

Steps in the Accreditation Process

Processing an ACGME Application for a New Program

- The 'potential program' (hereafter referred to as 'program') leadership, known as the 'program director' should complete the specialty-specific application form. These forms and detailed instructions can be found by clicking here:

Family Medicine: http://www.acgme.org/acWebsite/RRC_120/120_pifIndex.asp

Family Medicine/Geriatrics: http://www.acgme.org/acWebsite/RRC_120/120_pifIndex.asp

Internal Medicine: http://www.acgme.org/acWebsite/RRC_140/Instructions_e-PIF.pdf

Internal Medicine/Geriatrics: <https://www.acgme.org/ads/default.asp>

Internal Medicine and Pediatrics: <https://www.acgme.org/ads/default.asp>

Obstetrics/Gynecology: http://www.acgme.org/acWebsite/RRC_220/220_pifIndex.asp

Pediatrics: http://www.acgme.org/acWebsite/RRC_320/320_pifIndex.asp

Psychiatry: http://www.acgme.org/acWebsite/RRC_400/400_pifIndex.asp

- The program director must obtain approval of the sponsoring institution's GME Committee and include the signature of the Designated Institutional Official (DIO) in the application.
- The program director is responsible for the accuracy of the information supplied. Incomplete applications, including incorrect or missing signatures, will be returned prior to any processing.
- The program director should mail THREE COPIES Of the final completed application, including the requested attachments to the Executive Director of the Residency Review Committee (RRC) for the specific specialty at 515 N State, Suite 2000, Chicago, IL 60654. However, if this is a new application for an Internal Medicine program and the sponsoring institution has no prior history with the ACGME or the accreditation process, the program director will need to contact Raquel Eng, at reng@acgme.org, to request a Word version of the application.
- Within 10 business days of receipt of the application, the RRC administrative staff will acknowledge receipt of the application and the new program number via an email communication to the program director and DIO.
- Upon receipt of the application in the ACGME offices the ACGME will send an invoice for the application fee (\$4650.00) to the DIO.
- All applications except Geriatrics will require a site visit as part of the application process.

- The ACGME assigns a high priority to processing new applications; however, the process is long because it involves multiple steps:
 - Receive and process the application
 - Schedule and conduct the site visit,
 - Prepare the post site visit report,
 - Prepare all materials for the review committee meeting, which includes a review of the entire program packet and preparing a report,
 - Discuss the program packet by the Review Committee review,
 - Prepare the final Letter of Accreditation.
- In order for the Review Committee to consider applications at their fall meetings, final and complete applications must be received by the ACGME by April 1, 2012.
- The RRC staff will notify the program director and DIO of the Review Committee's decision via e-mail 48 hours after the meeting and a detailed notification letter will follow within 60 days.