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## Bethesda, Maryland 20814-1621

## 301-581-9200

**APPLICATION FOR INCREASE OR RECLASSIFICATION**

**OF RESIDENCY POSITIONS**

Increases in or reclassification of residency positions are considered and authorized by the Residency Review Committee. The application must be submitted prior to activation or reclassification of the residency position(s), preferably at least six months before the anticipated effective date. The effective date of granting an authorization of increased or reclassified residency positions by the RRC will be no earlier than the date on which the program has both authorization of the increase and the additional resident(s) in place or reclassification of the program. **A program on probationary approval may not request an increase in or reclassification of positions.**

Please submit this form **via the CPME portal** and any of the documentation in response to items 6–8 along with permission for members of the committee to review the logs online. Hand-written responses and hard copy documentation will not be accepted.

A **$1,000 application fee**, made payable to the Council on Podiatric Medical Education, must accompany the application. The application will not be processed until the sponsoring institution submits all required materials, including the application fee.

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| 1. **Sponsoring Institution Information**
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| Sponsoring institution |       |
| Address 1 |       |
| Address 2 |       |
| City/State/Zip |       |

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| 1. **Co-sponsoring Institution Information (if applicable)**
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| Co-sponsoring institution |       |
| Address 1 |       |
| Address 2 |       |
| City/State/Zip |       |

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| 1. **Current Program Information** (as defined in CPME 320, *Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies (*July 2015)
 |
| **Category** | **Length in Months** | **Number of Approved Positions** | **Requested Change(s)** |
| [ ]  PMSR | [ ]  36 | [ ]  48 | /// | [ ]  Increase in Positions | [ ]  Decrease in Positions | [ ]  Reclassification |
| [ ]  PMSR/RRA | [ ]  36 | [ ]  48 | /// | [ ]  Increase in Positions | [ ]  Decrease in Positions |  |
| ***Note*** *– Programs reclassifiying from PMSR/RRA to PMSR should refer to CPME 330, page 24 for information related to required documents and the reclassification process.* |

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| 1. **Proposed Program Revisions**
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| **Category** | **Length in Months** | **Number of Proposed Positions** | **Anticipated Effective Date** | **Comments** |
| [ ]  PMSR | [ ]  36  | [ ]  48  | /// |       |       |
| [ ]  PMSR/RRA | [ ]  36  | [ ]  48  | /// |       |       |
| Please provide an explanation as to whether the increase will be implemented incrementally by accepting one new resident per year for three years, or all at once by accepting transfer residents.      |

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| 1. **Is the increase**/**reclassification request based on current case volume (reflected solely in the Institution’s cases as logged in Podiatry Residency Resource) or is the increase request based on new resources?**
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| [ ]  The increase/reclassification request is based on **current case volume** and is reflected solely in the Institution’s logs  |
| [ ]  The increase/reclassification request is based on **new training resources (please provide a response to questions 6-8)** |

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| 1. **Podiatric and Non–Podiatric Staff.**
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| The request is based on an increases in active podiatric staff and/or non-podiatric medical staff. ***If yes, please complete the chart below. If no, proceed to question 7*** | [ ]  Yes [ ]  No |
| **Name and Degree***(DPM, MD, DO)* | **Certification***(e.g. ABPM, ABFAS)* | **Type of training***(i.e. podiatric surgery, podiatric medicine, other)* | **Category and Volume of Cases***(recent 12 moths)*  | **Anticipated increase in Volume***(% of cases)* |
|       |       |       |       |       |
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| Comments: |       |

| 1. **Training Resources:** Identify any changes to current rotations (increase or decrease in the length of training). If the program has either developed new or revised existing rotations, **provided an updated copy of the training schedule for all three years of training and competencies and assessments for each new or revised rotation(s).**
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| **Rotation** | **Changes** | **Length** | **Format** | **Location** |
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| Comments: |       |

| 1. **New Training Site(s):** If training is offered for the first time in another institution(s), provide the following information for each training site (e.g., hospital, surgery center, private practice office). For each institution identified below, provide **copies of accreditation documents** (e.g. Joint Commission and AAAHC) and **copies of executed affiliation agreements** between the sponsoring institution and the affiliates.
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| **Name** | **City, State** | **Accredited****By** | **%****of Training****(Approx.)** | **Category and Volume of Cases** | **Coordinator** |
| **Staff?** | **Name** |
|       |       |  |       |       |  |       |
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| Comments: |       |

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| 1. **Supplemental Materials for Reclassification:** Programs requesting reclassification from PMSR to PMSR/RRA must provide the following documents:
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|  | Executed PMSR/RRA contracts or letters of appointment between the sponsoring institution(s) and the residents affected by the change. |
|  | Copy of the certificate to be awarded the resident upon completion of training. **Please refer to the sample certificates on CPME’s website for additional information related to certificates.** |
|  | Letters of attestation from current and incoming residents affected by the change |
|  | If the Institution is reclassifying a portion of the approved PMSR positions to PMSR/RRA, explanation as to how the institution will determine which resident(s) will be offered the added credential |
|  | Revised training schedule. This information is required from programs requesting a change in the length of the training program (i.e. from 36 to 48 months or from 48–36 months of training) |

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| **The statistics below cover the period from**       **to**       **and must be taken directly from PRR.** To determine the institution’s ability to support the number of requested residency positions, multiply the number of residents requested per year by the Minimum Activity Volume (MAV) requirement per resident. For example: If a program is requesting two residents per year (2/2/2), the reported volume of biomechanical cases over a 12–month period should be 150 (75 x 2). The Residency Review Committee, however, expects the reported volume to exceed the MAV to allow for fluctuations in the availability of cases and resident logging errors.The RRC will be reviewing the logs of current and recently graduated residents to confirm these numbers. If the request for an increase is based solely on current case volume, resident logs must demonstrate appropriate volume in all categories in order for the increase request to be approved. |
| **Case Activities** | **Volume** |
| Podiatric surgical cases *(minimum 300 per resident)* |       |
| Trauma cases *(minimum 25 per resident)* |       |
| Podopediatric cases *(minimum 25 per resident)* |       |
| Biomechanical cases (utilizing the definition in the CPME 320, July 2015) *(minimum 75 per resident)* |       |
| Comprehensive medical histories and physical examinations *(minimum 50 per resident)* |       |

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| **Number of Procedures** | **Volume** |
| Category 1: Digital Surgery *(minimum 80 per resident)* |       |
| Category 2: First Ray Surgery *(minimum 60 per resident)* |       |
| Category 3: Other Soft Tissue Surgery *(minimum 45 per resident)* |       |
| Category 4: Other Osseous Foot Surgery *(minimum 40 per resident)* |       |
| Category 5: Reconstructive Rearfoot and Ankle Surgery *(minimum 50 per resident)* |       |

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| If numbers are **marginal** (do not exceed 10% of the MAV requirement) in any category, please provide an explanation as to how the institution will provide a sufficient number of cases/procedures to support the requested increase/reclassification. Please indicate whether the additional cases/procedures are obtained from uncovered cases, new locations, new rotations, etc. |
| **Category** | **Explanation** |
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By signing this form, the chief administrative officer(s) and the program director confirm the commitment of the institution(s) in providing podiatric residency training.

Chief administrative officer (or DIO) Date

Chief administrative officer of co–sponsoring institution (if applicable) Date

Program director Date