

Application Instructions for Osteopathic Recognition

This instructional document was created to assist programs applying for Osteopathic Recognition, so they can better prepare for and navigate the ACGME Osteopathic Recognition application process.

APPLICATION PROCESS

The following programs can apply for Osteopathic Recognition:

- Programs with ACGME Pre-Accreditation status
- Programs with any ACGME accreditation status other than Probationary Accreditation

There are several parts to the Osteopathic Recognition application, which includes information provided by the program in the Accreditation Data System (ADS), as well as specific documents that must be uploaded into the system (ADS is a web-based system that is accessed through a web browser) as attachments. An Osteopathic Recognition application can only be initiated by a program with a status of Pre-Accreditation, or a program that is already accredited and in good standing by the ACGME.

Note: The entire program will apply for Osteopathic Recognition, and the entire program will receive Osteopathic Recognition; it is up to the program to decide if all the residents in the program will receive osteopathic education and be in designated osteopathic resident positions, or if only a portion of the residents will be in such designated positions.

Steps to Initiate and Submit an Application for Osteopathic Recognition

1. The program director or designated institutional official (DIO) must log into ADS with his/her username and password.
2. The program director or DIO will initiate the Osteopathic Recognition application.

A program director can allow the Director of Osteopathic Education, if not program director, to complete the Osteopathic Recognition application utilizing the program director's login or an additional coordinator login.

The screenshot displays the ADS interface with the 'Program' tab selected in the top navigation bar. A red arrow labeled '3' points to this tab. The main content area shows accreditation details, including submission dates, accreditation status, and resident positions. On the right-hand side, under the 'Recognition' menu, the 'Osteopathic Recognition' option is highlighted with a red box and a red arrow labeled '4'.

Navigation Bar: Overview, **Program**, Faculty, Residents, Sites, Surveys, Milestones, Case Logs, Updated Application, Reports

Important Dates:

- Annual Update Status:** Jul 23, 2018 - Sep 28, 2018
- Case Log Data Verification Deadline for Graduates:** Aug 01, 2018 11:59 PM CT
- Next Site Visit (Approx):** Jul 01, 2019
- Annual Reporting Cycle:** [Dropdown]

Additional Requirements:

- Clinical Experience and Educational Work
- Overall Evaluation Methods
- Citations
- Major Changes
- Recognition**
 - Osteopathic Recognition**

Application for Accreditation Submission Date: July 21, 2017
Original Accreditation Date: July 01, 2017
Accreditation Status: Initial Accreditation
Effective Date: July 01, 2017
Accredited Length of Training: 2 Year(s)
Program Cycle Length: 2.00 Year(s)
Program Format: Standard
Case Logs: Use Required by ACGME

Last Site Visit Date: September 12, 2017
Date of Next Site Visit (Approximate): July 01, 2019

Total Approved Resident Positions: 6
Total Filled Resident Positions: 2

Complement Breakdown: Approved

Years:	1	2	Total
Approved:	2.0	4.0	6.0

Complement Breakdown: Filled


Years:	1	2	Total
Filled:	0.0	2.0	2.0

**Total filled will reflect the previous academic year until the annual update is completed for the current academic year. Totals may vary from year to year due to off cycle residents.*

Program Requires Prior or Additional Accredited GME Training: Yes
Number of Prior or Additional Accredited GME Training Years: 1
Program Requires Dedicated Research Year Beyond Accredited Program Length: No

- Click on the program's "Program" tab in ADS.
- Click on "Osteopathic Recognition" on the right-hand side of the screen, under the "Recognition" menu.

Osteopathic Recognition

Application Instructions 

This application is for programs seeking to have the osteopathic principles dimension of the program formally recognized with ACGME Osteopathic Recognition.

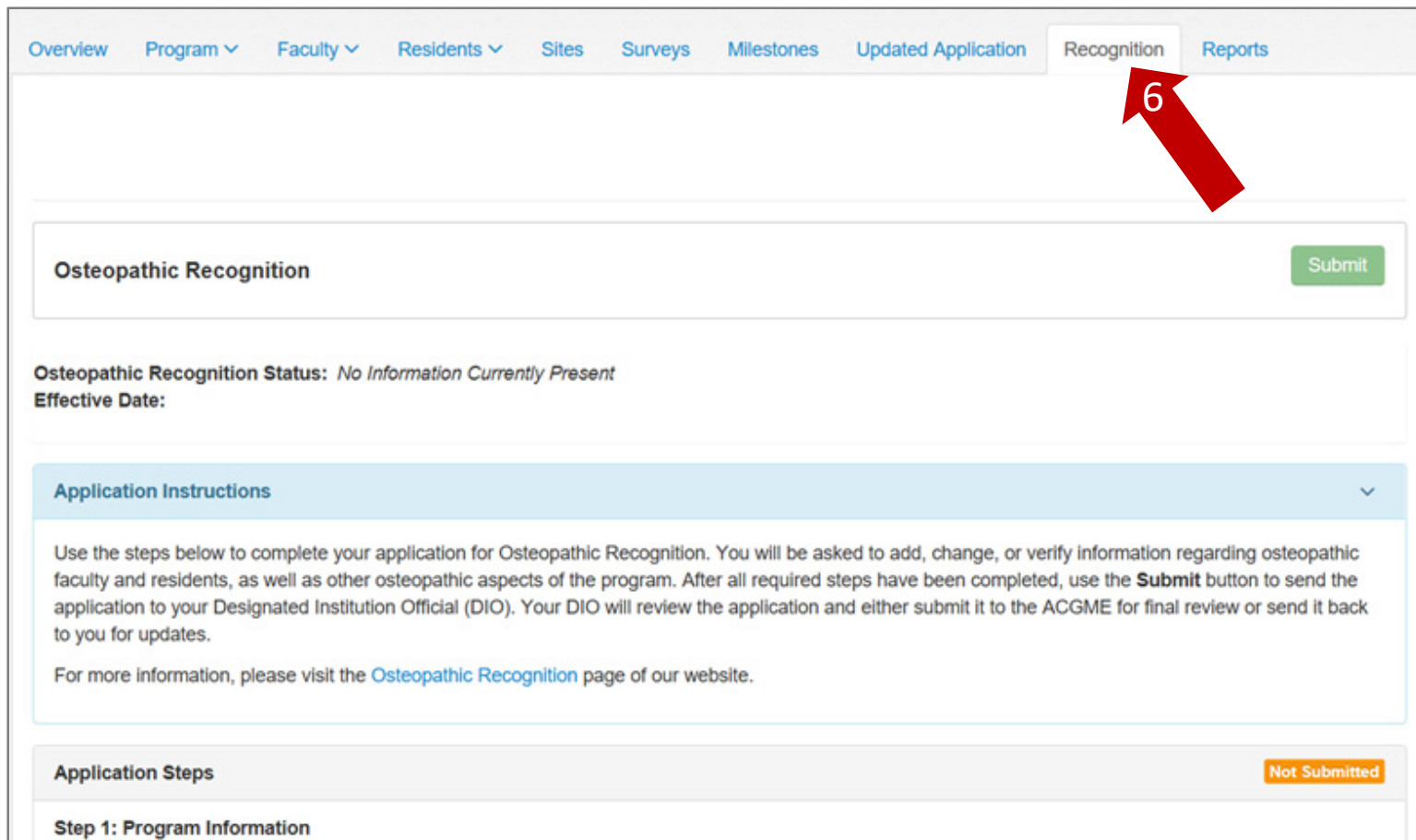
Do not begin this application unless you plan to apply for recognition.

If you are unsure whether you are eligible to apply or have questions about Osteopathic Recognition, [contact the Executive Director for Osteopathic Accreditation at acgme@acgme.org](mailto:acgme@acgme.org).

More information about Osteopathic Recognition may be obtained by visiting the [Osteopathic Principles Committee page](#) on our website.

Begin Application

5. Click “Begin Application.”



The screenshot shows a web application interface for Osteopathic Recognition. At the top, there is a navigation bar with tabs: Overview, Program, Faculty, Residents, Sites, Surveys, Milestones, Updated Application, Recognition, and Reports. A red arrow with the number 6 points to the 'Recognition' tab. Below the navigation bar, there is a section titled 'Osteopathic Recognition' with a green 'Submit' button. Below this, the status is shown as 'Osteopathic Recognition Status: No Information Currently Present' and 'Effective Date:'. A blue box contains 'Application Instructions' with a downward arrow. The instructions text reads: 'Use the steps below to complete your application for Osteopathic Recognition. You will be asked to add, change, or verify information regarding osteopathic faculty and residents, as well as other osteopathic aspects of the program. After all required steps have been completed, use the **Submit** button to send the application to your Designated Institution Official (DIO). Your DIO will review the application and either submit it to the ACGME for final review or send it back to you for updates. For more information, please visit the [Osteopathic Recognition](#) page of our website.' Below the instructions, there is a section titled 'Application Steps' with a 'Not Submitted' status. The first step is 'Step 1: Program Information'.

6. After the Osteopathic Recognition application has been initiated, a new “Recognition” tab will appear, containing the steps to complete the application.


7. Complete the following application steps in ADS:

Step 1: Program information

Application Steps	Not Submitted
Step 1: Program Information	
Ensure your program information is up to date including address and program personnel. You will not see a green check mark for this step; please use it to verify important program information.	
View	



Review the program information in ADS to confirm it is up to date. Note that in this step, no new information is required for the Osteopathic Recognition application.

Step 2: Director of Osteopathic Education

 Step 2: Director of Osteopathic Education
Using your existing faculty roster, identify the Director of Osteopathic Education or add this person to your roster. This step will not be validated until you identify the physician in this role.
View

Identify the Director of Osteopathic Education. Using radial buttons, the program must identify whether the program director or another member of the program's faculty will serve as Director of Osteopathic Education. If a faculty member other than the program director will be the Director of Osteopathic Education, his or her name must be selected from the drop-down menu containing a list of faculty members on the Faculty Roster. The selected physician must meet the qualifications outlined in the Osteopathic Recognition Requirements.

Step 3: Osteopathic Faculty

Step 3: Osteopathic Faculty	
Osteopathic and Program Faculty Using your existing roster, identify faculty that are osteopathic faculty, program faculty or both program and osteopathic faculty. You will not see a green check mark for this step; the number of osteopathic faculty may differ for each program.	View
 Profile/CV Information and New Osteopathic Faculty Faculty profile and CV information must be complete and up to date. If applicable, add any new osteopathic faculty members not currently on your roster. All osteopathic faculty members must have a complete profile and CV to finalize this step.	View
 Osteopathic Faculty Scholarly Activity One year of scholarly activity (<i>that occurred during the previous academic year</i>) is required for all osteopathic faculty members and those who are both program and osteopathic . Ensure all required activity is entered to complete this step.	View

Using the check boxes, identify those individuals on the program's Faculty Roster who are osteopathic faculty members; if necessary, add other faculty members to the Faculty Roster. Osteopathic faculty members may be categorized as either "osteopathic faculty" members (only) or "osteopathic and program faculty" members. Refer to the [Guide to the Classification of Osteopathic Faculty in the ADS Roster](#) when determining how to classify osteopathic faculty members on the roster.

All osteopathic faculty members will be asked to complete a modified CV in ADS. Programs will not be asked to provide a list of the faculty members' scholarly citations, unless the faculty member has been identified as a core faculty member for the program by the accreditation definition. In that case, a full CV is required. In the modified CV for each osteopathic faculty member, programs will be asked to respond to the following questions:

Role in Program as it Relates to Osteopathic Education

Describe the osteopathic faculty member's role in the program with regard to Osteopathic Recognition. This should include how the faculty member contributes to the program's osteopathic curriculum and overall efforts to meet the Osteopathic Recognition Requirements.

Additional Information on Qualifications Related to Osteopathic Education

Provide any additional information associated with the osteopathic faculty member's qualifications related to his/her role in providing osteopathic education within the program, which may include additional education, coursework and qualifications. This information should not include information already provided in the ADS Faculty Roster, and should aid in the determination of the physician's qualifications to be an osteopathic faculty member (i.e. special courses etc).

All osteopathic faculty members should meet the qualifications identified in the Osteopathic Recognition Requirements.

Programs must report the scholarly activity completed in the previous academic year by the osteopathic faculty members. For each faculty member, the program must identify the number of scholarly pieces completed in the following categories: articles published with a PubMed ID; conference presentations; other presentations; chapter/textbooks; grant leadership; leadership role or peer-review role; and teaching formal courses. The program will also be asked to identify how many integrated Osteopathic Principles and Practice (OPP).

Step 4: Osteopathic Residents

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Existing Osteopathic Residents

Identify existing residents on your roster designated as osteopathic. You will not see a green check mark for this step; the number of osteopathic designated residents may differ for each program.

[View](#)

✓ Profile Information

Osteopathic resident information must be complete and up to date. When identifying osteopathic designated residents, the program must respond to additional prior-training questions within the resident's profile. All osteopathic residents must have a complete profile to finalize this step.

[View](#)

✓ Osteopathic Resident Scholarly Activity

One year of scholarly activity (that occurred during the previous academic year) is required for all osteopathic residents. Activity is not collected for residents in their first year of training within a program. Ensure all required activity is entered to complete this step.


[View](#)

Using the check boxes, a program can choose to identify residents who have received or will receive osteopathic education on the program's Resident Roster. Such residents must meet the designated osteopathic resident eligibility criteria. Programs can also choose to designate residents after they receive Initial Recognition instead of during the application process.

Programs choosing to identify residents in the application will have the opportunity to review and update the profile information for designated osteopathic residents.

Programs must report the scholarly activity completed in the previous academic year by the designated osteopathic residents, if applicable. For each designated osteopathic resident, the program will be asked to identify the number of scholarly pieces completed in the following categories: articles published with a PubMed ID; conference presentations; other presentations; chapter(s)/textbooks; grant leadership; leadership role or peer-review role; and teaching formal courses. The program will also be asked to identify how many integrated OPP.

Step 5: Required Uploads

 **Step 5: Required Uploads**

Upload Osteopathic Recognition Application Documents. A list of required documents and their descriptions can be found within this step.
[2 of the 8 required attachment(s) still need to be uploaded]

View

Upload the following attachments into ADS:

- **Form(s) Used for Formative Evaluation of Designated Osteopathic Residents**
A blank copy of the form(s) that will be used by osteopathic faculty members to evaluate designated osteopathic residents' competence in OPP in each of the ACGME Competencies.
- **Form(s) Used for Summative Evaluation of Designated Osteopathic Residents**
A blank copy of the summative evaluation form(s) provided to each designated osteopathic resident upon completion of the osteopathic education program. The form(s) should document the resident's performance related to the application of OPP in each of the ACGME Competencies during the final period of education and verify that the designated osteopathic resident has demonstrated sufficient competence to apply OPP to patient care, upon entering practice, without direct supervision.
- **Designated Osteopathic Resident Appointment Policy**

Policy that outlines the eligibility requirements for appointment, based on the type of medical school from which the applicant graduated. The policy must clearly identify what is required of the applicant prior to entering a designated osteopathic position in an ACGME-accredited program with Osteopathic Recognition.

- **Form(s) Used for Evaluation of Program by Osteopathic Faculty**

A blank copy of the form used by osteopathic faculty members to evaluate the osteopathic components of the program.

- **Form(s) Used for Evaluation of Osteopathic Faculty**

A blank copy of the form used for annual written confidential evaluations of the faculty members by the designated osteopathic residents or evaluations following completion of rotations or similar educational experiences as related to the integration of OPP.

- **Form(s) Used for Evaluation of Program by Designated Osteopathic Residents**

A blank copy of the form used by designated osteopathic residents to evaluate the osteopathic components of the program.

- **Block Diagram**

Update the Block Diagram to include where OPP is integrated into the curriculum. The Block Diagram should specifically identify where and when the following experiences are integrated, if applicable: osteopathic education/experience in the clinical setting; osteopathic clinic (either OMT clinic or integrated specialty clinic); and osteopathic didactics/labs. It may be best to indicate osteopathic experiences on the Block Diagram through the use of symbols and an associated legend.

Note: The uploaded Block Diagram will become the new Block Diagram for the program, so ensure that it continues to reflect the experience of all residents in the program, not just the designated osteopathic residents.

The Block Diagram is a sample rotation schedule for each year of the program. A guide to constructing the Block Diagram is available in the “Sites” tab in ADS, but keep in mind that individual Review Committees may request specific information be included in Block Diagrams for their specialties. Some Review Committees have specialty-specific guides for the construction of the Block Diagram.

- **Osteopathic Recognition Specific Questions**

Complete the Osteopathic Recognition Specific Question Document and upload it here. This document can be found in the application section of the Osteopathic Recognition page: www.acgme.org/osteopathicrecognition. A new version of this document became effective July 1, 2018 and must be used for all future applications.

- **Attachment: Supplemental Educator Form**

The Supplemental Educator Form has been discontinued and all osteopathic faculty members previously listed on this form should be listed in the ADS Faculty Roster. A memo on this topic may be found on the Osteopathic Recognition page: www.acgme.org/osteopathicrecognition.

Several of these attachment documents were required as a part of the initial program application and may have contained the components outlined in the description. In these cases, programs need only upload the same file a second time in the Osteopathic Recognition application.

All attachments must be uploaded in PDF format and can be no larger than 10 MB. Only one file can be uploaded for each identified attachment. If providing multiple documents for a single requested attachment, these must be combined into a single PDF file prior to uploading.

Step 6: Review and Submit Osteopathic Recognition Application

Step 6: Verify and Submit Application for Osteopathic Recognition

Review your application and save a copy before submitting it for review. All steps must be completed before the application can be submitted. Your DIO must review and submit this application to the ACGME but, if necessary, has the ability to return it to you for changes.

Review

All steps must be completed before application can be submitted.

After all parts of the application are complete, review the application before submitting it by clicking the “Review” button in Step 6, which generates a PDF of the application. Programs are encouraged to save a final version of the application for their records and reference, as well as to print a copy for final review. The application document generated in this step will be the same application document the Osteopathic Principles Committee will review.

8. The program director will submit the application by clicking “Submit” at the top of the “Recognition” tab. The application will then be routed through ADS to the DIO for review.

The screenshot shows a web application interface with a top navigation bar containing the following tabs: Overview, Program, Faculty, Residents, Sites, Surveys, Milestones, Updated Application, Recognition, and Reports. The 'Recognition' tab is currently selected. Below the navigation bar, there is a section titled 'Osteopathic Recognition' with a green 'Submit' button. A red arrow with the number '8' points to this button. Below the 'Osteopathic Recognition' section, there is a status message: 'Osteopathic Recognition Status: No Information Currently Present' and 'Effective Date:'. At the bottom of the page, there is a blue bar with the text 'Application Instructions' and a downward arrow.

9. The DIO must review the application and either submit it to the ACGME through ADS, or return it to the program director for updates.

SITE VISIT

No site visit is required for Osteopathic Recognition applications.

APPLICATION REVIEW PROCESS

Applications submitted for Osteopathic Recognition by an existing ACGME-accredited program will be reviewed by the Osteopathic Principles Committee at the next scheduled meeting for which the agenda has not yet closed. An application from a program with Pre-Accreditation or Continued Pre-Accreditation status will not be reviewed until the program achieves Initial Accreditation.

Programs can only be granted Osteopathic Recognition by the Osteopathic Principles Committee if they are accredited by the ACGME and hold a status of Initial Accreditation, Initial Accreditation with Warning, Continued Accreditation, Continued Accreditation without Outcomes, or Continued Accreditation with Warning. Programs with a status of Initial Accreditation-Contingent cannot receive Osteopathic Recognition until their Sponsoring Institution achieves Initial Accreditation.

As soon as a program with Pre-Accreditation or Continued Pre-Accreditation that has applied for Osteopathic Recognition achieves Initial Accreditation, the Osteopathic Principles Committee will be notified. The program's Osteopathic Recognition application will be reviewed at the next scheduled meeting for which the agenda has not yet closed. To update the submitted Osteopathic Recognition application prior to review by the Osteopathic Principles Committee, the program must contact the Executive Director of the Osteopathic Principles Committee, and may receive 10 days to update the application upon such request.

Within five days of the meeting at which an Osteopathic Recognition application is reviewed by the Osteopathic Principles Committee, the program will receive notification of the Committee's decision via e-mail. The program will also receive a formal Letter of Notification from the within 60 days of the meeting date. The Letter of Notification will state the action taken by the Committee and list any citations or areas for improvement identified during the review.

The following statuses may be conferred upon a program after review of an Osteopathic Recognition application by the Osteopathic Principles Committee:

- Initial Recognition
- Recognition Withheld

If a program receives Initial Recognition, the Osteopathic Principles Committee has determined that it is in substantial compliance with the Osteopathic Recognition Requirements and should receive Osteopathic Recognition.

If a program receives Recognition Withheld, the Committee has denied the application and did not grant Osteopathic Recognition because it was determined that the program was not in substantial compliance with the Osteopathic Recognition Requirements. The Osteopathic Principles Committee will communicate, through citations, why the program was not granted Initial Recognition. A program that receives Recognition Withheld will need to reapply for Osteopathic Recognition.

ADDITIONAL INFORMATION

There are no fees associated with Osteopathic Recognition.

There are no fees for an Osteopathic Recognition application, for future Osteopathic Recognition site visits, or as a part of the continued recognition process.

There is no institutional Osteopathic Recognition application. Only programs can apply for Osteopathic Recognition.

Each program that seeks Osteopathic Recognition must complete a separate Osteopathic Recognition application.