**Application Instructions for Osteopathic Recognition**

This instructional document was created to assist programs applying for Osteopathic Recognition, so they can better prepare for and navigate the ACGME Osteopathic Recognition application process.

**APPLICATION PROCESS**

ACGME-accredited programs with an accreditation status other than Probationary Accreditation can apply for Osteopathic Recognition. Newly accredited programs can apply as soon as they achieve Initial Accreditation.

There are several parts to the Osteopathic Recognition application, which includes information provided by the program in the Accreditation Data System [ADS], which is a web-based system that is accessed through a web browser), as well as specific documents that must be uploaded into the system as attachments.

Note: The entire program will apply for Osteopathic Recognition and the entire program will receive Osteopathic Recognition. The program must determine if all its residents will receive formal osteopathic education and be in designated osteopathic resident/fellow positions, or if only a portion of the residents/fellows will be in such designated positions.
Steps to Initiate and Submit an Application for Osteopathic Recognition

1. The program director or designated institutional official (DIO) must log into ADS with an existing username and password.
2. The program director or DIO will initiate the Osteopathic Recognition application.

3. Click on the “Program” tab in ADS.
4. Click on “Osteopathic Recognition” on the right-hand side of the screen, under the “Recognition” menu.
5. Click “Begin Application.”
6. After the Osteopathic Recognition application has been initiated, a new “Recognition” tab will appear with the steps to complete the application.
7. Complete the following application steps in ADS:

**Step 1: Program information**

Review the program information in ADS to confirm it is up to date. Note that in this step, no new information is required for the Osteopathic Recognition application.

**Step 2: Director of Osteopathic Education**

Identify the Director of Osteopathic Education. Using radial buttons, the program must identify whether the program director or another member of the program’s faculty will serve as Director of Osteopathic Education. If a faculty member other than the program director will be the Director of Osteopathic Education, that individual’s name must be selected from the drop-down menu with the list of faculty members on the ADS Faculty Roster. If the Director of Osteopathic Education is not already identified as a faculty member on the ADS Faculty Roster, then the program must add the physician to the Faculty Roster before completing this step. The selected physician must meet the qualifications outlined in the Osteopathic Recognition Requirements.

If the physician identified as the Director of Osteopathic Education is not the program director, that physician can receive an ADS login for the program. This can be done on the Program Leadership table on the “Program” tab within ADS. The program director or a program coordinator can grant this access by clicking the “Grant Access” button to the right of Director of Osteopathic Education’s name in the table. ADS will email the login information directly to the email address provided by the program in the Director of Osteopathic Education’s faculty profile in the system.
Step 3: Osteopathic Faculty

Using the check boxes, identify those individuals on the program’s ADS Faculty Roster who are osteopathic faculty members; if necessary, add other faculty members to the Faculty Roster. Osteopathic faculty members may be categorized as either “osteopathic faculty” members (only) or “osteopathic and program faculty” members. Refer to the Guide to the Classification of Osteopathic Faculty in the ADS Roster when determining how to classify osteopathic faculty members on the Roster.

All osteopathic faculty members will be asked to complete a modified CV in ADS. Programs will not be asked to provide a list of the faculty members’ scholarly citations unless a faculty member has been identified as a core faculty member for the program on the ADS Faculty Roster. In that case, a full CV may be required. In the modified CV for each osteopathic faculty member, programs will be asked to respond to the following:

Role in Program as it Relates to Osteopathic Education

Describe the osteopathic faculty member’s role in the program with regard to Osteopathic Recognition. This should include how the faculty member contributes to the program’s osteopathic curriculum and overall efforts to meet the Osteopathic Recognition Requirements.
All osteopathic faculty members must meet the qualifications identified in the Osteopathic Recognition Requirements.

Programs must report the scholarly activity completed in the previous academic year by the osteopathic faculty members. The program will also be asked to identify if the completed scholarly activity integrated Osteopathic Principles and Practice (OPP).

**Step 4: Osteopathic Residents**

Using the check boxes, a program can identify residents/fellows on the program’s ADS Resident Roster who have received or will receive formal osteopathic education. Such residents/fellows must meet the designated osteopathic resident/fellow eligibility.
criteria outlined in the Osteopathic Recognition Requirements. Programs can also choose to designate residents/fellows after the program receives Initial Recognition rather than during the application process.

Programs choosing to identify residents/fellows in the application will have the opportunity to review and update the profile information for designated osteopathic residents.

Programs must report the scholarly activity completed in the previous academic year by the designated osteopathic residents, if applicable. The program will also be asked to identify if the completed scholarly activity integrated OPP.

**Step 5: Required Uploads**

Upload the following attachments into ADS:

- **Form(s) Used for Formative Evaluation of Designated Osteopathic Residents**
  A blank copy of the form(s) that will be used by osteopathic faculty members to evaluate designated osteopathic residents' competence in OPP in each of the ACGME Competencies.

- **Form Used for Final Evaluation of Designated Osteopathic Residents**
  A blank copy of the final evaluation form provided to each designated osteopathic resident upon completion of the osteopathic education program. The form should document the resident’s performance related to the application of OPP in each of the ACGME Competencies during the final period of education and verify that the designated osteopathic resident has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice and to apply OPP to patient care.

- **Designated Osteopathic Resident Appointment Policy**
  Policy that outlines the eligibility requirements for appointment, based on the type of medical school from which the applicant graduated. The policy must clearly identify what is required of the applicant prior to entering a designated osteopathic position in an ACGME-accredited program with Osteopathic Recognition.

- **Form(s) Used for Evaluation of Program by Osteopathic Faculty**
A blank copy of the form used by osteopathic faculty members to evaluate the osteopathic components of the program.

- **Form(s) Used for Evaluation of Osteopathic Faculty**
  A blank copy of the form used for annual written confidential evaluations of the faculty members by the designated osteopathic residents or evaluations following completion of rotations or similar educational experiences as related to the integration of OPP.

- **Form(s) Used for Evaluation of Program by Designated Osteopathic Residents**
  A blank copy of the form used by designated osteopathic residents to evaluate the osteopathic components of the program.

- **Block Diagram**
  Common Instructions: Provide a Block Diagram for each year of training in the program. The number of block rotation months should align with the list of participating sites in ADS. Specialty-specific instructions may also be available.

  Osteopathic Recognition Instructions (if applicable): Update the Block Diagram to include where OPP is integrated into the curriculum. The block diagram should specifically identify where and when the following experiences are integrated, if applicable: osteopathic education/experience in the clinical setting, osteopathic clinic (either OMT clinic or integrated specialty clinic), and osteopathic didactics/labs. It may be best to indicate osteopathic experiences on the block diagram through the use of symbols and an associated legend. This 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 designated osteopathic residents. Programs are encouraged to utilize the Block Diagram Guide for Osteopathic Recognition when updating the program’s Block Diagram to identify when and where osteopathic experiences occur in the curriculum.

- **Osteopathic Recognition Specific Questions**
  Complete the Osteopathic Recognition Specific Question Document and upload it here. This document can be found on our website here. A new version of this document became effective July 1, 2021 and must be used for all future applications.

- **Attachment: Supplemental Educator Form**
  The Supplemental Educator Form has been discontinued and all osteopathic faculty members previously listed on this form should be listed in the ADS Faculty Roster. A memo on this topic may be found on the Osteopathic Recognition here.
Several of these attachment documents were required as a part of the initial program accreditation application and may have contained the components outlined in the description. In such cases, programs need to upload the same file a second time in the Osteopathic Recognition application.

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

**Step 6: Review and Submit Osteopathic Recognition Application**

After all parts of the application are complete, review the application before submitting it by clicking the “Review” button in Step 6, which generates a PDF of the application. Programs are encouraged to save a final version of the application for their records and reference, as well as to print a copy for final review. The application document generated in this step will be the same application document the Osteopathic Recognition Committee will review.
8. The program director will submit the application by clicking “Submit” at the top of the “Recognition” tab. The application will then be routed through ADS to the DIO for review. Note: ADS will not allow a program coordinator to submit the application.

9. The DIO must review the application and either submit it to the ACGME through ADS or return it to the program director for updates.
SITE VISIT
No site visit is required for Osteopathic Recognition applications.

APPLICATION REVIEW PROCESS
Applications submitted for Osteopathic Recognition will be reviewed by the Osteopathic Recognition Committee at the next scheduled meeting for which the agenda has not yet closed. The Osteopathic Recognition Committee’s meeting dates and associated agenda closing dates are posted on the Osteopathic Recognition page of the ACGME website.

Within five days of the meeting at which an Osteopathic Recognition application is reviewed by the Osteopathic Recognition Committee, the program will receive notification of the Committee’s decision by a standard ADS notification email. The program will also receive a formal Letter of Notification from 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 identified during the review.

The following statuses may be conferred on a program after review of an Osteopathic Recognition application by the Osteopathic Recognition Committee:

- Initial Recognition
- Recognition Withheld

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

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

ADDITIONAL INFORMATION
There are no fees associated with Osteopathic Recognition. There are no fees for an Osteopathic Recognition application, for future Osteopathic Recognition site visits, or as a part of the continued recognition process.

There is no institutional Osteopathic Recognition application. Only programs can apply for Osteopathic Recognition.

Each program that seeks Osteopathic Recognition must complete a separate Osteopathic Recognition application.