

Instructions for Requesting ACGME Rural Track Program Designation Medically Underserved Areas/Populations and GME

This instructional document was created to assist programs requesting an ACGME Rural Track Program (RTP) designation* so they can better prepare for and navigate the ACGME RTP designation processes.

Designation Processes

There are two RTP designation types. To request ACGME RTP designation of either type, a program submits information in the Accreditation Data System (ADS).

ACGME RTP Designation: Type 1 (separately accredited program)

There are three sections of the ACGME RTP designation (Type 1) request:

- 1) Program director information
- 2) Program information (program details and participating site information)
- 3) Block diagram and RTP Rotation Information Form uploads

The program director may complete sections of the program's accreditation application while the ACGME's response to a request for RTP designation (Type 1) is pending.

Receipt of ACGME RTP designation (Type 1) is contingent on the program's achievement of Initial Accreditation. Initial Accreditation is a status conferred by ACGME Review Committees following policies set forth in the *ACGME Manual of Policies and Procedures*.

ACGME RTP Designation: Type 2 (expansion of existing program with new rural site)

There are five sections of the ACGME RTP designation (Type 2) request:

- 1) Program information updates (if applicable)
- 2) Participating site information (add at least one new rural participating site)
- 3) Faculty information (if applicable)
- 4) Permanent complement increase request
- 5) RTP Rotation Information Form and Specialty-Specific Rural Track Program Questionnaire (if applicable) uploads

Receipt of ACGME RTP designation (Type 2) is contingent on approval of the permanent complement increase request from the relevant Review Committee. Permanent complement increases are reviewed consistent with ACGME policies and procedures and Review Committee processes.

[RTP Designation Type 1 Instructions](#)

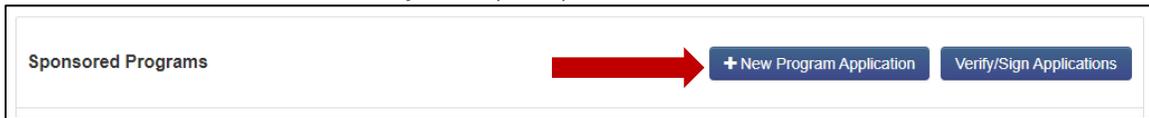
[RTP Designation Type 2 Instructions](#)

Email muap@acgme.org with questions.

**The ACGME RTP designation is independent of any rural track designation by the Centers for Medicare and Medicaid Services (CMS) and does not guarantee that a program will meet CMS eligibility requirements for GME or other financial support. If you have questions about the CMS rural track policy, contact your GME finance staff and/or the Prospective Payment System (PPS) hospital's Medicare Administrative Contractor (MAC).*

Steps to Initiate and Submit a Request for ACGME RTP Designation (Type 1)

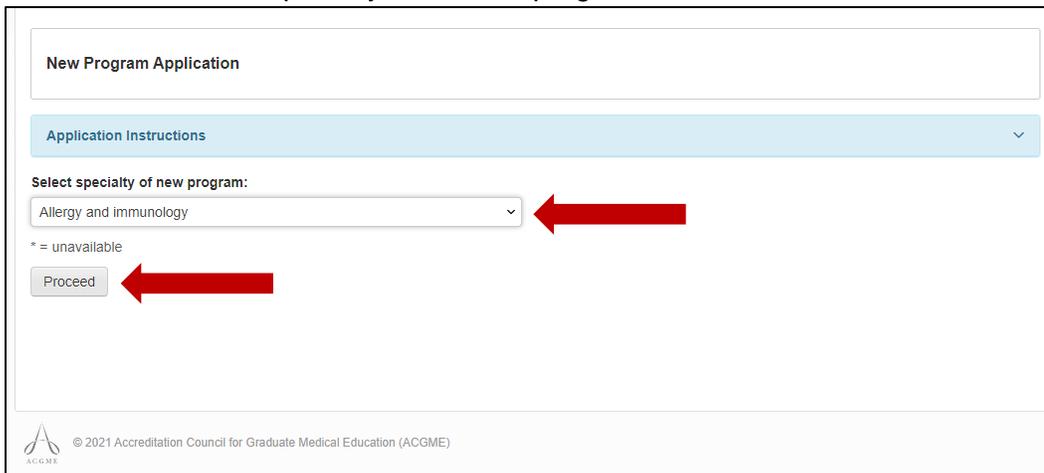
1. The designated institutional official (DIO) initiates a program accreditation application in the ACGME's Accreditation Data System (ADS).



Sponsored Programs

[+ New Program Application](#) [Verify/Sign Applications](#)

2. The DIO selects the specialty of the new program and clicks "Proceed."



New Program Application

Application Instructions

Select specialty of new program:

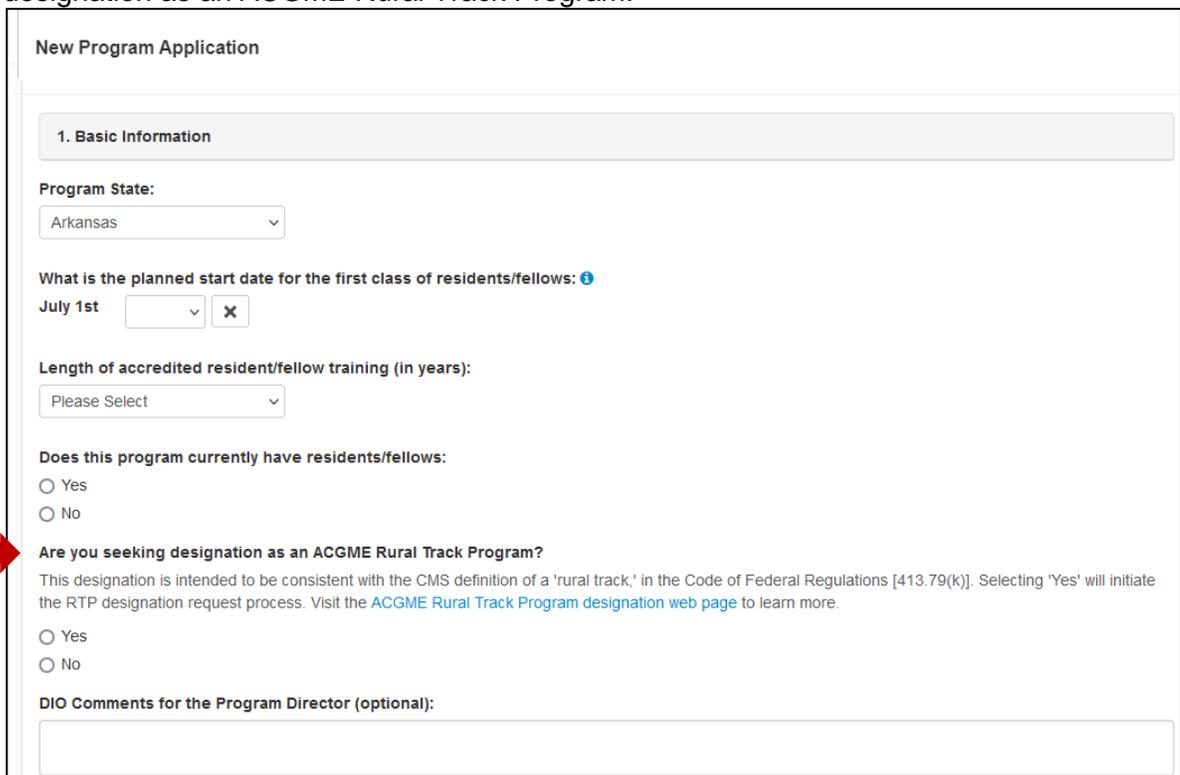
Allergy and immunology

* = unavailable

[Proceed](#)

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3. When completing the "Basic Information" section, the DIO indicates the program is seeking designation as an ACGME Rural Track Program.



New Program Application

1. Basic Information

Program State:

Arkansas

What is the planned start date for the first class of residents/fellows: ⓘ

July 1st

Length of accredited resident/fellow training (in years):

Please Select

Does this program currently have residents/fellows:

Yes

No

Are you seeking designation as an ACGME Rural Track Program?

This designation is intended to be consistent with the CMS definition of a 'rural track,' in the Code of Federal Regulations [413.79(k)]. Selecting 'Yes' will initiate the RTP designation request process. Visit the [ACGME Rural Track Program designation web page](#) to learn more.

Yes

No

DIO Comments for the Program Director (optional):

- The DIO may identify an ACGME Rural Track Related Program (if applicable) using the drop-down menu of existing accredited programs in the same specialty and at the same Sponsoring Institution.

2. Related Programs

Identify any ACGME Rural Track Related Program at your institution (optional):

Please Select

ACGME Rural Track Related Program:
A separately accredited program in the same specialty at the same Sponsoring Institution in which residents/fellows have some overlapping education and training experiences with the ACGME Rural Track Program residents/fellows and may share resources.

[^ back to top](#) [Cancel](#)

- The DIO completes the required sections to initiate the program accreditation application, including entering the program director information.

[< Back To Program Summary](#)

Add Program Director Information

Instructions

Select the New Program Director [Cancel](#) [+ Add Missing Person](#)

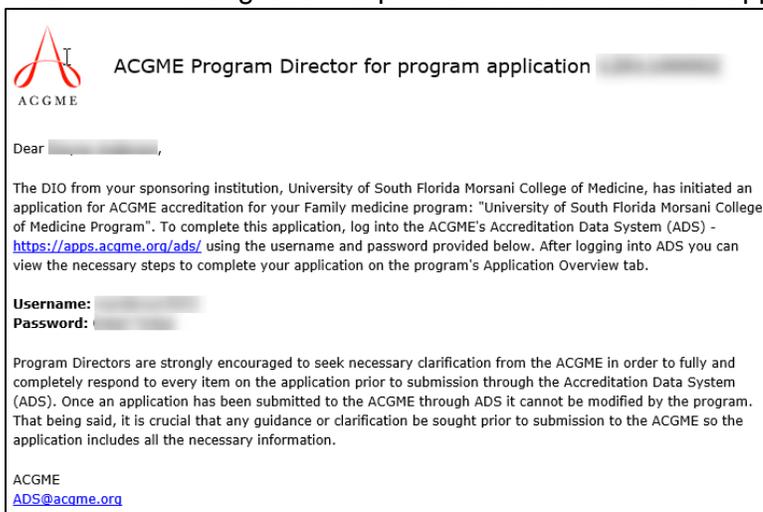
First Name and Last Name and E-mail Address National Provider ID

Add an asterisk (*) for a wild card search.
Example: To search for John Smith or Jonathan Smith, enter "J*" for the first name and "Smith*" for last name.

Name	NPI	E-mail	Role	Organization
Please enter a name and e-mail and press "Search" to begin looking for the new Program Director.				

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- The program director receives an email from ADS with login information to access the ACGME RTP designation request and the accreditation application.



7. The program director completes the ACGME RTP designation (Type 1) request, which includes the following items:

Program Director Section

The program director reviews the information that has been entered by the DIO, providing updates as needed.

The screenshot shows the 'ACGME Rural Track Program (RTP) Designation' interface. At the top, there is a header 'ACGME Rural Track Program (RTP) Designation' with a status 'Incomplete' and a dropdown arrow. Below this is a 'Background Information' section with an upward arrow. A paragraph of instructions follows: 'Complete the Program Director and Program Info sections below and upload your Block Diagram on the Sites tab. Then submit your request for an ACGME Rural Track Program designation. The DIO will review the request and submit it to the ACGME. You may continue working on the remaining portions of your accreditation application while awaiting a decision on your ACGME Rural Track Program designation but cannot submit it until a decision has been rendered.' To the right of this text is a 'Submit Request' button. Below the instructions are three steps, each with a radio button and a 'view >' link:

- Complete Program Director Step
Program Director step has not been completed
- Complete Program Info Step
Program Info step has not been completed
- Upload Block Diagram and Rotation Information Form in Application Attachments Step
Rotation Information Form and Block Diagram have not been uploaded

The 'Program Director' section is highlighted with a red arrow and has a status 'Incomplete' with a dropdown arrow. It contains one step:

- Complete Program Director Entry
No program director has been selected

Program Information Section (program details and participating sites information)

Program Details

The program director enters program details into this section.

The screenshot shows the 'Program Info' section with a status 'Incomplete' and a dropdown arrow. It contains two steps, each with a radio button and a 'view >' link:

- Enter Program Details
- Enter Participating Sites
1 site(s) have been added. Click to add/edit available sites.

Application Overview Program Faculty Residents Sites

UNIVERSITY OF SOUTH FLORIDA COLLEGE OF MEDICINE PROGRAMS

Family Medicine -

[Back To Program Summary](#)

Update Program Information [Cancel](#) [Save Program](#)

Program Information

Address Line 1: Address Line 2: Address Line 3:

City: State: Zip Code:

Website Address:

Public Contact Email/Director's External Email:

Accreditation Information

Program Requires Dedicated Research Year Beyond Accredited Program Length?

Yes

No

Program Requires Prior or Additional Accredited GME Training:

Yes

No

Mission and Aims

Provide the program's mission statement.

The mission statement is a written statement of a program's core purpose. This statement should clarify the focus of the educational program (e.g. academic/research focus, community care focus, etc.), what community the program will serve and how that will be accomplished, and how the program's mission aligns with the larger mission of the Sponsoring Institution.

Provide the program aims (e.g. goals, objectives) that are guided by the program's mission statement.

The program's aims (i.e. goals, objectives) should describe what the program has the intention of achieving in accordance with the Common Program Requirements. The program aims should be consistent with the overall mission of its Sponsoring Institution, the needs of the community it serves and that its graduates serve, and the distinctive capabilities of its graduates (e.g. leadership, research, public health).

Diversity

Describe how the program will achieve/ensure diversity in trainee recruitment, selection, and retention.

Please describe in detail what efforts your specific program is doing to advance diversity and inclusion for residents. Evidence based strategies and program success stories are strongly encouraged. Examples should only include efforts that the medical school or sponsoring institution is doing if it is done in partnership with your program, which is encouraged. Please do not copy and paste diversity and inclusion policies and statements. This is an opportunity to describe the practices that are instituted in your program to result in a diverse recruitment and retention strategy and creates an inclusive clinical learning environment.

Describe how the program will achieve/ensure diversity in the individuals participating in the training program (e.g. faculty, administrative personnel, etc.).

Please describe in detail what efforts your specific program is doing to advance diversity and inclusion for faculty, administrative personnel, etc.. Evidence based strategies and program success stories are strongly encouraged. Examples should only include efforts that the medical school or sponsoring institution is doing if it is done in partnership with your program, which is encouraged. Please do not copy and paste diversity and inclusion policies and statements. This is an opportunity to describe the practices that are instituted in your program to result in a diverse recruitment and retention strategy and creates an inclusive clinical learning environment.

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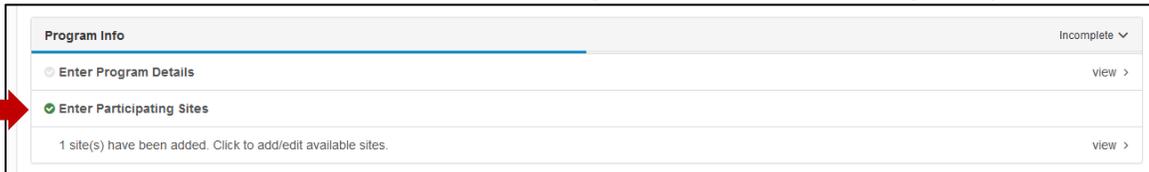
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Participating Sites Information

The program director enters participating site information in this section. Additionally, the program director ensures the following information is provided:

- CMS Certification Number (required for each participating site that is a Prospective Payment System (PPS) hospital) – a value will auto populate if already entered by the DIO. If no CMS Certification Number, enter “000000.”
- The name of the hospital providing financial support for faculty member supervision and education of residents/fellows at each of the program’s participating sites (using the drop-down menu of the Sponsoring Institution’s participating sites).



The screenshot shows a web interface for 'Program Info'. At the top right, it says 'Incomplete' with a dropdown arrow. Below this are two main sections: 'Enter Program Details' (with a grey circle icon and a 'view >' link) and 'Enter Participating Sites' (with a green checkmark icon and a 'view >' link). A red arrow points to the 'Enter Participating Sites' section. Below the 'Enter Participating Sites' section, there is a message: '1 site(s) have been added. Click to add/edit available sites.' with a 'view >' link.

[< Back To Sites](#)

Add Participating Site [✕ Cancel](#) [Save Site](#)

Site Name:

Note: The accuracy of the address of the participating site where the education and training will take place is critical to determining if it meets the criteria for ACGME Rural Track Program designation requests. Ensure this is accurate and reflects the location where residents / fellows will be learning and training.

Additionally, the Medicare Provider ID is required for ACGME Rural Track Program designation requests to identify PPS hospital site(s). Ensure this is entered for any PPS hospital sites providing financial support for faculty member supervision and education of residents / fellows for the program seeking ACGME Rural Track Program designation.

Primary Clinical Site:
 Yes
 No

Required Rotation:
 Yes

Rotation Months (align with block diagram):

Y1	Y2	Y3	Y4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Distance to Primary Clinical Site:

Miles	Minutes
<input type="text"/>	<input type="text"/>

CMS Certification Number:

Hospital providing financial support for faculty member supervision and education of residents/fellows at this site:

Briefly describe the content of the educational experience (addressing faculty coverage, volume/variety of clinical experience, site support and educational impact):

Site Director:

Which of the following are available within your institution for residents (check all that apply):

- Safe, quiet, clean, and private sleep/rest facilities available and accessible with proximity appropriate for safe patient care
- Shower
- Secure areas (lockers or rooms that can be locked)
- Access to food
- Parking accessible to site
- Internet Access
- Reasonable accommodations for residents/fellows with disabilities consistent with the Sponsoring Institution's policy
- Clean and private facilities for lactation that have refrigeration capabilities, with proximity appropriate for safe patient care
- None of the Above

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Note: Programs can identify a faculty member as the Site Director only from those faculty members listed on the ADS Faculty Roster. If the program director does not complete the Faculty Roster during the ACGME RTP designation process, the Site Director will need to be updated for each site after completing the Faculty Roster section of the program application.

Block Diagram and RTP Rotation Information Form Uploads Section

The program director completes an RTP Rotation Information Form using the template provided on the [Rural Track Programs web page on the ACGME website](#). This form is uploaded in addition to (and as a separate document than) the block diagram.

The screenshot shows the 'Application Uploads Instructions' section. It contains two main upload areas:

- Rural Track Program Rotation Information Form:** This section includes a description of the form's purpose and a dashed box for file upload. The upload area contains a 'Select a file to upload' button, a file type restriction of '.pdf', and a maximum size of 10 MB. An 'Upload' button is located below the dashed box.
- Block Diagram:** This section provides instructions for creating a block diagram, including a link to 'Block Diagram Instructions/Sample'. It also features a dashed box for file upload with the same file type and size restrictions, and an 'Upload' button below it.

Two red arrows point to the 'Rural Track Program Rotation Information Form' and 'Block Diagram' sections respectively.

- Once the program completes all required sections of the ACGME RTP designation (Type 1) request, the request can be submitted using the blue "Submit Request" button.

The screenshot shows the 'Program Application' submission page. At the top right, there are 'Review' and 'Submit to DIO' buttons. The main content area is titled 'ACGME Rural Track Program (RTP) Designation' and includes a 'Background Information' section. Below this, there is a 'Submit Request' button. A progress list follows, showing three steps that have been completed:

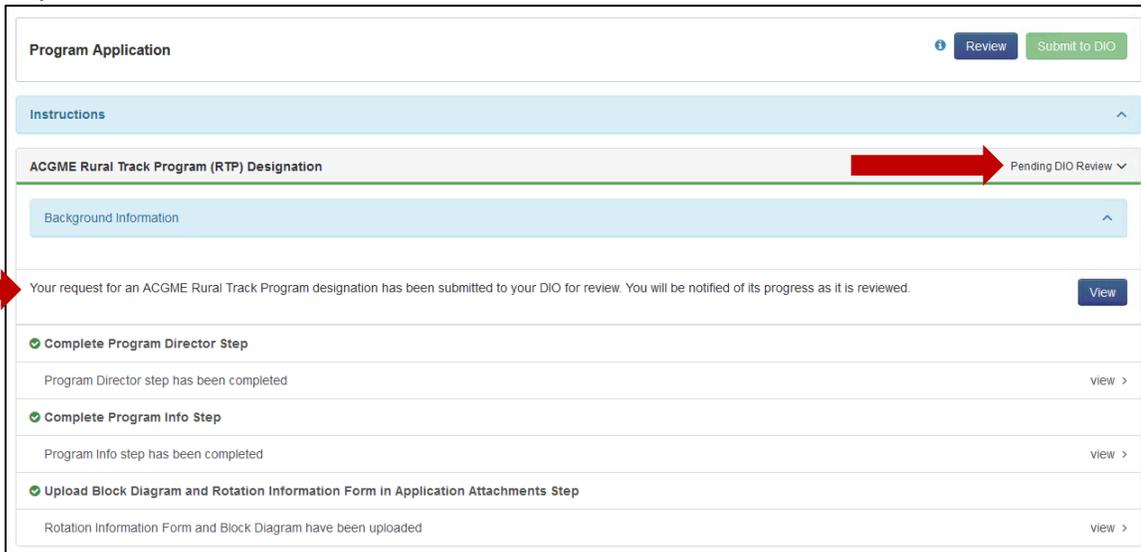
- Complete Program Director Step:** Program Director step has been completed. [view >](#)
- Complete Program Info Step:** Program Info step has been completed. [view >](#)
- Upload Block Diagram and Rotation Information Form in Application Attachments Step:** Rotation Information Form and Block Diagram have been uploaded. [view >](#)

A red arrow points to the 'Submit Request' button.

9. The DIO will receive a notification of the designation request requiring approval. The DIO has the following options:
- View – allows the DIO to review the RTP designation (Type 1) request information.
 - Re-Open for Editing – allows the DIO to send the request back to the program director for editing.
 - Approve/Submit – allows the DIO to submit the RTP designation (Type 1) request to the ACGME.



10. The DIO and program director will receive a notification email from ADS stating the designation request has been submitted for ACGME review. The program can also see the request status in ADS.



11. The ACGME will review the RTP designation request and make one of the following decisions:
- Request not approved – the request did not meet one or more of the designation criteria:
 - Aggregated rotation months were not more than 50 percent in non-urban PPS hospitals or non-provider site(s).
 - Non-urban site(s) did not meet criterion of “rural.”
 - Rotations did not include some GME at an urban PPS hospital or urban non-provider site.

ACGME Rural Track Program (RTP) Designation Completed and Denied ▾

Background Information

Your request for an ACGME Rural Track Program designation has been **denied**. You may re-request a designation using the button on the right or proceed with submitting your accreditation application without an ACGME Rural Track Program designation. View Re-submit Request

✔ Complete Program Director Step
Program Director step has been completed

✔ Complete Program Info Step
Program Info step has been completed

✔ Upload Block Diagram and Rotation Information Form in Application Attachments Step
Rotation Information Form and Block Diagram have been uploaded view >

- Request approved – the designation met all criteria and was approved, contingent on the program receiving Initial Accreditation from the specialty Review Committee.
 - Review Committee staff members will be notified of ACGME RTP designation approvals and may send a request to the program for additional information related to the accreditation application.

Program Application Review Submit to DIO

Instructions

ACGME Rural Track Program (RTP) Designation Completed and Approved ▾

Background Information

Your request for ACGME Rural Track Program designation has been **approved**. Complete the remaining portions of the accreditation application below and then submit it for review. View

✔ Complete Program Director Step
Program Director step has been completed

✔ Complete Program Info Step
Program Info step has been completed

✔ Upload Block Diagram and Rotation Information Form in Application Attachments Step
Rotation Information Form and Block Diagram have been uploaded view >

12. If the request is approved, the program director then completes and submits the program accreditation application.

If the request is not approved, the DIO and program director may determine how to proceed, with the following options:

- Re-submit Request – The program director updates the information in ADS and re-submits the designation request.
 - This option returns the program to [Step 7](#).

- Continue with new program application – The program director may complete and submit the program accreditation application without ACGME RTP designation.

- Withdraw application – The DIO should email ADS@acgme.org to request deletion of the program accreditation application.

13. When proceeding with the program accreditation application, the DIO and program director follow the accreditation process as set forth in the *ACGME Manual of Policies and Procedures* and in accordance with published specialty- or subspecialty-specific Program Requirements, including meeting agenda closing dates for review.

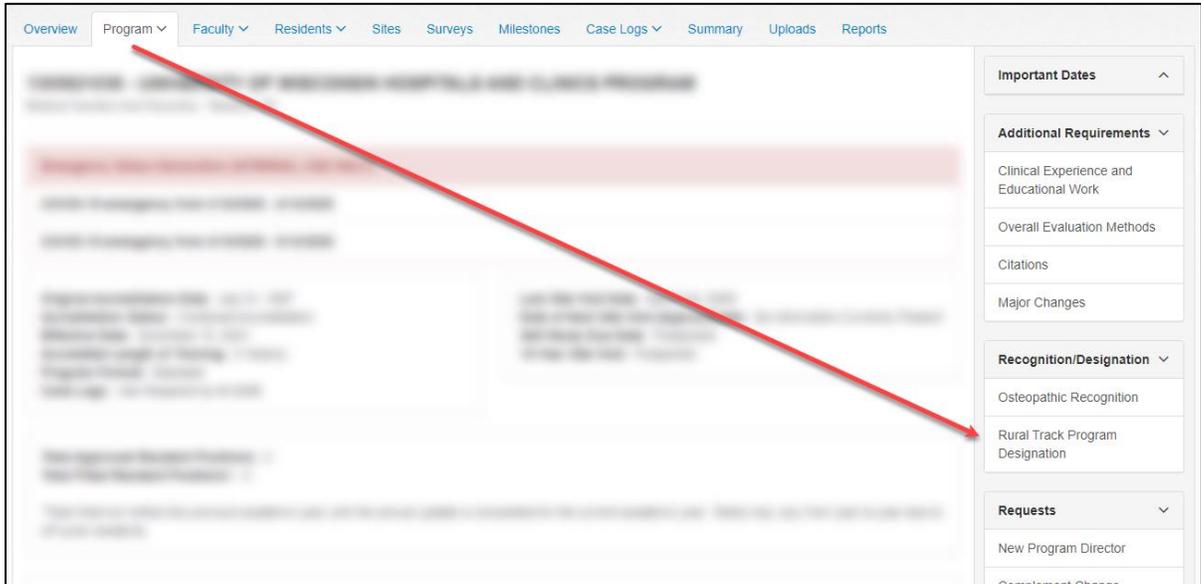
14. After the Review Committee meeting, the DIO and program director are notified of the accreditation decision, with the following implications if the ACGME RTP designation was approved:

- If the program receives Initial Accreditation, the program’s ACGME RTP designation appears on the Letter of Notification and is included on the publicly available report of ACGME-accredited programs with designation at the time of application.
- If the Review Committee decision is Accreditation Withheld, the program will not receive ACGME RTP designation. The program may submit a new request for ACGME RTP designation and may reapply for accreditation (back to [Step 1](#)) following policies set forth in the *ACGME Manual of Policies and Procedures*.

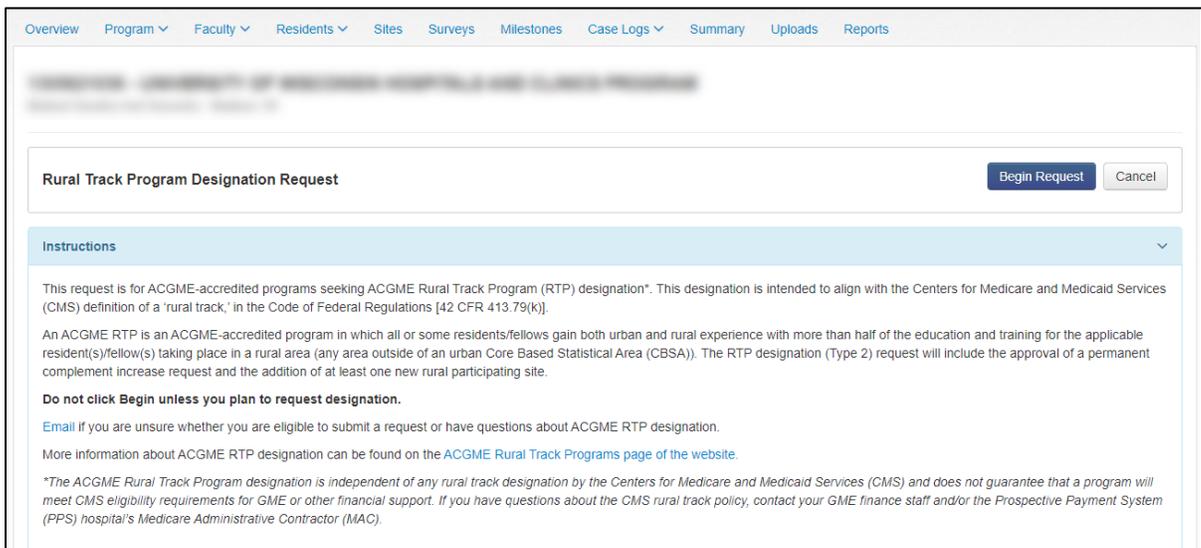
Email muap@acgme.org with questions concerning the ACGME RTP Type 1 designation process. Contact ACGME Review Committee staff members with questions concerning the [program application process](#) or refer to the relevant [specialty section of the ACGME website](#) for more information – contact information for Review Committee staff members can be found in the specialty section of the website as well.

Steps to Initiate and Submit a Request for ACGME RTP Designation (Type 2)

1. The program director initiates a Rural Track Program designation request from the “Program” tab within the program’s ADS account.



2. The program director reads the Rural Track Program designation instructions and clicks “Begin Request.”



- The program director completes the ACGME RTP designation (Type 2) request, which includes the following items:

Program Information Section

The program director reviews the program information, providing updates as needed.

Program and Director Information ▼

Review Program and Director Info view >

Ensure your program information is up to date including address and program personnel. You will not see a green check mark for this step; please use it to verify important program information.

Click the “Rural Track Program Designation” button to return to the designation request steps.

Recognition/Designation ▼

Osteopathic Recognition

Rural Track Program Designation ←

Participating Sites Section

The program director follows the instructions to enter participating site information. This section will be incomplete until at least one participating site is identified as “Rural Track Only.”

Rural Sites Incomplete ▼

Add Rural Site(s) view >

No sites are designated for rural track

Add new rural site(s) and identify whether the site will be used for the entire program or the rural track only. If rural track residents/fellows will also use existing sites as part of the rural track, you should edit those accordingly. Ensure the site address is accurate and reflects where resident/fellow education will take place (and matches what is listed on the rotation information form).

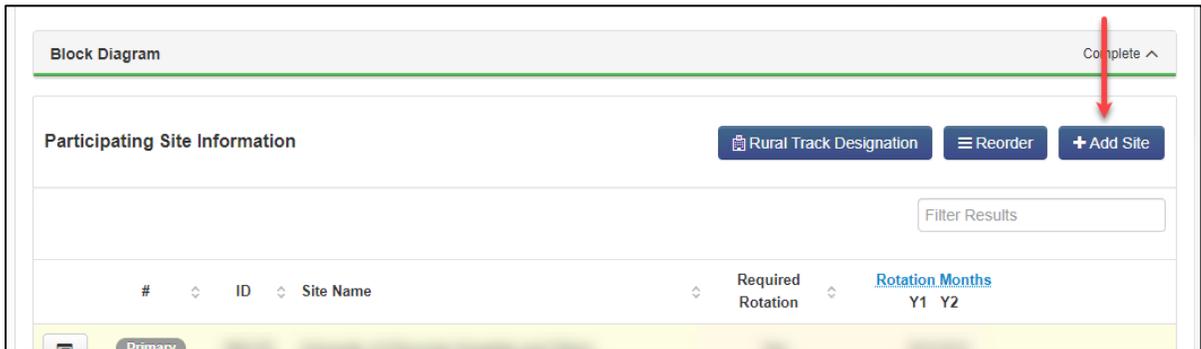
You will not be able to enter the rotation months per program year for sites used only for the rural track. The participating site information rotation grid should reflect the experiences in the non - rural track program where most residents / fellows rotate. Use the Comments section below the participating site information rotation grid to explain the months per program year for the rural track rotations. Ensure this is consistent with the block diagram and that the block diagram clearly delineates rural track rotations(contact the staff of the applicable Review Committee with block diagram questions).

Overview Program ▼ Faculty ▼ Residents ▼ Sites Surveys Milestones Case Logs ▼ Summary Uploads Reports

Participating Site Definition ▼
Sponsoring Institution Definition ▼
Rural Track Program Instructions ▲

When adding rural track participating sites, indicate that those sites are “required” and select whether all residents/fellows in the program rotate through the site, as well as how the site is used (entire program, rural track only, or non-rural track only). If existing participating sites will also be used for the rural track, update this field within each site listing accordingly. The participating site information rotation grid should reflect the non-rural track program where most residents/fellows rotate. Use the Comments section below the participating site information rotation grid to explain the months per program year for the rural track rotations. Ensure this is consistent with the block diagram and that the block diagram clearly delineates rural track rotations (contact the staff of the relevant Review Committee with block diagram questions). Email muap@acgme.org with RTP designation questions.

The program director clicks “Add Site” to add a new rural participating site (if applicable).



The program director edits each participating site to include the following information:

- CMS Certification Number (required for each participating site that is a PPS hospital) – a value will auto populate if already entered by the DIO. If no CMS Certification Number, enter “000000.”
- The name of the hospital providing financial support for faculty member supervision and education of residents/fellows at each of the program’s participating sites (using the drop-down menu of the Sponsoring Institution’s participating sites).
- The use of each participating site. *The default setting is “Non-Rural Track Only.”*
 - Choose “Required Rotation: Yes” for all sites that are required for the rural track.
 - If selecting “Rural Track Only,” pick “Do all residents rotate through this site? No.”
 - If selecting “Entire Program,” pick “Do all residents rotate through this site? Yes.”

Edit Participating Site [Site ID] [Cancel] [Save Site]

Site Name: [Dropdown]

Required Rotation: [Dropdown]

Program leader or supervisor of a rural rotation program (not site): [Dropdown]

This site is used for:

- Entire Program
- Entire Program
- Rural Track Only
- Non-Rural Track Only

Distance to Primary Clinical Site:

Miles: [Input] Minutes: [Input]

CMS Certification Number: [Input]

Hospital providing financial support for faculty member supervision and education of residents/fellows at this site: [Dropdown]

Briefly describe the content of the educational experience (addressing faculty coverage, volume/variety of clinical experience, site support and educational impact):

When “Rural Track Only” is selected, the Rotation Months per program year will not be editable, and the participating site information rotation grid will identify those sites as “Rural Track Only” with an icon. *The participating site information rotation grid should reflect the non-rural track program where most residents/fellows rotate.*

This site is used for:

Rural Track Only

Rotation Months (align with block diagram): [Info Icon]

Y1 [Input] Y2 [Input]

Rotation Months not collected for Rural Track Only sites.

Participating Site Information

[Rural Track Designation] [Boarder] [Add Site]

Rotation months listed below reflect the experiences in the non-rural track program where most residents/fellows rotate.

#	ID	Site Name	Required Rotation	Rotation Months
				Y1 Y2
[Icon]	Primary	[Site Name]	Yes	10.9 10.9
[Icon]	2	[Site Name]	Yes	0.1 [Rural Track Only]
[Icon]	3	[Site Name]	Yes	[Rural Track Only]

Legend

- Site Sponsor
- Primary Clinical Site
- Missing Data
- Rural Track Only

Use the “Comments” section below the participating site information rotation grid to explain the months per program year for the rural track rotations. *Ensure this is consistent with the block diagram and that the block diagram clearly delineates rural track rotations (contact the staff of the relevant Review Committee with block diagram questions).*

Comments:
If the total number of rotation months per year does not equate to 12 months (for all sites combined) provide an explanation: 218 of 8000 characters

The rural track residents will have the following rotations:
Y1 - 3 months at site _____, 4 months at site _____, and 5 months at site _____
Y2 - 12 months at rural site _____
Y3 - 12 months at rural site _____

[Save Comment](#)

Note: Any new sites added require identification and selection of a Site Director. Programs can identify a faculty member as the Site Director only from those faculty members listed on the ADS Faculty Roster. If the faculty member is not listed when adding the new participating site(s), the program director will need to come back to this section to select a Site Director after updating the Faculty Roster.

Click “Rural Track Designation” to return to the designation request steps.

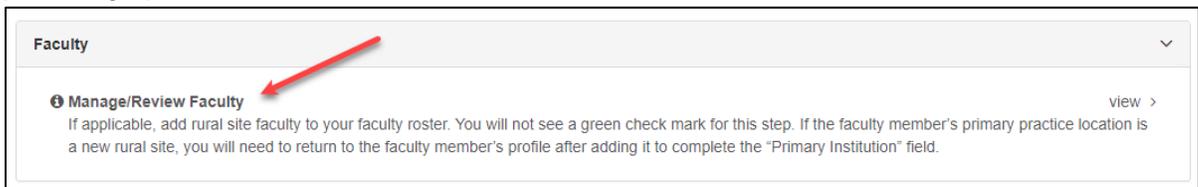


The Rural Sites step will be minimized and marked “Complete” as long as all participating site information is completed and there is at least one participating site identified as “Rural Track Only.”



Faculty Information Section

The program director reviews the faculty information, adding new faculty member(s) and providing updates as needed.



Note: Any new sites added require identification and selection of a Site Director. Programs can identify a faculty member as the Site Director only from those faculty members listed on

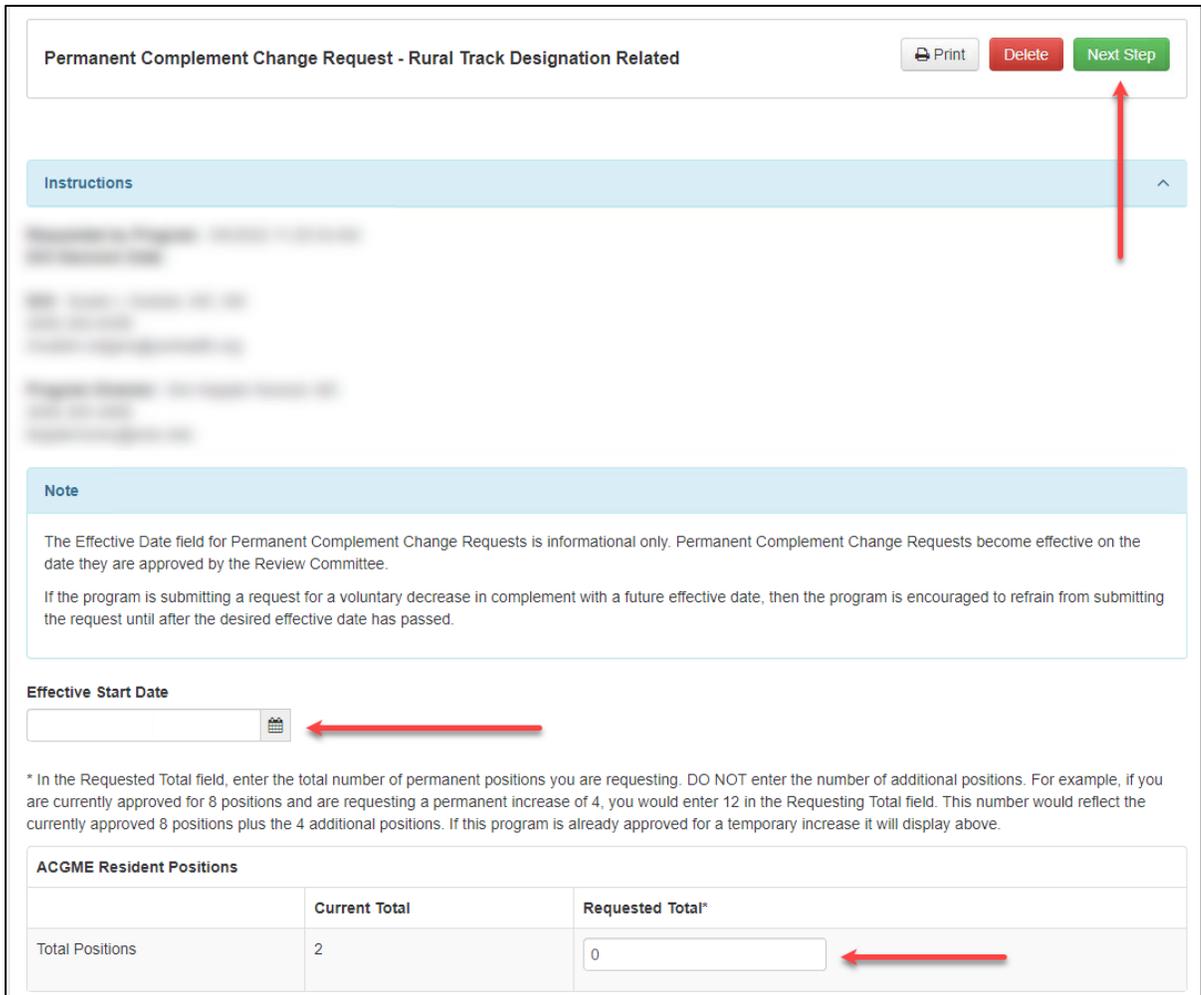
the ADS Faculty Roster. If the faculty member is not listed when adding the new participating site(s), the program director will need to return to the Sites section to select a Site Director after updating the Faculty Roster.

Permanent Complement Increase Request Section

The program director completes a permanent complement increase request. *Note: this is a required step within the RTP designation (Type 2) request.*



Enter the Effective Start Date and Requested Total [number of desired residents/fellows in the entire program (including the rural track residents/fellows)] and hit “Next Step.”



Permanent Complement Change Request - Rural Track Designation Related Print Delete Next Step

Instructions

Note

The Effective Date field for Permanent Complement Change Requests is informational only. Permanent Complement Change Requests become effective on the date they are approved by the Review Committee.

If the program is submitting a request for a voluntary decrease in complement with a future effective date, then the program is encouraged to refrain from submitting the request until after the desired effective date has passed.

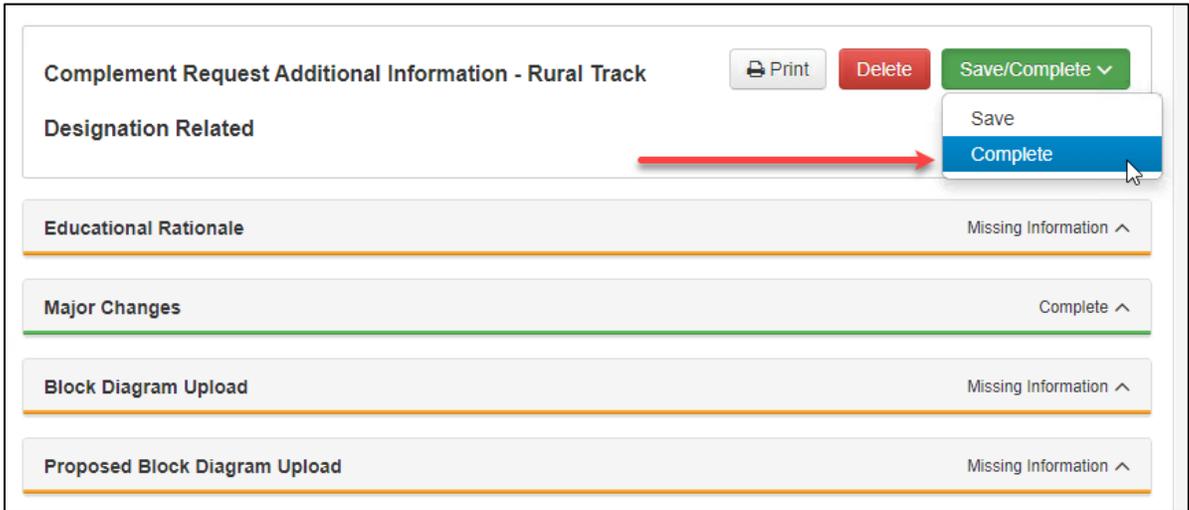
Effective Start Date

* In the Requested Total field, enter the total number of permanent positions you are requesting. DO NOT enter the number of additional positions. For example, if you are currently approved for 8 positions and are requesting a permanent increase of 4, you would enter 12 in the Requesting Total field. This number would reflect the currently approved 8 positions plus the 4 additional positions. If this program is already approved for a temporary increase it will display above.

ACGME Resident Positions		
	Current Total	Requested Total*
Total Positions	2	0

Follow the prompts to complete the sections of the permanent complement increase request and hit “Complete” once all information is entered. *(Contact the staff of the relevant Review Committee with permanent complement increase request questions.)*

- Use the “Save” option to save the information and complete it in multiple sessions.



Complement Request Additional Information - Rural Track

Print Delete Save/Complete ▾

Designation Related

Save
Complete

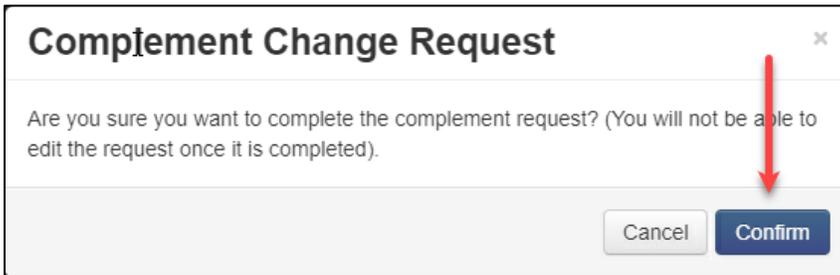
Educational Rationale Missing Information ^

Major Changes Complete ^

Block Diagram Upload Missing Information ^

Proposed Block Diagram Upload Missing Information ^

Hit “Confirm” to complete the request and return to the RTP designation request steps.



Complement Change Request

Are you sure you want to complete the complement request? (You will not be able to edit the request once it is completed).

Cancel Confirm

The Permanent Complement Increase Request step will be minimized and marked “Complete.”

Rural Track Program Designation Request

Review
Submit

Instructions ^

Program and Director Information v

ⓘ Review Program and Director Info

view >

Ensure your program information is up to date including address and program personnel. You will not see a green check mark for this step; please use it to verify important program information.

Rural Sites Complete ^

Faculty Incomplete v

⚠ Manage/Review Faculty

view >

If applicable, add rural site faculty to your faculty roster. You will not see a green check mark for this step. If the faculty member's primary practice location is a new rural site, you will need to return to the faculty member's profile after adding it to complete the "Primary Institution" field.

Permanent Complement Increase Request Complete ^

Uploads

Incomplete v

The DIO will not be able to view the permanent complement increase request until the program director completes and submits the Rural Track Program designation (Type 2) request.

Uploads Section

The program director completes an RTP Rotation Information Form using the template provided on the [Rural Track Programs web page on the ACGME website](#).

The program director saves the completed form as a PDF and uploads it here, along with the completed Specialty-Specific Rural Track Program Questionnaire (if applicable). *Contact the relevant Review Committee staff with questions about the specialty-specific form.*

Uploads Incomplete ▾

Upload the Rural Track Program Rotation Information Form as part of your designation request. Also, if applicable, complete and upload the Specialty-specific ACGME Rural Track Questionnaire.

Rural Track Program Rotation Information Form
←

This form is required for programs seeking ACGME Rural Track Program (RTP) designation and is used to determine whether a program meets designation criteria. Refer to the [ACGME Rural Track Programs web page](#) for the Rotation Information Form. This form does not replace the block diagram but should be uploaded as a separate document. For existing accredited programs seeking ACGME Rural Track Program designation with a permanent complement increase (Type 2), the Rotation Information Form should only reflect the rural track residents/fellows.

⬇ Select a file to upload

Allowed File Type(s): .pdf Max Size: 10 MB

⬆ Upload

Specialty-specific Rural Track Program Questionnaire
←

Complete the specialty-specific ACGME Rural Track Program Questionnaire (if applicable) and upload it here. This document can be found on the Documents and Resources section of the relevant [specialty web page](#). Questions concerning this form should be directed to staff members of the relevant specialty Review Committee, whose contact information may be found on the relevant [specialty section of the ACGME website](#).

⬇ Select a file to upload

Allowed File Type(s): .pdf Max Size: 10 MB

⬆ Upload

4. Once the program completes all required sections of the ACGME RTP designation (Type 2) request, the request can be submitted by clicking the green “Submit” button.

Rural Track Program Designation Request Review ⓘ **Submit**

Instructions ▾

Program and Director Information ▾

Review Program and Director Info view >
 Ensure your program information is up to date including address and program personnel. You will not see a green check mark for this step; please use it to verify important program information.

Rural Sites Complete ▾

Faculty ▾

Manage/Review Faculty view >
 If applicable, add rural site faculty to your faculty roster. You will not see a green check mark for this step. If the faculty member's primary practice location is a new rural site, you will need to return to the faculty member's profile after adding it to complete the "Primary Institution" field.

Permanent Complement Increase Request Complete ▾

Uploads Complete ▾

5. Once submitted, the program will be able to review the submitted RTP designation (Type 2) request but will not be able to edit it.

Rural Track Program Designation Request [Review](#) ⓘ

Instructions ▾

This request for ACGME Rural Track Program designation* has been submitted to your institution's designated institutional official (DIO). The DIO will review the request and either submit it to the ACGME for final review or send it back to you for updates.

Approval will incorporate a two-step ACGME review process to separately consider designation approval and Review Committee approval of the new rural site(s), faculty members, and permanent complement increase request. *ACGME Rural Track Program designation is contingent upon Review Committee approval.*

Note: If the permanent complement increase is approved by the Review Committee, you will be asked to identify the residents/fellows in the rural track in the Accreditation Data System (ADS) Resident/Fellow Roster during your program's ADS Annual Update following recruitment of rural track residents/fellows. Future changes to rural track information may prompt a review of the designation.

More information about ACGME RTP designation can be found on the [ACGME Rural Track Programs page of the website](#).

*The ACGME Rural Track Program designation is independent of any rural track designation by the Centers for Medicare and Medicaid Services (CMS) and does not guarantee that a program will meet CMS eligibility requirements for GME or other financial support. If you have questions about the CMS rural track policy, contact your GME finance staff and/or the Prospective Payment System (PPS) hospital's Medicare Administrative Contractor (MAC).

6. The DIO will receive a notification of the designation request requiring approval. The DIO has the following options:
- View – allows the DIO to review the RTP designation (Type 2) request information.
 - Re-Open for Editing – allows the DIO to send the request back to the program director for editing.
 - Approve/Submit – allows the DIO to submit the RTP designation (Type 2) request to the ACGME.

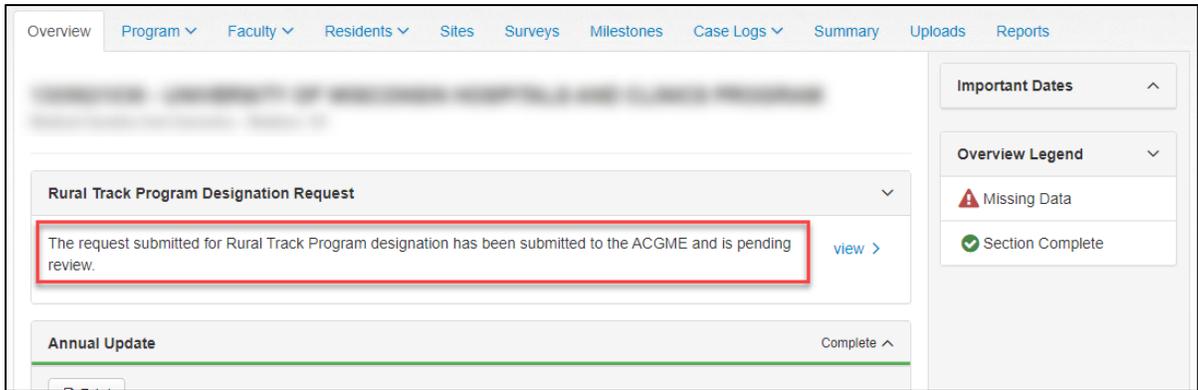
Rural Track Designation Requests

Needs DIO Approval ▾

Filter Results

Code	Specialty	Status	
		Submitted for approval on May 06, 2022	<div style="display: flex; gap: 10px;"> View Re-Open for Editing Approve / Submit </div>

7. The DIO and program director will receive a notification email from ADS stating the designation request has been submitted for ACGME review. The program can also see the request status in ADS.



8. The ACGME will review the RTP designation (Type 2) request and make one of the following decisions:

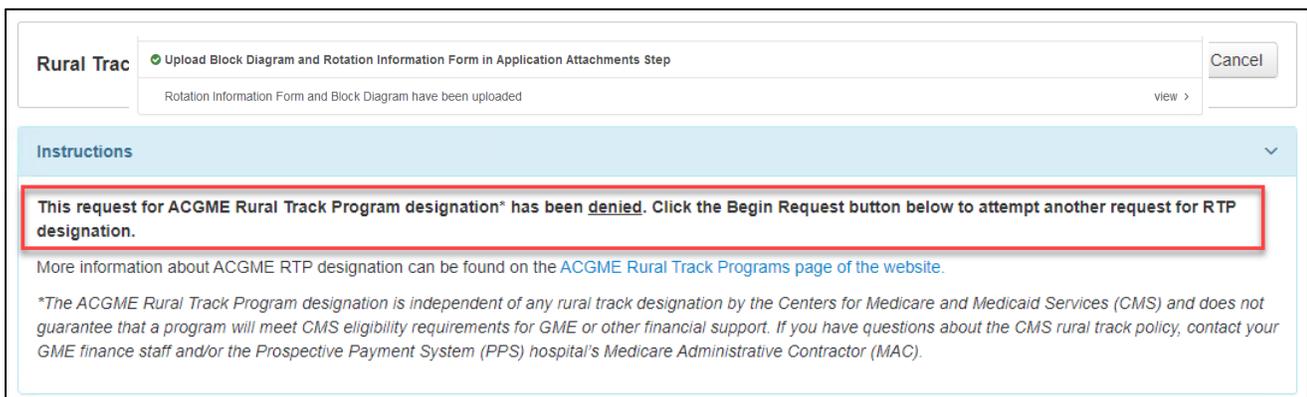
- Request not approved – the request did not meet one or more of the designation criteria:
 - Aggregated rotation months were not more than 50 percent in rural PPS hospitals or non-provider site(s).
 - Site(s) did not meet criterion for “rural.”
 - Required rotations did not include some GME at an urban PPS hospital or urban non-provider site.
 - Required rotations did not include at least one new rural participating site.
- Request approved – the designation met all criteria and was approved, contingent on the program receiving approval of the permanent complement increase from the relevant Review Committee.

The designation request status will be reflected on the program’s “Overview” tab in ADS (see [Step 7 screenshot](#) above).

9. If the designation request is approved, the Review Committee will review the permanent complement increase request and any other relevant accreditation information (e.g., site changes, specialty-specific RTP questionnaire) to render a decision.

If the designation request is not approved, the program may:

- Submit a new request for Rural Track Program Designation by clicking **Begin Request**.



- Complete complement increase request without designation – The program director could follow the standard process to complete a permanent complement increase request. *Information entered in this section during the Type 2 designation process will still be accessible.*

10. After the Review Committee review, the DIO and program director are notified of the decision, with the following implications if the ACGME RTP Type 2 designation was approved:

- If the program receives permanent complement increase approval, the program's ACGME RTP Type 2 designation appears on the Letter of Notification and is included on the publicly available report of ACGME-accredited programs with RTP designation.
- If the permanent complement increase is denied, the program will not receive ACGME RTP Type 2 designation. The program may submit a new request for ACGME RTP Type 2 designation (back to [Step 1](#)) or submit a complement change request following policies set forth in the *ACGME Manual of Policies and Procedures*.

Email muap@acgme.org with questions concerning the ACGME RTP Type 2 designation process. Contact ACGME Review Committee staff members with questions concerning the permanent complement increase process or refer to the relevant [specialty section of the ACGME website](#) for more information – contact information for Review Committee staff members can be found in the specialty section of the website as well.