The designated institutional official (DIO) is responsible for initiating a new program application within the ACGME's Accreditation Data System (ADS) by selecting the specialty and participating sites, and indicating the individual who will become the program director of the new program. The program director is then responsible for completing the application and verifying the accuracy of the information supplied therein. After completing each step of the application process, the program director must electronically sign the application using the "Verify and Submit" button within ADS. By clicking this button, the program director verifies that all information in the application is correct, and automatically submits it to the DIO for final review. After the DIO has reviewed the application, he/she will electronically sign and submit it to the ACGME Review Committee for review.

The ACGME only accepts completed applications in their final format. Please make sure all information is final before submitting the application. Incomplete applications will NOT be accepted and should not be submitted. All submissions are final. Changes cannot be made to the application once it has been submitted to the ACGME for review.

All sections of the form applicable to the program must be completed in order to be accepted for review. The information provided should describe the proposed program. For items that do not apply, indicate "N/A" in the space provided. Where patient numbers are requested, estimate what is expected to occur. If any required information is not available, an explanation should be provided in the appropriate place on the form.

Review the Program Requirements for the program specialty prior to completing the application. The Program Requirements and the Institutional Requirements can be downloaded from the ACGME website.

Upon the Review Committee’s processing of the application, the institution will be billed for the application. Some applications will require a site visit prior to Review Committee review.

For questions regarding content within the application form or in the Program and/or Institutional Requirements, contact the Accreditation Administrator for the applicable specialty at 312.755.5000.

For questions regarding ADS, e-mail ADS@acgme.org or call 312.755.7474.

A Glossary of commonly used terms can be found on the ACGME website within the Common Resources list on each specialty's Review Committee web page.
Entry of the following information is required when completing an application:

- Program director information, including degrees, curricula vitae, and contact info
- Information regarding other program personnel, including a coordinator, CEO (optional), and co-director (if applicable)
- Information regarding all participating rotation sites
- Program details, including address, desired complement, and questions regarding program resources
- Information regarding actual/expected duty hours and overall evaluation methods used by the program
- Information regarding key faculty members involved in the program, including their curricula vitae
- Information regarding any residents already training within the program (if applicable)
- Responses to any existing citations (only applicable if re-applying for accreditation)

The following documents are required as separate PDF uploads when completing an application:

Certain documents may not be required for one-year specialty programs, while others may only be required for one-year specialty programs. Specific information, as well as references to Program and Institutional Requirements are included within the document upload section of the application process in ADS.

- Policy for supervision of residents (addresses residents’ responsibilities for patient care and progressive responsibility for patient management and faculty responsibilities for supervision)
- Policies and procedures for resident duty hours and work environment, including policies on moonlighting
- Overall educational goals for the program
- Document delineating the skills and competencies residents will be able to demonstrate at the end of the program
- A sample of competency-based goals and objectives for one assignment at each educational level; and a blank copy of the forms that will be used to evaluate residents at the completion of each assignment
- All Program Letters of Agreement (PLAs) with participating sites
- A blank copy of the form used in the final (summative) evaluation of residents, documenting performance during the final period of education, and verifying that a resident has demonstrated sufficient competence to enter practice without direct supervision; and a blank copy of the form that will be used to document the semiannual evaluation of residents, with feedback
- Copies of tools the program will use to provide objective assessments of competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and system-based practice
- Blank copies of forms that residents will use to evaluate the members of the faculty and the program
- A sample block diagram outlining each year of training within the educational program
- The specialty-specific application
  - Word document templates can be found on the ACGME website on each specialty’s Review Committee web page.