



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 ;
 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.