

## New ACGME Program Application for GMEC Approval

New ACGME programs can take 12-18 months before being approved. See the timeline below.

### Institutional Timeline and Steps:

- GME New ACGME Program Request form submission
- GME Board approval for new programs (not necessary if program is already an existing GME Consortium program)
- The DIO will open the program application in ACGME WebADS
- Program Application Review (can take 4-6 weeks)
  - The DIO and GME office will work with the program to review and revise the program application until it is ready to be approved by GMEC
- Once the Application is considered complete by the DIO and GME office, it will go to GMEC for approval
- After GMEC approval, the DIO will submit the completed application to the ACGME

Please use this as a guide prior to submitting the [Microsoft form for GMEC approval](#).

1. Program Name: \*
2. Program Director Name: \*
3. Program Director Phone Number (will be publicly displayed in WebADS).
4. Program Director Email:
5. Please specify any required qualifications of the Program Director for this new program: \*

**Qualifications of Program Director:** When specifying the required qualifications for the Program Director (PD)

role, you can include the following if applicable to program:

- **Educational Background:** Advanced degree relevant to the field (e.g., MD, DO, PhD).
- **Certification:** Board certification in the specialty required for PD position.
- **Experience:** A minimum number of years of clinical experience in the specialty, as well as prior experience in medical education and program administration.
- **Specific Requirements:** Review the specialty specific requirements as well as the common program requirements.

6. Program Coordinator Name (First/Last):

7. Program Coordinator Email: \*

8. Program Website (optional):

9. Are you requesting to convert a current GME Consortium program or create a brand-new program? \*

- Convert an existing program
- Brand-new program

10. Please robustly describe the educational rationale for creating an ACGME-Accredited Training Program, specifically demonstrating how the clinical requirements as outlined in the ACGME program requirements will be met and any resources necessary.

**Educational Rationale:** Clearly write out the educational rationale and purpose for the New ACGME program.

- Addressing Workforce Needs
- Advanced Medical Education
- Improving Patient Care
- Comprehensive Training
- Institutional Support

11. Please list the site(s) where these trainees will rotate (Participating Sites): \*

12. Total number of trainees being requested? \*

13. Date you plan to start the program. (July 20xx)

14. Please attach a funding letter from the Department chair stating where the funding for this New Program is coming from, including FTE support for the Program Director, Coordinator, and any other faculty required. The department is also responsible for the one-time application fee to the ACGME.

15. Please upload the PD's CV for this program. \*

