

## 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

ACGME-accredited programs with an accreditation status other than Probationary Accreditation can apply for Osteopathic Recognition. Newly accredited programs can apply as soon as they achieve Initial Accreditation.

There are several parts to the Osteopathic Recognition application, which includes information provided by the program in the Accreditation Data System [ADS], which is a web-based system that is accessed through a web browser), as well as specific documents that must be uploaded into the system as attachments.

Note: The entire program will apply for Osteopathic Recognition and the entire program will receive Osteopathic Recognition. The program must determine if all its residents will receive formal osteopathic education and be in designated osteopathic resident/fellow positions, or if only a portion of the residents/fellows 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 an existing username and password.
2. The program director or DIO will initiate the Osteopathic Recognition application.

The screenshot displays the ADS interface. The 'Program' tab is selected and circled in red, with a red arrow and the number '3' pointing to it. The main content area shows accreditation details, including submission and site visit dates, and resident position breakdowns. On the right-hand side, there is a sidebar with several sections: 'Important Dates', 'Case Log Data Verification', 'Next Site Visit', 'Annual Reporting Cycle', 'Additional Requirements', and 'Recognition'. The 'Recognition' section is expanded, and the 'Osteopathic Recognition' option is highlighted with a red box and a red arrow and the number '4' pointing to it.

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

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  
Data will be archived the following day  
Next Site Visit (Approx): Jul 01, 2019  
Annual Reporting Cycle

Additional Requirements  
Clinical Experience and Educational Work  
Overall Evaluation Methods  
Citations  
Major Changes

Recognition  
Osteopathic Recognition

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

5. Click “Begin Application.”

### Osteopathic Recognition

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#### 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 TMoss@acgme.org](mailto:TMoss@acgme.org).

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

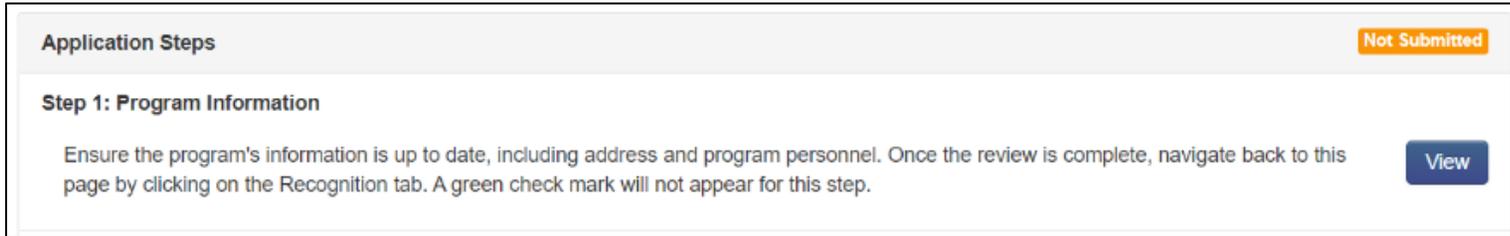
**5** [Begin Application](#)

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

The screenshot displays a web application interface for Osteopathic Recognition. At the top, a navigation bar includes tabs for 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. Underneath, the status is shown as 'Osteopathic Recognition Status: No Information Currently Present' and 'Effective Date:'. A blue-bordered section titled 'Application Instructions' contains text: '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.' At the bottom, there is a section for 'Application Steps' with a 'Not Submitted' status and 'Step 1: Program Information' listed.

7. Complete the following application steps in ADS:

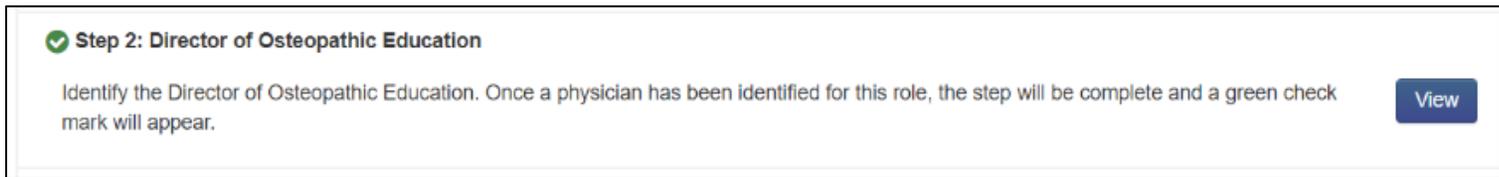
**Step 1: Program information**



The screenshot shows a box titled "Application Steps" with a "Not Submitted" status indicator in the top right corner. Below the title, "Step 1: Program Information" is listed. The description reads: "Ensure the program's information is up to date, including address and program personnel. Once the review is complete, navigate back to this page by clicking on the Recognition tab. A green check mark will not appear for this step." A "View" button is located on the right side of the box.

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**



The screenshot shows a box titled "Step 2: Director of Osteopathic Education" with a green checkmark icon to the left of the title. The description reads: "Identify the Director of Osteopathic Education. Once a physician has been identified for this role, the step will be complete and a green check mark will appear." A "View" button is located on the right side of the box.

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, that individual’s name must be selected from the drop-down menu with the list of faculty members on the ADS Faculty Roster. If the Director of Osteopathic Education is not already identified as a faculty member on the ADS Faculty Roster, then the program must add the physician to the Faculty Roster before completing this step. The selected physician must meet the qualifications outlined in the Osteopathic Recognition Requirements.

If the physician identified as the Director of Osteopathic Education is not the program director, that physician can receive an ADS login for the program. This can be done on the Program Leadership table on the “Program” tab within ADS. The program director or a program coordinator can grant this access by clicking the “Grant Access” button to the right of Director of Osteopathic Education’s name in the table. ADS will email the login information directly to the email address provided by the program in the Director of Osteopathic Education’s faculty profile in the system.

### Step 3: Osteopathic Faculty

**Step 3: Osteopathic Faculty**

 **Designation of Osteopathic Faculty Members** [View](#)

The program must identify the osteopathic faculty members using the program's Faculty Roster. A program must have least one osteopathic faculty member, in addition to the Director of Osteopathic Education. A green check mark will appear once the osteopathic faculty members have been designated.

 **Update Osteopathic Faculty Members' Profile/CV Information and Add New Osteopathic Faculty Members** [View](#)

In this sub-step, you will be taken to the program's Faculty Roster. New osteopathic faculty members may be added by hovering over the Faculty tab and clicking on Add Faculty in the dropdown menu. For faculty members designated as osteopathic in the prior step, the program must review each faculty member's profile information to ensure it is up-to-date and accurate. The program must also follow the instructions to complete the two new CV fields for "Role in the Program as it Relates to Osteopathic Education" and "Additional Information on Qualifications Related to Osteopathic Education." Once the osteopathic faculty members' profiles have been reviewed and updated, navigate back to this page by clicking on the Recognition tab and a green check will appear.

 **Osteopathic Faculty Scholarly Activity** [View](#)

The program must indicate if reported scholarly activity (that occurred during the previous academic year) was osteopathic by editing the reported scholarly activity for each osteopathic faculty member. Additional scholarly activity may be added if necessary. Once all necessary scholarly activity has been updated or added, navigate back to this page by clicking on the Recognition tab and a green check will appear.

Using the check boxes, identify those individuals on the program's ADS 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 a faculty member has been identified as a core faculty member for the program on the ADS Faculty Roster. In that case, a full CV may be required. In the modified CV for each osteopathic faculty member, programs will be asked to respond to the following:

**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 must 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. The program will also be asked to identify if the completed scholarly activity integrated Osteopathic Principles and Practice (OPP).

#### Step 4: Osteopathic Residents

Step 4: Designated Osteopathic Residents/Fellows	
<b>Identification of Designated Osteopathic Residents/Fellows</b> Identify residents on the Resident Roster that are in a designated osteopathic position, if any. A green check mark will not appear for this step.	<a href="#">View</a>
<b> Designated Osteopathic Resident/Fellow Profile Information</b> If the program has designated osteopathic residents/fellows, the program must review each of the designated osteopathic resident/fellow's profile to ensure it is complete and up to date. Additionally, the program must respond to additional questions in the designated osteopathic resident/fellow's profile about prior osteopathic education. The designated osteopathic residents/fellows will be identified on the Resident Roster with a gray star. Once all applicable profiles have been updated, navigate back to this page by clicking on the Recognition tab and a green check will appear.	<a href="#">View</a>
<b> Designated Osteopathic Resident/Fellow Scholarly Activity</b> If the program has designated osteopathic residents/fellows, the program must indicate if the residents'/fellows' scholarly activity (that occurred during the previous academic year) was osteopathic by editing the scholarly activity already reported for the resident/fellow. Additional scholarly activity may be added if necessary. Scholarly activity is not collected for residents in their first year of training within a program. Once all necessary scholarly activity has been updated or added, navigate back to this page by clicking on the Recognition tab and a green check will appear.	<a href="#">View</a>

Using the check boxes, a program can identify residents/fellows on the program's ADS Resident Roster who have received or will receive formal osteopathic education. Such residents/fellows must meet the designated osteopathic resident/fellow eligibility

criteria outlined in the Osteopathic Recognition Requirements. Programs can also choose to designate residents/fellows after the program receives Initial Recognition rather than during the application process.

Programs choosing to identify residents/fellows 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. The program will also be asked to identify if the completed scholarly activity integrated OPP.

### Step 5: Required Uploads

 **Step 5: Required Uploads**

Upload the required Osteopathic Recognition application documents.  
[7 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 Used for Final Evaluation of Designated Osteopathic Residents**  
*A blank copy of the final evaluation form provided to each designated osteopathic resident upon completion of the osteopathic education program. The form 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 the knowledge, skills, and behaviors necessary to enter autonomous practice and to apply OPP to patient care.*
- **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**

*Common Instructions: Provide a Block Diagram for each year of training in the program. The number of block rotation months should align with the list of participating sites in ADS. Specialty-specific instructions may also be available.*

*Osteopathic Recognition Instructions (if applicable): 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. This 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 designated osteopathic residents. Programs are encouraged to utilize the [Block Diagram Guide for Osteopathic Recognition](#) when updating the program's Block Diagram to identify when and where osteopathic experiences occur in the curriculum.*

- **Osteopathic Recognition Specific Questions**

*Complete the Osteopathic Recognition Specific Question Document and upload it here. This document can be found on our website [here](#). A new version of this document became effective July 1, 2021 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 [here](#).*

Several of these attachment documents were required as a part of the initial program accreditation application and may have contained the components outlined in the description. In such cases, programs need to 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**

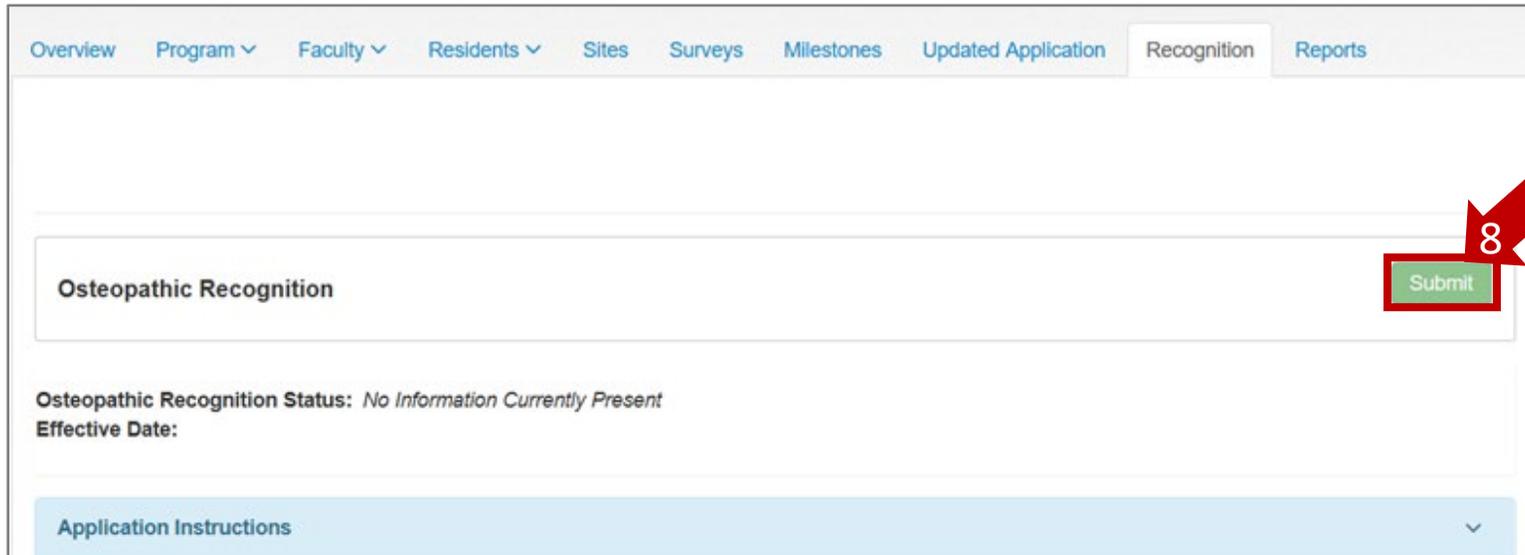
#### **Step 6: Verify and Submit Application for Osteopathic Recognition**

Review the application and save a copy before submitting it for review. All steps must be completed before the application can be submitted by the program director to the DIO in ADS. The DIO must review and submit the application to the ACGME. If additional application updates are necessary, the DIO has the ability to return it to the program director for changes.

[Review](#)

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 Recognition 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. Note: ADS will not allow a program coordinator to submit the application.



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 will be reviewed by the Osteopathic Recognition Committee at the next scheduled meeting for which the agenda has not yet closed. The Osteopathic Recognition Committee's meeting dates and associated agenda closing dates are posted on the [Osteopathic Recognition page of the ACGME website](#).

Within five days of the meeting at which an Osteopathic Recognition application is reviewed by the Osteopathic Recognition Committee, the program will receive notification of the Committee's decision by a standard ADS notification email. The program will also receive a formal Letter of Notification from the Committee 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 on a program after review of an Osteopathic Recognition application by the Osteopathic Recognition Committee:**

- Initial Recognition
- Recognition Withheld

If a program receives Initial Recognition, the Osteopathic Recognition 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 Recognition 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.