

ACOI

ACOI Council on Education and Evaluation

Subspecialty Program Increase Request Checklist

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 ;
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.