

## Instructions for Requesting ACGME Rural Track Program (RTP) Designation Rural and Underserved GME

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

### Designation Processes

There are two ACGME RTP designation processes. To request ACGME RTP designation through either process, a program must submit information through the ACGME's Accreditation Data System (ADS).

#### *ACGME RTP Designation within an Existing Program (with a permanent complement increase)*

There are five sections of this ACGME RTP designation request:

- 1) Program information updates (if applicable)
- 2) Participating site information (identify participating site(s) use)
- 3) Faculty member information (if applicable)
- 4) Permanent complement increase request
- 5) RTP Rotation Information Form and Specialty-Specific RTP Questionnaire (if applicable) uploads

Receipt of ACGME RTP designation 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.

#### *ACGME RTP Designation as a New Program*

There are three sections of this ACGME RTP designation request:

- 1) Program director information
- 2) Program information (program details and participating site information)
- 3) Block diagram, RTP Rotation Information Form, and Specialty-Specific RTP Questionnaire (if applicable) uploads

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

Receipt of ACGME RTP designation 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](#).

**RTP Designation (within existing  
program) Instructions**

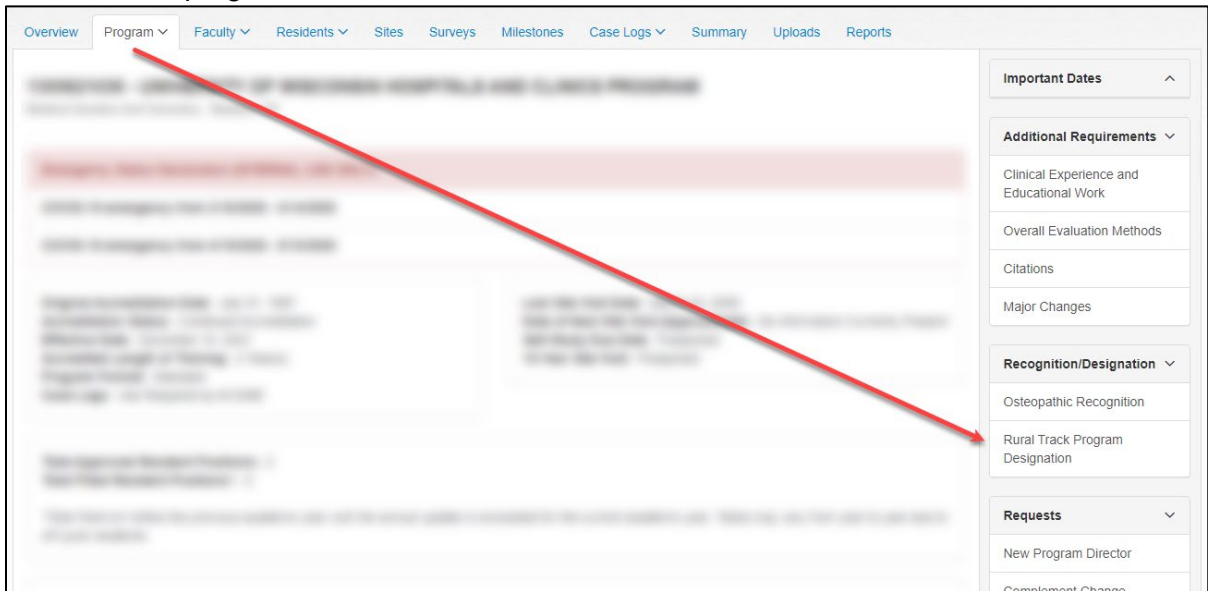
**RTP Designation (as new program)  
Instructions**

Email [underserved@acgme.org](mailto:underserved@acgme.org) with questions.

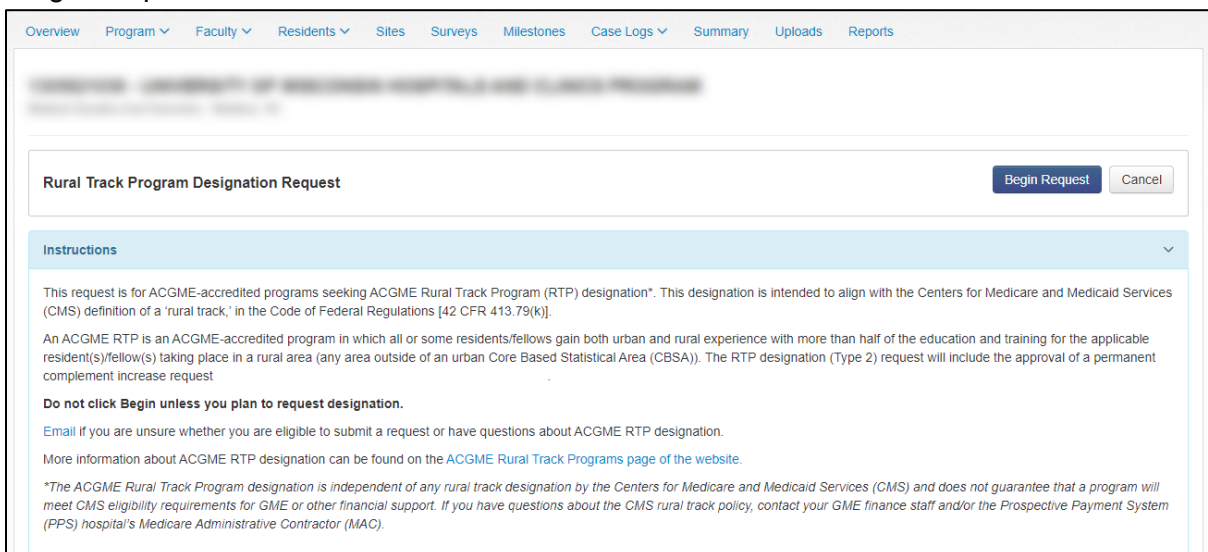
*\*The ACGME RTP designation is independent of any rural track designation by the Centers for Medicare and Medicaid Services (CMS) and does not guarantee that a program will meet CMS eligibility requirements for GME or other financial support. If you have questions about the CMS rural track policy, contact the local 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 (within Existing Program)

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 request, which includes the following:

### Program Information Section

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

**Program and Director Information** ▼

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**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** ▼

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Osteopathic Recognition

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Rural Track Program Designation ←

### Participating Sites Section

The program director follows the instructions to update participating site information.

**Rural Sites** Incomplete ▼

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**Identify participating site(s) use** view >

Identify whether each site will be used for the entire program, the non-rural track only, or the rural track only. Ensure the site addresses are accurate and reflect 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

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Participating Site Definition ▼

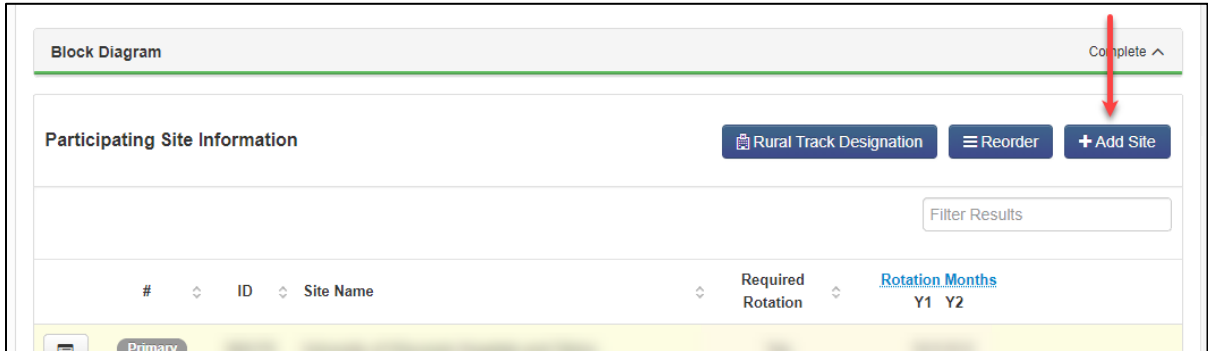
Sponsoring Institution Definition ▼

Rural Track Program Instructions ▲

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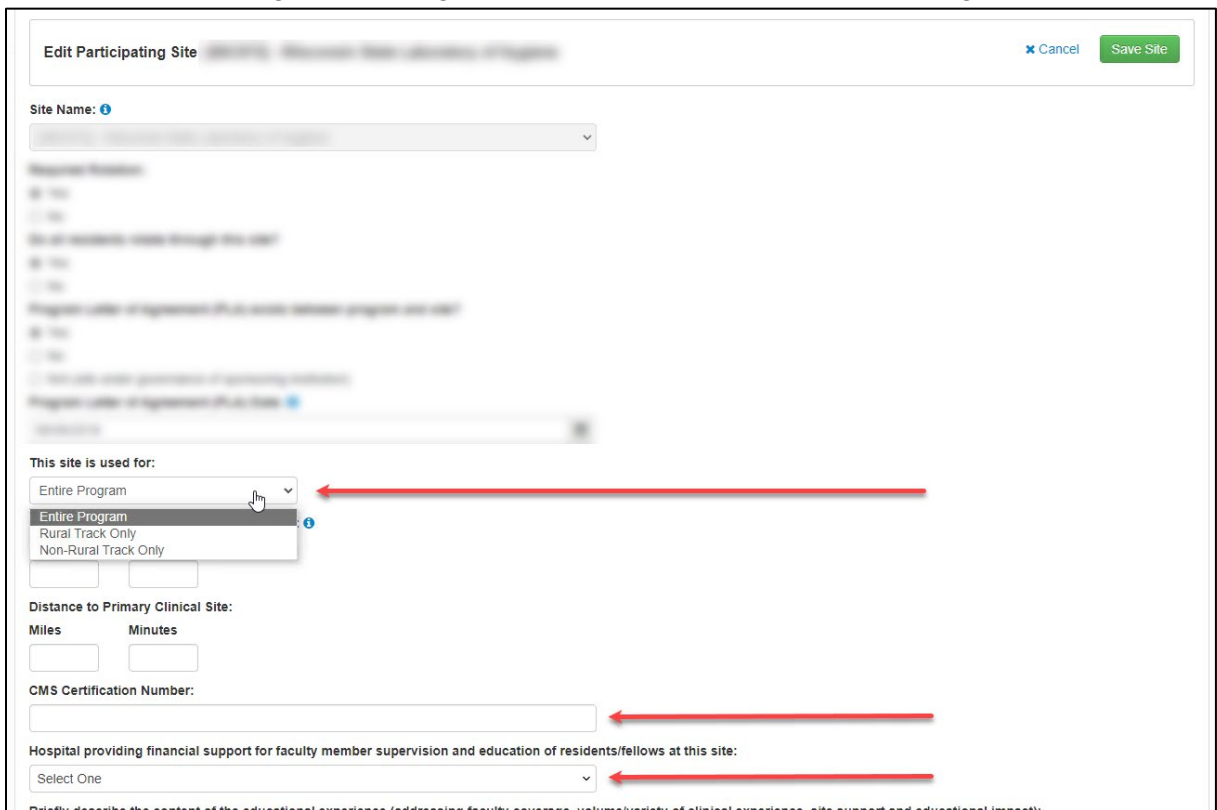
**If** adding rural track participating sites, indicate that those sites are “required” and select whether all residents/fellows in the program rotate through the site, as well as how the site is used (entire program, rural track only, or non-rural track only). If existing participating sites will also 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 [underserved@acgme.org](mailto:underserved@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 Sponsoring Institution’s designated institutional official (DIO). If there is no CMS Certification Number, leave this field blank.
- 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.”



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):**  Rotation Months not collected for Rural Track Only sites.






Y1      Y2

Participating Site Information

Rural Track Designation      Reorder      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
	Primary	[Redacted]	Yes	10.9 10.9
	2	[Redacted]	Yes	0.1 0 
	3	[Redacted]	Yes	

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

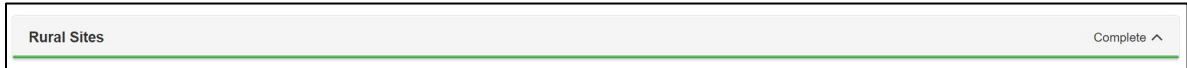
The rural track residents will have the following rotations:  
 Y1 - 3 months at site \_\_\_\_\_, 4 months at site \_\_\_\_\_, and 5 months at site \_\_\_\_\_  
 Y2 - 12 months at rural site \_\_\_\_\_  
 Y3 - 12 months at rural site \_\_\_\_\_

**Note:** Any new sites added require identification and selection of a Site Director. A faculty member can only be identified within the system as the Site Director from among the faculty members listed on the program’s ADS Faculty Roster. If the faculty member to be designated as the Site Director 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.

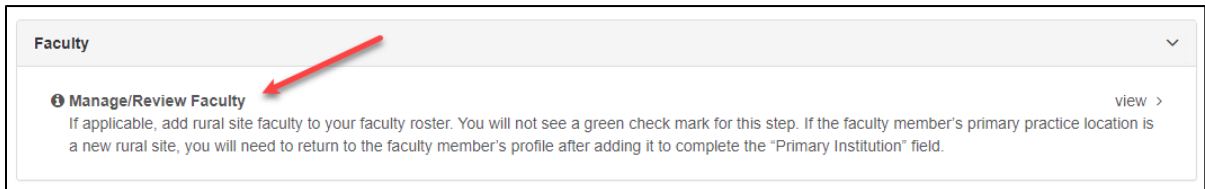


The Rural Sites step will be minimized and marked “Complete” as long as all participating site information is completed.



### 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. A faculty member can only be identified within the system as the Site Director from among the faculty members listed on the ADS Faculty Roster. If the faculty member to be designated as the Site Director 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 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**

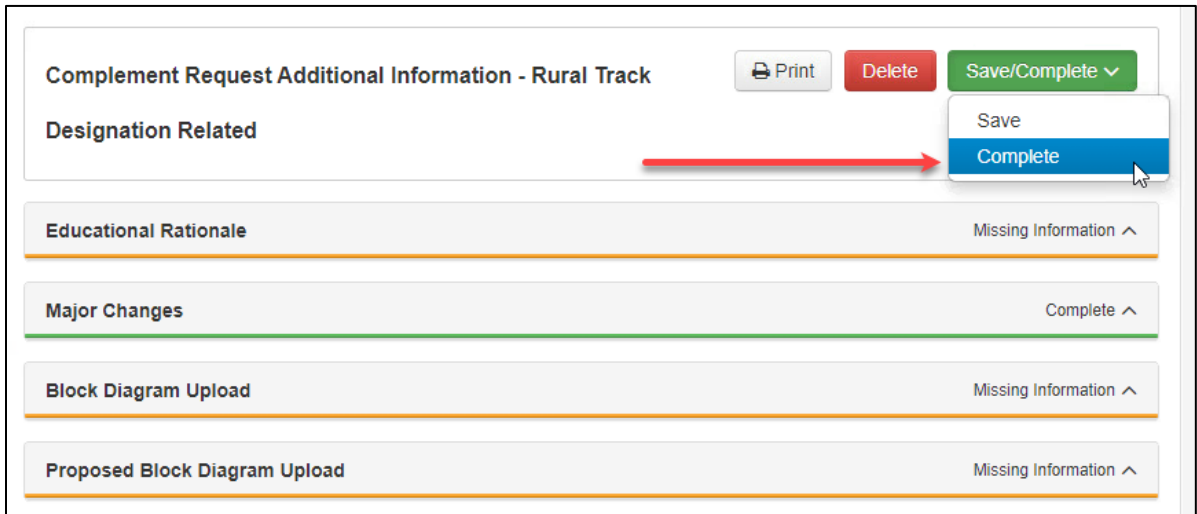


\* In the Requested Total field, enter the total number of permanent positions you are requesting. DO NOT enter the number of additional positions. For example, if you are currently approved for 8 positions and are requesting a permanent increase of 4, you would enter 12 in the Requesting Total field. 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	<input type="text" value="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

Designation Related

Print Delete Save/Complete ▾

Save Complete

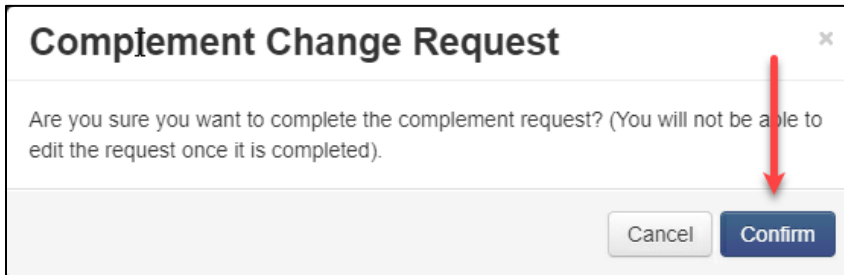
Educational Rationale Missing Information ^

Major Changes Complete ^

Block Diagram Upload Missing Information ^

Proposed Block Diagram Upload Missing Information ^

Click “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.”

The screenshot displays a web interface for a 'Rural Track Program Designation Request'. At the top right, there are 'Review' and 'Submit' buttons. The main content is organized into several sections:

- Instructions**: A light blue header with an upward arrow.
- Program and Director Information**: A grey header with a downward arrow. Below it is a step titled 'Review Program and Director Info' with an information icon and a 'view >' link. The text below reads: '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**: A grey header with a downward arrow and a 'Complete' status with an upward arrow.
- Faculty**: A grey header with a downward arrow and an 'Incomplete' status with a downward arrow. Below it is a step titled 'Manage/Review Faculty' with a warning icon and a 'view >' link. The text below reads: '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**: A grey header with a downward arrow and a 'Complete' status with an upward arrow. A red arrow points from the left towards the 'Complete' status.
- Uploads**: A grey header with a downward arrow and an 'Incomplete' status with a downward arrow.

*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 request.*


## Uploads Section

The program director completes an RTP Rotation Information Form using the template provided on the [Rural Track Program designation 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 RTP 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

**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

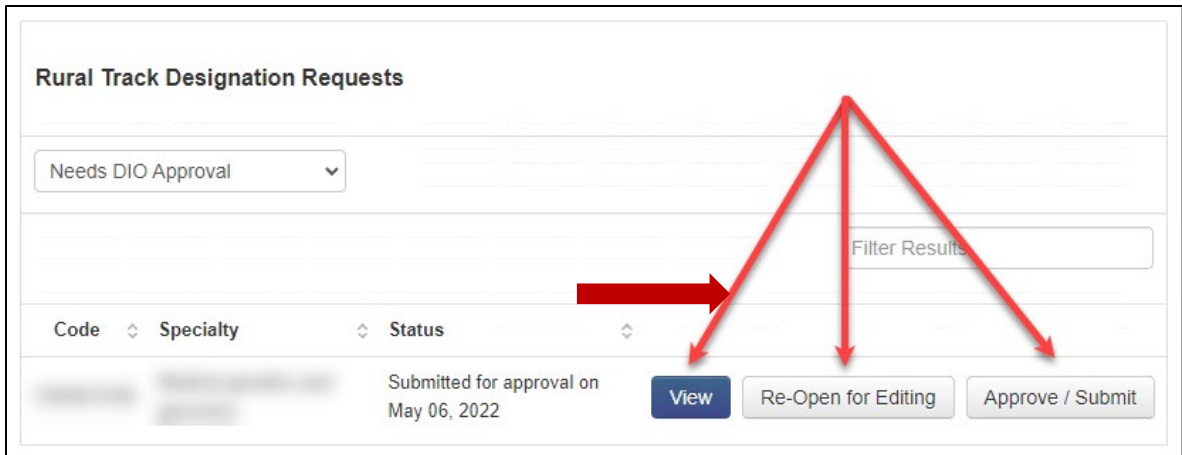
4. Once the program completes all required sections of the ACGME RTP designation request, the request can be submitted by clicking the green “Submit” button.

The screenshot shows the 'Rural Track Program Designation Request' form. At the top right, there are two buttons: 'Review' (blue) and 'Submit' (green). A red arrow points to the 'Submit' button. Below the buttons are several sections: 'Instructions', 'Program and Director Information' (with a 'Review Program and Director Info' step), 'Rural Sites' (marked 'Complete'), 'Faculty' (with a 'Manage/Review Faculty' step), 'Permanent Complement Increase Request' (marked 'Complete'), and 'Uploads' (marked 'Complete').

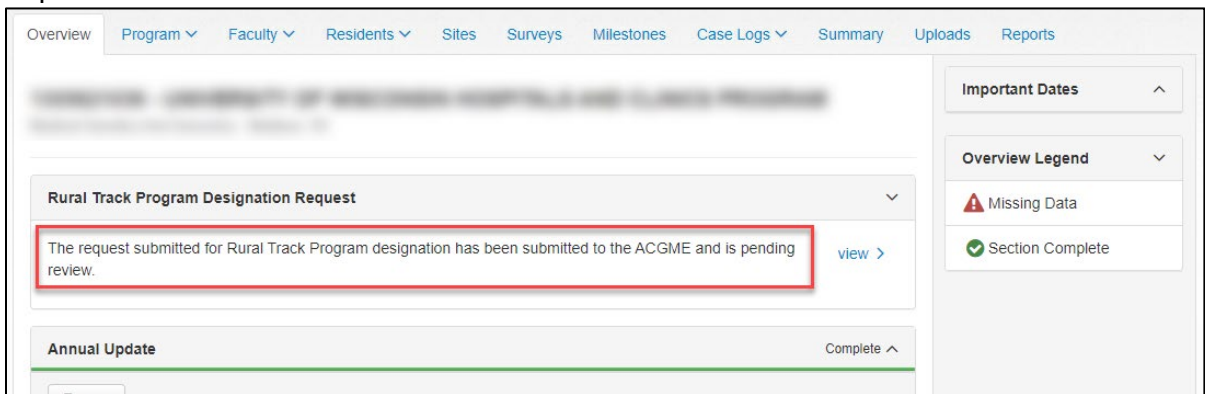
5. Once submitted, the program can review the submitted RTP designation request but cannot edit it.

The screenshot shows the 'Rural Track Program Designation Request' form after submission. The 'Review' button (blue) is now highlighted with a red arrow. Below the 'Instructions' section, a red-bordered box contains the following text: "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." Below this, there is a paragraph about the review process and a note about the permanent complement increase. At the bottom, there is a link to the ACGME Rural Track Programs page and a disclaimer.

6. The DIO receives a notification of the designation request requiring approval. The DIO has the following options:
- View – allows the DIO to review the RTP designation 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 request to the ACGME.



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



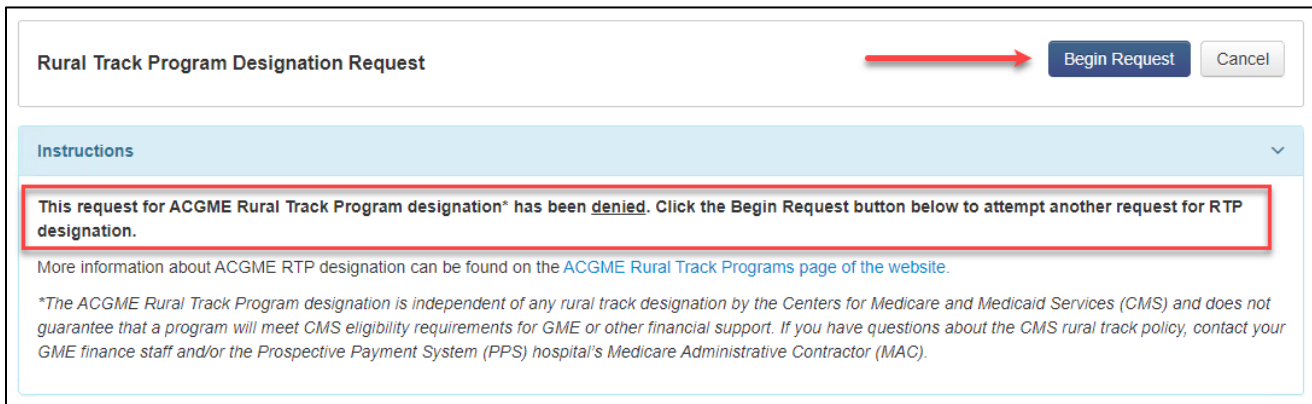
8. The ACGME reviews the RTP designation request and makes one of the following decisions:
  - Request not approved – the request did not meet one or more of the designation criteria:
    - Aggregated rotation months were not greater than 50 percent in rural participating site(s)
    - Site(s) did not meet criterion for “rural”
    - Required rotations did not include some GME at non-rural participating sites
  - 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 is reflected on the program’s “Overview” tab in ADS (see [Step 7 screenshot](#) above).*

9. If the designation request is approved, the Review Committee reviews 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 Rural Track Program Designation Request by clicking “Begin Request.”



Rural Track Program Designation Request

Begin Request Cancel

Instructions

This request for ACGME Rural Track Program designation\* has been denied. Click the Begin Request button below to attempt another request for RTP 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).

- Complete a complement increase request without designation – the program director should follow the standard process to complete a permanent complement increase request. *Information entered in this section during the designation request process is still accessible to the program.*

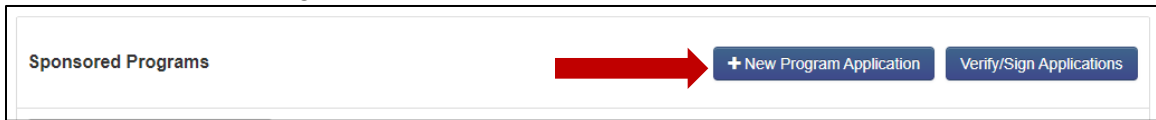
10. After Review Committee review, the DIO and program director are notified of the decision, with the following implications if the ACGME RTP designation was approved:

- If the program receives permanent complement increase approval, 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 RTP designation.
- If the permanent complement increase is denied, the program does not receive ACGME RTP designation. The program may submit a new request for ACGME RTP designation (back to [Step 1](#)) or submit a complement change request following policies set forth in the *ACGME Manual of Policies and Procedures*.

Email [underserved@acgme.org](mailto:underserved@acgme.org) with questions concerning the ACGME RTP 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 applicable specialty section of the website.

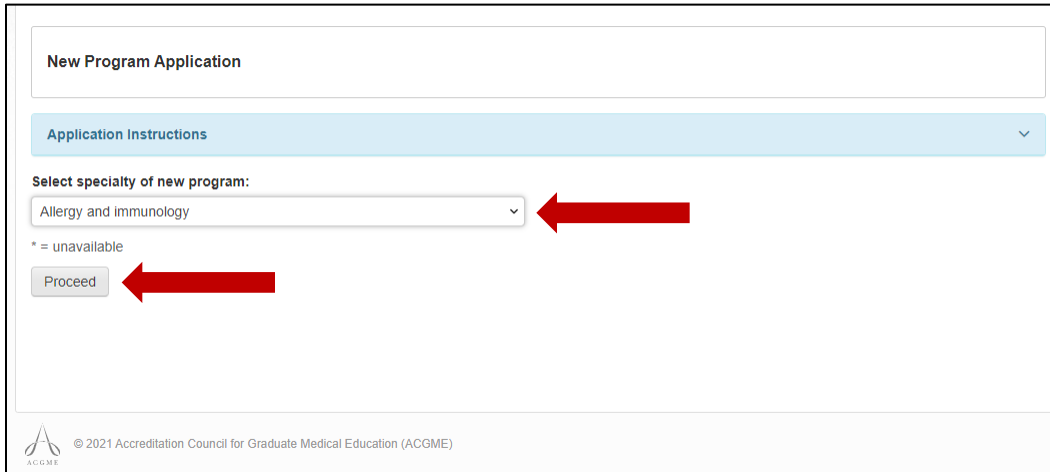
## Steps to Initiate and Submit a Request for ACGME RTP Designation (as a New Program)

1. The DIO initiates a program accreditation application in 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

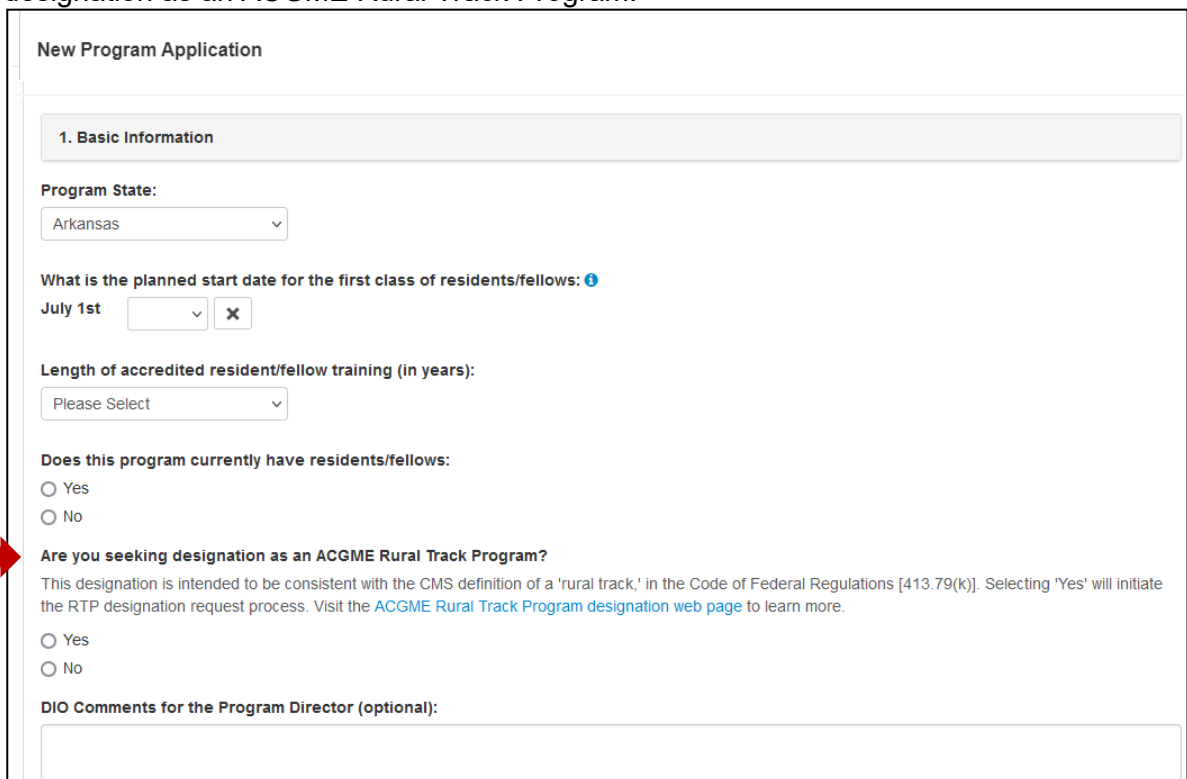
Select specialty of new program:  
Allergy and immunology

\* = 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

[^ back to top](#) [✕ Cancel](#)

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.

- 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](#)

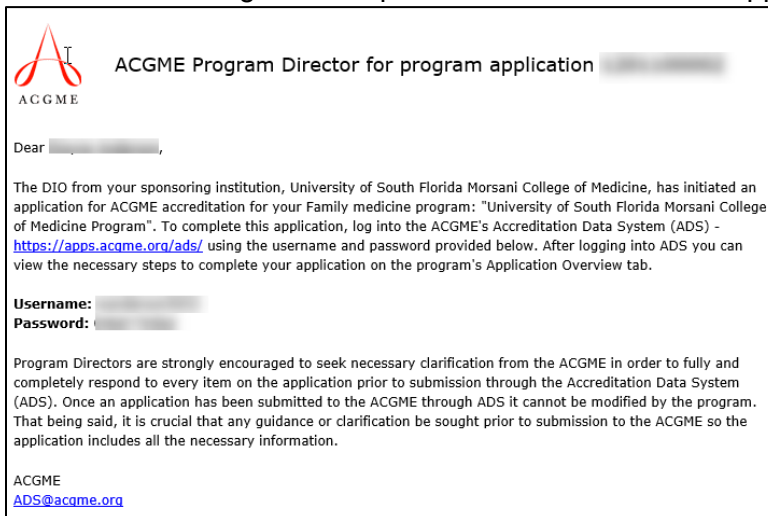
First Name  and Last Name  and E-mail Address  National Provider ID

**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 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 with the title and an 'Incomplete' status. Below the header is a 'Background Information' section. A 'Submit Request' button is visible. The main content area lists three steps: 'Complete Program Director Step', 'Complete Program Info Step', and 'Upload Block Diagram and Rotation Information Form in Application Attachments Step'. Each step has a status message and a 'view >' link. A red arrow points to the 'Program Director' section, which is currently 'Incomplete' and shows the message 'No program director has been selected.' with a 'view >' link.

### 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 of the interface. It has an 'Incomplete' status. There are two steps: 'Enter Program Details' and 'Enter Participating Sites'. The 'Enter Program Details' step is currently selected and has a 'view >' link. The 'Enter Participating Sites' step is completed and shows the message '1 site(s) have been added. Click to add/edit available sites.' with a 'view >' link. A red arrow points to the 'Enter Program Details' step.

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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### *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 PPS hospital) – a value will auto-populate if already entered by the DIO. If there is no CMS Certification Number, leave this field blank.
- 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' and 'Enter Participating Sites'. The 'Enter Program Details' section has a 'view >' link. The 'Enter Participating Sites' section is highlighted with a red arrow and shows a green checkmark icon. Below this section, it says '1 site(s) have been added. Click to add/edit available sites.' and has 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:** A faculty member can only be identified within the system as the Site Director from among the faculty members listed on the program's ADS Faculty Roster. If the faculty member to be designated as the Site Director 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.

## Uploads Section

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

The program director also uploads the completed Specialty-Specific Rural Track Program Questionnaire (if applicable). *Contact the relevant Review Committee staff with questions about the specialty-specific form.*

### Application Uploads Instructions

#### Uploads

##### Rural Track Rotation Information Form

This form is required for programs seeking ACGME Rural Track Program or Rural Track designation and is used to determine whether a program meets designation criteria. Refer to the [ACGME Rural Tracks 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 programs seeking ACGME Rural Track designation with a permanent complement increase, 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

##### Block Diagram

**Common Instructions:** Provide a block diagram for each year of training in the program. The sites listed on the Block Diagram should match the list of participating sites in ADS. Specialty-specific instructions may also be available. If there are specialty-specific instructions available for your specialty, please click the *Specialty Instruction* link and follow the steps accordingly.

**Osteopathic Recognition Instructions (if applicable):** Update the block diagram to include where OPP is integrated into the curriculum. The block diagram should specifically identify where and when the following experiences are integrated, if applicable: osteopathic education/experience in the clinical setting, osteopathic clinic (either OMT clinic or integrated specialty clinic), and osteopathic didactics/labs. It may be best to indicate osteopathic experiences on the block diagram through the use of symbols and an associated legend. This will become the new block diagram for the program, so ensure that it continues to reflect the experience of all residents in the program, not just designated osteopathic residents. Programs are encouraged to utilize the [Block Diagram Guide for Osteopathic Recognition](#) when updating the program's Block Diagram to identify when and where osteopathic experiences occur in the curriculum.

Block Diagram Instructions/Sample

**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

8. Once the program completes all required sections of the ACGME RTP designation request, the request can be submitted using the blue “Submit Request” button.

Program Application Review Submit to DIO

Instructions

ACGME Rural Track Program (RTP) Designation Pre-Submission

Background Information

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. Submit Request

- 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 >

9. The DIO receives a notification of the designation request requiring approval. The DIO has the following options:
- View – allows the DIO to review the RTP designation 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 request to the ACGME.

Rural Track Designation Requests

Needs DIO Approval Filter Results

Code	Specialty	Status
	Family medicine	Submitted for approval on May 27, 2021 <span>View</span> <span>Re-Open for Editing</span> <span>Approve / Submit</span>

Showing 1 to 1 of 1 entries

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

The screenshot shows the 'Program Application' interface. At the top right, there are 'Review' and 'Submit to DIO' buttons. Below the 'Instructions' section, the status of the 'ACGME Rural Track Program (RTP) Designation' is shown as 'Pending DIO Review'. A red arrow points to this status. Below this, a message states: 'Your request for an ACGME Rural Track Program designation has been submitted to your DIO for review. You will be notified of its progress as it is reviewed.' A red arrow points to this message. Below the message, there are three completed steps: 'Complete Program Director Step', 'Complete Program Info Step', and 'Upload Block Diagram and Rotation Information Form in Application Attachments Step'. Each step includes a description of what has been completed and a 'View >' link.

11. The ACGME reviews the RTP designation request and makes 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 greater than 50 percent in rural participating site(s).
  - Site(s) did not meet criterion for “rural.”
  - Rotations did not include some GME at non-rural participating sites.

The screenshot shows the 'Program Application' interface with the status of the 'ACGME Rural Track Program (RTP) Designation' updated to 'Completed and Denied'. A red arrow points to this status. Below this, a message states: '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.' A red arrow points to this message. Below the message, there are three completed steps: 'Complete Program Director Step', 'Complete Program Info Step', and 'Upload Block Diagram and Rotation Information Form in Application Attachments Step'. Each step includes a description of what has been completed and a 'View >' link. Additionally, there are 'View' and 'Re-submit Request' buttons next to the denial message.

- 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.

The screenshot shows the 'Program Application' interface for 'ACGME Rural Track Program (RTP) Designation'. The status is 'Completed and Approved'. A red arrow points to the 'Completed and Approved' dropdown menu. Another red arrow points to the message: '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.' Below this, three steps are listed as completed: 'Complete Program Director Step', 'Complete Program Info Step', and 'Upload Block Diagram and Rotation Information Form in Application Attachments Step'. The 'View' button is visible on the right side of the message.

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](#).

The screenshot shows the 'ACGME Rural Track Program (RTP) Designation' interface with a status of 'Completed and Denied'. A red arrow points to the 'Re-submit Request' button. The message states: '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.' Below this, three steps are listed as completed: 'Complete Program Director Step', 'Complete Program Info Step', and 'Upload Block Diagram and Rotation Information Form in Application Attachments Step'. The 'View' and 'Re-submit Request' buttons are visible on the right side of the message.

- Continue with new program application – the program director may complete and submit the program accreditation application without ACGME RTP designation by clicking the “Submit to DIO” button.



The screenshot shows a web application interface for a 'Program Application'. At the top, there is a header area with the text 'Program Application' on the left and two buttons on the right: a blue 'Review' button and a green 'Submit to DIO' button. A red arrow points to the 'Submit to DIO' button. Below the header is a light blue section labeled 'Instructions' with a small upward-pointing arrow on the right side.

- Withdraw application – The DIO should email [ADS@acgme.org](mailto: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 at which the application is reviewed, 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 [underserved@acgme.org](mailto:underserved@acgme.org) with questions concerning the ACGME RTP 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 applicable specialty section of the website.