



Category: Graduate Medical Education
Policy Number:
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Title: Correspondence between Programs and the ACGME

References: ACGME Policies and Procedures (effective September 26, 2020); ACGME Institutional Requirements (effective July 1, 2021); Common Program Requirements–Residency (CPR-R, focused revision effective July 1, 2020); ACGME Common Program Requirements–Fellowship (CPR-F, new requirements effective July 1, 2019)

New program Applications for Accreditation and any documents or program correspondence must be reviewed and approved by the Designated Institutional Official (DIO) prior to being submitted to the Accreditation Council for Graduate Medical Education (ACGME) or individual Residency Review Committees (RRC) by program directors.

In addition, all correspondence or documents submitted to the ACGME that address those items listed in the ACGME Institutional Requirements shall be approved and/or directly submitted by the DIO following review and approval by the Graduate Medical Education Committee (GMEC), as appropriate. These include the following:

- Applications for ACGME accreditation of new programs - IR I.B.4.b).(4)
- Program letters of agreement (PLAs) - IR I.A.5.b).(1)
- Annual Update for each program - IR I.A.5.b).(2)
- Changes in resident complement - IR I.B.4.b).(5)
- Major changes in program structure or duration of education, including any change in the designation of a program’s primary clinical site - IR I.B.4.b).(6)
- Additions and deletions of participating sites - IR I.B.4.b).(7)
- Appointments of new program directors - IR I.B.4.b).(8)
- Progress reports requested by a Review Committee - IR I.B.4.b).(9)
- Responses to Clinical Learning Environment Review (CLER) reports - IR I.B.4.b).(10)
- Requests for exceptions to clinical and educational work hour requirements - IR I.B.4.b).(11)
- Voluntary withdrawal of ACGME program accreditation or recognition - IR I.B.4.b).(12)
- Requests for an appeal of an adverse action by a Review Committee - IR I.B.4.b).(13); and,
- Appeal presentations to the ACGME Appeals Panel - IR I.B.4.b).(14)

Finally, all verbal and written communication that occurs between programs and the RRC/ACGME must be discussed in advance with the DIO.