

New ACGME Program Application for GMEC Approval

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- Contact the GME office to talk through logistics and timeline
- Complete the GME New ACGME Program Request form
 - Requires a letter of support including funding for additional FTE for PD, PC, APDs and Core Faculty
- Receive GME Board approval (the Board meets on the GMEC meeting cadence, so please submit documents on that timeline)
 - Programs that are already established as non-ACGME program at our Consortium do NOT need GME Board approval to proceed
- The DIO will open the program application in ACGME WebADS.
- Program Application Review
- The program fills in the required application and all supporting documentation and notifies the GME office when the application is ready for review.
- 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.
 - This can take 4-6 weeks.
- GME office approval: Once the Application is considered complete by the DIO and GME office, it will go to GMEC for approval
- GMEC approval: Once GMEC approves, the DIO will submit the completed application to the ACGME.

ACGME timeline and steps (~6-12 months, depending on RC meeting sequence and Site visit needs):

- The ACGME Review Committee will have to approve the application at their next meeting
 - Agenda closing dates and other information can be found on the RC's webpage
- The program will be scheduled for an Initial Site Visit before receiving accreditation
 - NOTE: Subspecialties may receive initial accreditation first, then be scheduled for a Site Visit a year later
- The ACGME will issue a letter of Accreditation Status after the Site Visit and the Review committee meeting
- If and once the program receives Initial Accreditation, the program may begin recruiting for the next academic year

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 note new programs who are requesting participating sites off the primary clinical site (BJH,SLCH, MBMC) must complete the Participating Site Change form, for each site addition in conjunction with this application.*

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. *

