathic manipulative medicine without direct supervision.

- **Form(s) Used for Evaluation of Faculty**
  A blank copy of the forms used to evaluate osteopathic-focused faculty members' performance as it is related to the integration of Osteopathic Principles and Practice in the educational program. These forms should include an evaluation of the osteopathic-focused faculty members completed by the osteopathic-focused residents.

- **Form(s) Used for Evaluation of Program**
  Blank copies of form(s) that the osteopathic-focused residents and the osteopathic-focused faculty members will use to evaluate the osteopathic-focused components of the program. The form used by the residents may differ from the form used by the faculty members.

- **Supplemental Educator Form**
  Download and complete the Supplemental Educator Form, then upload it. This form may be used to identify educators not listed on the program's Faculty Roster in ADS who play a prominent role in the program's osteopathic-focused education. If all osteopathic-focused educators are listed on the program's Faculty Roster, indicate this using the "not applicable" checkbox on the form.

  The form asks that the program "define [an] educational role in the program" for each educator listed on the form. The response to this question should be a brief description of what the educator will contribute to the osteopathic-focused educational program, rather than a title such as "core faculty" or "core osteopathic-focused faculty".

- **Block Diagram**
  Update your current Block Diagram to include information on osteopathic-focused training, if necessary. Note: The uploaded Block Diagram will become the new Block Diagram for the program so ensure that it continues to reflect the experience of all residents in the program, not just the osteopathic-focused residents.

  This may include identifying rotations that are osteopathic-focused or that have an osteopathic-focused clinic.

  A Block Diagram is a sample rotation schedule for each year of the program. A guide to the construction of a Block Diagram is contained in ADS in this section, but keep in mind that individual Review Committees may request specific information be included in Block Diagrams for their specialties.

- **Osteopathic Recognition-Specific Application Questions**
  Complete the Osteopathic Recognition-Specific Application Word document and upload it. This document can be found on the Osteopathic Principles Committee page on the ACGME website here:
  http://www.acgme.org/acgmeweb/tabid/469/ProgramandInstitutionalAccreditation/OsteopathicPrinciplesCommittee.aspx.

  The application asks if all residents in the program, or only a portion, will receive osteopathic-focused education. This question is intended to help the Osteopathic Principles Committee better understand the program structure. There is no right or wrong answer to this question. Programs will not be held to their response if they wish to change the program format after submission of the application.

Several of these attachment documents were required as a part of the initial program application and may have contained the components outlined in the description. If this is the case, programs need only upload the same file a second time.

All attachments must be uploaded in PDF format and may be no larger than 10MB. Only one file may be uploaded for each identified attachment. Therefore, if providing multiple documents for a single requested attachment, they must be combined into a single PDF file prior to uploading.

4. **Step 7: Review and Submit Osteopathic Recognition Application**

> Step 9: Review and Submit Osteopathic Recognition Application: **Review**
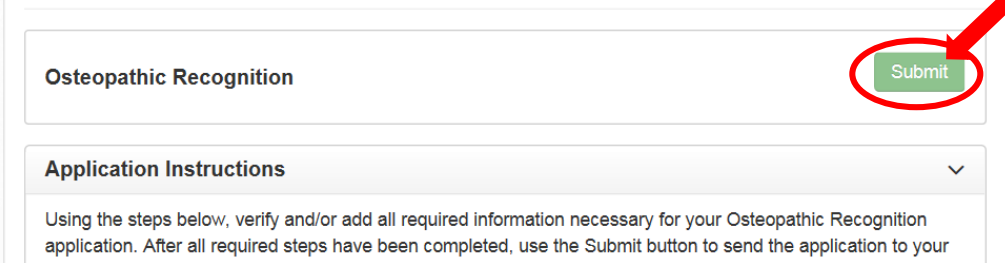> Review your application and save a copy before submitting it for review
>
> All steps must be completed before application can be submitted.

After all parts of the application are complete, it is suggested you review the application prior to submitting it. This can be done in Step 9 by clicking the "Review" button. A PDF version of your application will be generated. It is recommended that you save a final version of the application for your own records and reference, as well as print a copy for a final review. The application that is generated in this step will be the same application format that the Osteopathic Principles Committee will receive for review of the program.

5. The program director submits the application for review by the DIO through ADS.

> **Osteopathic Recognition**   **Submit**
>
> **Application Instructions**   ⌄
>
> Using the steps below, verify and/or add all required information necessary for your Osteopathic Recognition application. After all required steps have been completed, use the Submit button to send the application to your

6. The DIO reviews the application and either submits it to the ACGME (through ADS) or returns it to the program director for further work.

SITE VISIT
No site visit is required for OR applications.

APPLICATION REVIEW PROCESS
A submitted application for OR by an existing ACGME-accredited program will be reviewed by the Osteopathic Principles Committee at its next scheduled meeting. An application from a program with a status of pre-accreditation or continued pre-accreditation will not be reviewed by the Osteopathic Principles Committee until it becomes accredited.

Programs may be conferred with OR by the Osteopathic Principles Committee if they are ACGME-accredited. This includes programs with the following statuses: Initial Accreditation, Continued Accreditation, etc. Programs with a status of Initial Accreditation Contingent must wait for the sponsoring institution to become accredited before they can receive OR.

As soon as a specialty Review Committee has conferred a status of "Initial Accreditation" on a new program that has also applied for OR, the Osteopathic Principles Committee will be notified. The program has 10 days, after receiving notification in ADS, to update the submitted OR application if any changes are necessary. Regardless of whether the program updates any

part of the OR application, the application will automatically be forwarded to the Osteopathic Principles Committee after the 10-day period, and the Committee will schedule the program for review at its next scheduled meeting for which the agenda has not yet closed. (See the Osteopathic Principles Committee web page on the ACGME website for meeting and agenda closing dates.)

Within five days of the meeting at which an OR application is reviewed by the Osteopathic Principles Committee, the program will receive notification, via e-mail, of the Committee's decision regarding OR. The program will also receive a formal Letter of Notification from the Executive Director of the Committee within 60 days of the meeting date. The Letter of Notification will state the action taken by the Committee and list any citations or areas for improvement that were identified in the review.

The following statuses may be conferred upon a program after review of an OR application by the Osteopathic Principles Committee:
- Initial Recognition
- Recognition Withheld

If a program receives Initial Recognition, the Osteopathic Principles Committee has determined that it is in substantial compliance with the OR Requirements and should receive OR.

If a program receives Recognition Withheld, then the Committee has denied the application, and did not grant OR because it could not determine that the program was in substantial compliance with the OR Requirements. The Osteopathic Principles Committee will communicate to the program, through citations, why the program was not granted Initial Recognition. A program that receives Recognition Withheld will need to reapply for OR.

ADDITIONAL INFORMATION
There are no fees associated with OR.

There are no fees for an OR application, for OR site visits, or as a part of the continued recognition process.

There are no institutional OR applications. Only a program may apply for OR.

Each program that seeks OR must complete a separate OR application.