# ACOI Program Director Calendar of Important Events

## 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 1 – 15</td>
<td>Distribution of all necessary ACOI documents to residents</td>
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<tr>
<td>July 1 – 15</td>
<td>Distribution of ACOI Residency Survey</td>
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<tr>
<td>July 15</td>
<td>Resident Research Abstract Contest deadline</td>
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<tr>
<td>July 31</td>
<td>Deadline for submission of online ACOI Program Directors Reports</td>
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<td>Deadline for submission of online ACOI Resident and Fellow Annual Reports</td>
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<tr>
<td>August 15</td>
<td>Deadline for completion of ACOI Residency Survey</td>
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<tr>
<td>October 27-31</td>
<td>ACOI Annual Convention (Palm Desert, CA)</td>
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<td>(Each resident must attend at least one ACOI Education meeting during his/her training program)</td>
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<tr>
<td>October 1</td>
<td>Opening date of 2017 AOBIM examination registration (online registration at <a href="http://www.aobim.org">www.aobim.org</a> is available)</td>
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<tr>
<td>October 20</td>
<td>Quarterly OGME 1 resident review (if applicable)</td>
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<tr>
<td>December 1 – 31</td>
<td>Quarterly OGME 1 resident evaluation (if applicable)</td>
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<tr>
<td>December 31</td>
<td>Registration Deadline for 2017 In-Service Examination</td>
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## 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>January 1 – 31</td>
<td>Schedule mid-year resident evaluations</td>
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<tr>
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<td>Nominations open for ACOI Resident Humanism/Teaching Award</td>
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<tr>
<td>February 1</td>
<td>Deadline for 2017 AOBIM internal medicine examination registration</td>
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<tr>
<td></td>
<td>Opening date for ACOI Resident Research Contest entries</td>
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<tr>
<td>March 1</td>
<td>Registration Deadline for AOBIM subspecialty and CAQ examinations</td>
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<tr>
<td>March 3</td>
<td>Resident In-Service Examination administered at all IM sites</td>
</tr>
<tr>
<td>March 22-26</td>
<td>ACOI Annual Board Review Course (Las Vegas, NV)</td>
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<td></td>
<td>(Each resident must attend at least one ACOI Education meeting during his/her training program.)</td>
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<tr>
<td>March 1 – 31</td>
<td>Quarterly OGME 1 resident evaluation (if applicable)</td>
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2017 (continued)

April 1  Late registration deadline for 2017 AOBIM internal medicine examination
April 1  Registration deadline for 2017 AOBIM subspecialty and CAQ exams
April 15 – 30  Distribution of ACOI Active member applications to graduating residents

May 1  Late registration deadline for 2016 AOBIM subspecialty and CAQ exams
May 1 – 31  Program Director and Resident/Fellow Annual Reports available online
May TBD  Review Resident In-Service Examination scores
ACOI Annual Trainers Congress (IM program directors are required to attend each year, Subspecialty program directors are required to attend every other year.) (exact dates/location TBD)

June 1 – 30  Quarterly OGME 1 resident evaluations (if applicable)
June 15  ACOI Resident Humanism/Teaching Award nomination deadline

August 31  Latest training completion date for 2017 IM certifying exam eligibility

Dates TBA  2017 AOBIM subspecialty and CAQ examinations (Chicago)
Dates TBA  2017 AOBIM internal medicine certifying examination

### Inspection Approval Timeline

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>ACOI Action</th>
<th>AOA PTRC Action</th>
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<tbody>
<tr>
<td>May – August</td>
<td>Early September</td>
<td>Early November</td>
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<tr>
<td>September – December</td>
<td>Early February</td>
<td>Late April</td>
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<tr>
<td>January – April</td>
<td>Early May</td>
<td>Late July</td>
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**Internal Review**

(Required at midpoint of inspection approval cycle)

Example:  
- 2 ½ years if five-year approval
- 2 years if four-year approval
- 1 ½ years if three-year approval
Program Director Requirements

- Must attend Congress for Resident Trainers each year (usually 1st weekend in May.)
- Each July, the ACOI will send out a Residency Survey to all program directors. This must be completed and returned to the ACOI by the designated date.
- Annual Reports must be completed for all residents/fellows by July 31st. **Fines of $150, per delinquent report, will be imposed after that date.**
- Distribute an updated copy of the *Basic Standards for Residency Training in Internal Medicine* to all residents in the program. The *General Standards for Fellowship Training in Internal Medicine Subspecialties* and the specific standards should be distributed to all fellows in the program.
- Complete the registration form for the In-Service Examination and return to the ACOI by the designated date. **Please note that the In-Service Exam is ALWAYS given on the first Friday in March. DO NOT schedule out-rotations or leave for any resident during that time.**

A more detailed list of Program Director Requirements can be found in the *Basic Standards for Residency Training in Internal Medicine* located here: [http://www.acoi.org/education/gme/program-directors/standards.html](http://www.acoi.org/education/gme/program-directors/standards.html), on the ACOI webpage.