

## ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION

515 North State Street, Suite 2000, Chicago, Illinois 60654 • 312.755.5000 • [www.acgme.org](http://www.acgme.org)

### INSTRUCTIONS FOR ELECTRONIC PROGRAM INFORMATION FORMS

**APPLICATIONS FOR A NEW PROGRAM:** All applications for new programs must be initiated by the sponsoring institution's designated institutional official (DIO) using the Accreditation Data System (ADS), which can be accessed through the "Data Collection Systems" menu item on the ACGME home page ([www.acgme.org](http://www.acgme.org)). The DIO should log into ADS and select "Initiate New Program Application" from under the "Program & Resident Info" menu item and follow the steps provided. After the DIO has completed the initial application step, and once the program director has received the auto-generated email with the User ID and password, he/she can then log into ADS and complete the application following the steps provided.

All sections of the form 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. Where patient numbers are requested, estimate what you expect will occur. If any requested information is unavailable, an explanation should be provided in the appropriate, indicated space on the form.

Once the data entry is complete, there are two ways to view and print your document: HTML and PDF. Note, if you view/print in HTML, you will need to manually insert page numbers (follow instructions on the PIF Preview Options screen); if you view/print in PDF, page numbers will be automatically generated. Select "View Printer Friendly Version" to print the final Program Information Form (PIF). You will need to use this final version to complete the Table of Contents on the PIF Preview Options screen.

After obtaining the required signatures attesting to the completeness and accuracy of the information provided on the form, send three copies (with requested attachments, if applicable) to the Executive Director of the Residency Review Committee for your specialty at the address above. **All three copies must be identical and final.** Draft copies are not acceptable. The forms should be submitted bound by either sturdy rubber bands or binder clips. Do not place the forms in covers such as two- or three-ring binders, spiral bound notebooks, or any other form of binding. To finalize your application in ADS, select "Verify the accuracy of application information" from the application menu in the system.

**REVIEW OF AN ACCREDITED PROGRAM OR RE-ACCREDITATION OF A PROGRAM:** ADS can be accessed through the "Data Collection Systems" menu item on the ACGME home page ([www.acgme.org](http://www.acgme.org)). Log in with your assigned User ID and password. In the "PIF Preparation" section in the left-hand menu, select the appropriate items in order to update the "Common PIF" and "Specialty-Specific data" for your program. Most of the data is kept current through annual updates, but some information is required to be submitted at the time of site visit only.

Once the data entry is complete, there are two ways to view and print your document: HTML and PDF. Note, if you view/print in HTML, you will need to manually insert page numbers (follow instructions on the PIF Preview Options screen); if you view/print in PDF, page numbers will be automatically generated. Select "View Printer Friendly Version" to print the final Program Information Form (PIF). You will need to use this final version to complete the Table of Contents on the PIF Preview Options screen.

After obtaining the required signatures attesting to the completeness and accuracy of the information provided on the form, make four copies. **All four copies must be identical and final.** Draft copies are not acceptable. The forms should be submitted bound by either sturdy rubber bands or binder clips. Do not place the forms in covers such as two- or three-ring binders, spiral bound notebooks, or any other form of binding. Mail one set of the completed forms to the site visitor at least 14 days before the site visit. The remaining three sets should be provided to the site visitor on the day of the visit.

**GENERAL INSTRUCTIONS:** The Program Requirements or the Institutional Requirements may be downloaded from your Residency Review Committee's web page on the ACGME website ([www.acgme.org](http://www.acgme.org)).

With questions regarding the completion of the form (content), contact your Review Committee's Accreditation Administrator.

With questions regarding ADS, e-mail [WebADS@acgme.org](mailto:WebADS@acgme.org).

[Click here](#) for the ACGME's Glossary of Terms