Complement Distribution Change Guidelines
Review Committee for Otolaryngology – Head and Neck Surgery

The Review Committee for Otolaryngology – Head and Neck Surgery approves complement by year and total. If a program wishes to fill a vacancy in the resident complement, it should be filled at the same level in which the vacancy occurs. Exceptions must be approved by the Review Committee (see Program Requirement III.B.2.). To submit an exception request, the following information is required:

- Educational rationale for the change in resident complement distribution by year
- Current block diagram
- Proposed block diagram

Once a change in complement distribution is approved, programs are expected to submit a temporary complement increase request at least six months before the off-cycle resident is promoted to the last year of the Otolaryngology – Head and Neck Surgery residency program. Guidelines for submitting a temporary complement request can be found on the Review Committee’s Documents and Resources webpage.

Submit exception requests and any questions to the Review Committee accreditation administrator, contact information for whom can be found on the Otolaryngology – Head and Neck Surgery section of the ACGME website.