ACOI Council on Education and Evaluation

New Subspecialty Program Request Checklist

Applications must include the following:

1. Cover letter explaining the nature of the proposed program 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 subspecialty 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, fellow 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.

* If the Program Director is ABIM certified an exception must be requested and the reasons for the request must be stated. Please also provide information on why an AOBIM-certified program director is not available.