

## How to Apply for Accreditation in **Eight** Steps

### **Step 1**

#### **Determine whether it is necessary to apply for institutional accreditation.**

- If the institution that will sponsor the program is currently a single-program sponsor (an institution that sponsors no more than one ACGME-accredited core specialty program and/or any number of that core specialty's related ACGME-accredited subspecialty programs), and the application you are planning to submit is for a second core program or for a subspecialty program that is not a subspecialty of the core specialty related to the currently accredited programs, then the institution must receive institutional accreditation before the application can be submitted.

For information on how to apply for institutional accreditation, contact the [Accreditation Administrator](#) for the Institutional Review Committee.

- If the sponsor (a) is a new sponsor that sponsors no other accredited programs, (b) is a single-program sponsor (as defined above) that would remain a single-program sponsor, or (c) already has institutional accreditation, please proceed to [Step 2](#).

## Step 2

**If this is a subspecialty, determine whether it is *dependent* or *independent*.**

### **Dependent Subspecialties:**

Dependent subspecialty programs are required to function in conjunction with an accredited specialty program and are usually reviewed conjointly with the specialty program. The continued accreditation of the subspecialty program is dependent on the specialty program's maintaining its accreditation. The dependent subspecialty program must be sponsored by the same ACGME-accredited sponsoring institution, and should be geographically proximate. In those cases where a dependent subspecialty program is located in a specialized institution, the requirements pertaining to sponsorship and relationship to the core specialty program may be waived by the Review Committee (RC).

The following core specialties have **dependent** subspecialties:

- Anesthesiology
- Emergency Medicine
- Family Medicine
- Internal Medicine
- Neurology (except Child Neurology)
- Otolaryngology
- Radiology-Diagnostic
- Pediatrics
- Physical Medicine and Rehabilitation
- Plastic Surgery
- Psychiatry (except Child and Adolescent Psychiatry)
- Preventive Medicine
- Urology

If this is an application for a dependent subspecialty (a subspecialty of one of the specialties listed above), confirm that your sponsor also sponsors an accredited program in that core specialty. Then, proceed to [step 3](#).

### **Independent Subspecialties:**

An **Independent** subspecialty program is not directly related to, or dependent upon, the accreditation status of a core specialty program.

If this is an application for an independent subspecialty, please proceed to [step 3](#).

### Step 3

#### **Review the accreditation requirements**

There are two sets of requirements that each accredited program must comply with—the [institutional requirements](#), and the specialty *program requirements*.

Select from the list below to access your specialty program requirements page:

[Allergy & Immunology](#)

[Anesthesiology](#)

[Colon and Rectal Surgery](#)

[Dermatology](#)

[Emergency Medicine](#)

[Family Medicine](#)

[Medical Genetics](#)

[Internal Medicine](#)

[Neurological Surgery](#)

[Neurology](#)

[Nuclear Medicine](#)

[Obstetrics & Gynecology](#)

[Ophthalmology](#)

[Orthopaedic Surgery](#)

[Otolaryngology](#)

[Pathology](#)

[Pediatrics](#)

[Physical Medicine and Rehabilitation](#)

[Plastic Surgery](#)

[Preventive Medicine](#)

[Psychiatry](#)

[Diagnostic Radiology](#)

[Radiation Oncology](#)

[Surgery](#)

[Thoracic Surgery](#)

[Urology](#)

[Transitional Year](#)

If you believe your institution and program meet these requirements, then continue to [step 4](#).

## **Step 4**

### **Determine the deadline for submission**

#### **Specialties that *do not* require site visits:**

The following subspecialties **do not** require site visits for application reviews:

- Anesthesiology subspecialties
- Dermatopathology
- Diagnostic Radiology subspecialties
- Emergency Medicine subspecialties
- Family Medicine subspecialties
- Internal Medicine subspecialties
- Medical Genetics subspecialties
- Neurology subspecialties
- Neurosurgery subspecialties
- Ophthalmology subspecialties
- Pathology subspecialties
- Physical Medicine and Rehabilitation subspecialties
- Pediatrics subspecialties
- Preventive Medicine subspecialties
- Psychiatry subspecialties

For the specialties above, the application is due approximately two months before the meeting. The meeting and agenda closing dates are listed on the RC's webpage.

#### **Specialties that *do* require site visits:**

All cores and any subspecialties not listed above require site visits before the RC reviews the application: The ACGME assigns a high priority to the processing of new applications, however, programs should expect the process to take as long as twelve months for programs requiring a site visit, since the site visit schedules are set a minimum of four months in advance of the date of the visit, and the site visit report must then be received by the RC office two months before the RC meeting for it to be reviewed on that meeting's agenda. The list of RC meeting dates is available on the ACGME website ([www.acgme.org](http://www.acgme.org)) and can be accessed from the menu at the left of the screen by clicking on 'Meetings and Workshops' and then clicking on 'RC Meetings'.

*If this is an application for Internal Medicine or an Internal Medicine subspecialty, please contact an Internal Medicine administrator (see [Step 8](#)) for the deadline for a particular meeting.)*

Continue to [Step 5](#).

## **Step 5**

### **Complete the Application Form**

Locate the specific application form (program information form) on your specialty's webpage:

[Allergy & Immunology](#)

[Anesthesiology](#)

[Colon and Rectal Surgery](#)

[Dermatology](#)

[Emergency Medicine](#)

[Family Medicine](#)

[Medical Genetics](#)

[Internal Medicine](#)

[Neurological Surgery](#)

[Neurology](#)

[Nuclear Medicine](#)

[Obstetrics & Gynecology](#)

[Ophthalmology](#)

[Orthopaedic Surgery](#)

[Otolaryngology](#)

[Pathology](#)

[Pediatrics](#)

[Physical Medicine and Rehabilitation](#)

[Plastic Surgery](#)

[Preventive Medicine](#)

[Psychiatry](#)

[Diagnostic Radiology](#)

[Radiation Oncology](#)

[Surgery](#)

[Thoracic Surgery](#)

[Urology](#)

[Transitional Year](#)

Note that each subspecialty has a unique application form different from the core specialty's form; please make sure you have the right form. Also, make sure it is the "For New Applications Only" form.

Each form will include specific instructions about how many copies to send, what attachments to include, and if applicable, what to have ready for the site visitor. After the application form is complete and signed by the program director, proceed to [step 6](#).

## **Step 6**

### **Submit the completed application form to your GMEC for approval**

Before the RC will review your application, it must be approved by your own Graduate Medical Education Committee (GMEC). Identify your institution's Designated Institutional Official (DIO) and send the application form to that person's office. Your DIO may ask you to make some changes before it can be sent in. Once your DIO approves and signs the form, it is ready to be sent to the RC.

Continue to [Step 7](#).

## Step 7

### **Send the completed, GMEC-approved application form to the RC.**

The address for the RC is on the application form. Do not attach the application fee; the sponsoring institution will be invoiced after the application is processed. The program director and DIO will be notified when your application has been received.

Please note that the ACGME does not accept revised applications. If you find it necessary to revise the application, it will be processed as a new application, and a second application processing fee will apply. In addition, if a site visit has been scheduled, it will be cancelled and a new site visit date will be assigned. Updated information that may be accepted after the application is processed is limited to the following: updated program director/faculty CVs (e.g., to reflect recent ABMS certification), updated procedural data for the institution(s), and updated program letters of agreement. This updated information will be accepted by the ACGME but must be submitted directly to and received by RC staff no later than 14 days prior to the site visit. If no site visit is required, this updated information must be received by RC staff no later than the agenda closing date listed on the RC's webpage.

The program director and DIO will be e-mailed the week after the meeting with the RC's decision, and a detailed notification letter will follow within 60 days.

The RC has three options:

1. **Initial Accreditation:** The RC approves the application, and the effective date is the beginning of the academic year in which the application was received.
2. **Propose Withhold:** The RC determines that the proposed program would not be in compliance with accreditation requirements. The program may then submit a rebuttal, to be reviewed at the next RC meeting.
3. **Defer for a site visit:** If this is an application for a subspecialty that does not require a site visit, the RC may schedule one before making their decision.

If you have further questions at this point, RC staff are available and happy to assist – please see [step 8](#) below.

## **Step 8**

### **Contact your RC staff**

Each specialty is reviewed by a particular RC, and each RC has staff ready to assist you with all your application questions.

Select from the list below to access your specialty staff contacts document:

[Allergy & Immunology](#)

[Anesthesiology](#)

[Colon and Rectal Surgery](#)

[Dermatology](#)

[Emergency Medicine](#)

[Family Medicine](#)

[Medical Genetics](#)

[Internal Medicine](#)

[Neurological Surgery](#)

[Neurology](#)

[Nuclear Medicine](#)

[Obstetrics & Gynecology](#)

[Ophthalmology](#)

[Orthopaedic Surgery](#)

[Otolaryngology](#)

[Pathology](#)

[Pediatrics](#)

[Physical Medicine and Rehabilitation](#)

[Plastic Surgery](#)

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