Applications must include the following:

1. Cover letter explaining the reason for the proposed increase and written institutional support;

2. Institutional demographic and statistical report. This document can be found on the ACOI website. [www.acoi.org](http://www.acoi.org);

3. Institutional Core Competency plan and the core competency plan that includes specifics for the internal medicine program;

4. Signed affiliation agreements with OPTI, sponsors and affiliated training sites, if applicable;

5. Faculty list;

6. Program description including the following: Goals and objectives of the training program, description of library, curriculum and rotation structure, program director responsibilities, resident qualifications and responsibilities, a description of how OPP/OMM is incorporated throughout the program and description of the ambulatory training site;

7. Institutional work hours policy.