

Instructions for New Program Applications

The designated institutional official (DIO) is responsible for initiating all new program applications in the ACGME's Accreditation Data System (ADS) by selecting the specialty and identifying the program director of the new program. Once this occurs, a user account is automatically created for the program director, who is then responsible for completing the application. After completing and reviewing all required sections, the program director must submit the application back to the DIO via ADS. By submitting the application to the DIO, the program director verifies that all information within the application is accurate and final. After the DIO has reviewed the application, he or she provides his or her own verification in ADS by submitting it to the ACGME, where it will be processed by the Review Committee for that specialty.

All relevant sections must be complete for the application to be acceptable for review. The information provided should describe the proposed program. If any required information is not available, an explanation should be provided in its place. If there are items that do not apply, indicate "N/A" in the space provided. 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 review by the Review Committee.

Review the Program Requirements for the specialty prior to completing the application. The Program Requirements and the Institutional Requirements can be downloaded from the [ACGME website](#).

The ACGME only reviews completed applications in their final format. Ensure all information is complete and final before submitting the application in ADS. 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.

For questions regarding content within the application form or the Program and/or Institutional Requirements, contact an Accreditation Administrator for the applicable specialty (contact information is listed on each specialty's section of the [ACGME website](#)).

For questions regarding use of ADS, e-mail ADS@acgme.org or call 312.755.7474.

Entry of the following information is required when completing an application:

- Program director information, including degrees, curriculum vitae, and contact details
- Other program personnel, including program coordinators, and Department Chair (*optional*)
- Participating sites, including rotation months, site director names, and Program Letters of Agreement and dates
- Program details, including address, desired complement, and questions regarding: program resources; actual/expected clinical and educational work; overall evaluation methods used; and other items related to the [Common Program Requirements](#)
- Faculty members involved in the program, including curricula vitae, and scholarly activity
- Any residents/fellows 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 PDF uploads when completing an application:

- **Specialty-specific Application** – download a Word document template for your specialty on the [ACGME website](#) under the specialty's *Program Requirements and FAQs and Applications* page
- **Block Diagram** – a block diagram for each year of education in the program, aligning the rotation months with your list of provided participating sites
- **Program Letters of Agreement** – all Program Letters of Agreement for sites with required rotations
- **Policy for Clinical and Educational Work Hours** – program policies and procedures for resident/fellow clinical and educational work hours, including policies on moonlighting
- **Policy for Supervision of Residents/Fellows** – policy for supervision of residents/fellows (addresses responsibilities for patient care and progressive responsibility for patient management, and faculty member responsibilities for supervision)
- **Policy for Resident/Fellow and Faculty Member Well-Being** – policies that encourage optimal resident/fellow and faculty member well-being
- **Goals and Objectives** – a sample of the competency-based goals and objectives for one educational experience at each educational level
- **Forms Used for Resident/Fellow Evaluation of Program** – a sample of the form that residents/fellows will use to evaluate the program
- **Forms used for Faculty Member Evaluation of Program** – a sample of the form that a faculty member will use to evaluate the program
- **Forms used for Evaluation of Faculty Members** – a sample of the form that residents/fellows will use to evaluate an individual faculty member
- **Evaluation of Resident/Fellow by Faculty Member** – a sample of the form used for evaluation of a resident/fellow by a faculty member
- **Multi-Source Evaluation of Resident/Fellow** – a sample of the form used for evaluation of a resident/fellow by evaluators other than faculty members (e.g., peers, patients, self, other professional staff members)
- **Semiannual and Final Evaluations** – a blank copy of the form that will be used to document the semiannual evaluation of a resident/fellow with feedback, and a blank copy of the final evaluation of a resident/fellow upon completion of the program verifying that he or she has demonstrated the knowledge, skills, and behaviors to enter unsupervised practice