# Requests for Changes in Resident and Fellow Complement
## Review Committee for Preventive Medicine

The Review Committee for Preventive Medicine approves permanent and temporary changes in complement.

**General Notes for Complement Change Requests**
Note that *temporary complement increases of fewer than 90 days in duration do not need to be submitted to the Review Committee for review*, regardless of the reason for the increase, and can instead be explained in the "Major Changes and Other Updates" section of the Accreditation Data System (ADS). Sequential temporary complement increases as a means to avoid submitting a request for a permanent complement increase are not acceptable.

All complement change requests must be submitted through ADS and require designated institutional official (DIO) approval prior to Review Committee review. Programs must have a status of Continued Accreditation to be considered for a temporary or permanent complement increase.

**Temporary Complement Increase Requests**
A temporary increase in complement must be requested when the number of active residents/fellows will temporarily exceed the total approved complement. When considering a temporary complement increase request, the Committee reviews the program's current accreditation status, recent program history, and rationale for the increase. Temporary complement increases are reviewed on an interim basis, and programs are typically notified of the decision within two weeks of submission.

The following information is required to complete a request for a temporary increase in complement (instructions also provided in ADS):
- Number of additional positions requested
- Effective start and end dates
- Educational rationale

**Permanent Complement Change Requests**
A permanent change in complement must be requested when the program wants to increase or decrease the total approved complement indefinitely. When considering a permanent complement change request, the Committee reviews the program's current accreditation status, recent program history, Resident/Fellow Survey data, and program resources. A site visit may be required for a permanent complement change request, depending on the details of the request.

Permanent complement change requests are reviewed at each scheduled Review Committee meeting. Therefore, permanent complement change requests must be submitted prior to the published agenda closing date to be reviewed at a particular meeting. Refer to the Preventive Medicine section of the ACGME website for meeting and agenda closing dates. Programs typically receive an email notification within five days of the meeting with the Committee's decision.


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The following documents/information are required to complete a request for a permanent change in complement (instructions also provided in ADS):

- Effective start date
- Number of requested positions
- Educational rationale
- Major program changes in the past year
- Response to previous citations (if applicable)
- Current block diagram
- Proposed block diagram

**How to Submit a Complement Change Request**

To initiate a request to change the program's approved complement, log into ADS. Under the "Program" tab, select "Complement Change" from the right panel under "Requests." All complement change requests are electronically sent to the DIO for approval as mandated by the Institutional Requirements. After the DIO approves a complement change request, the materials submitted in ADS are forwarded to the Review Committee. A Review Committee staff member will notify the program of the Committee's decision.


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