

Substantive Changes to CPME 830: *Procedures for Approval of Podiatric Fellowships*

Standard/Requirement	Revisions
Updates throughout the document	<ul style="list-style-type: none"> • The names of the following committees have been updated throughout the document: <ul style="list-style-type: none"> ○ Residency Review Committee (RRC) (previously the Joint Residency Review Committee (JRRC)) ○ Specialty Board Recognition Committee (SBRC) (previously the Joint Committee on the Recognition of Specialty Boards (JCRSB))
New Features	<ul style="list-style-type: none"> • Added that signatures may be electronic or handwritten • Added that meetings may be virtual • Added designated institutional official (DIO) as alternative to chief administrative officer • Clarified communication between the CPME and the program • Clarified accountability and responsibility in the program
Communication	<ul style="list-style-type: none"> • Added clarification about communication with co-sponsored programs
RRC Composition	<ul style="list-style-type: none"> • Modified composition of RRC to include two representatives each from ABFAS and ABPM, two representatives from the Council of Teaching Hospitals (COH) of the American Association of Colleges of Podiatric Medicine, two representatives from residency programs at large (selected by the Council), and at least two Council members.
Application for provisional approval	<ul style="list-style-type: none"> • Removed the provision that the RRC will consider a complete application within 60 calendar days of its receipt • Added circumstances under which council staff may terminate the application • Clarified the composition of the on-site team • Changed to notification period of rejecting a member of a proposed evaluation team to 15 calendar days “after receipt of the on-site confirmation letter instead of 30 days prior to the on-site • Added Collaborative Residency Evaluation Committee (CREC) and its role with evaluators • Added a provision for the use of virtual on-sites due to natural disasters, pandemics, or other circumstances of that magnitude • Added graphic that outlines the approval process

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<p>Categories of Approval and Approval Period</p>	<ul style="list-style-type: none"> • Clarified the effective date of Council decisions • Clarified 'Approval' status • Added a new category of approval: Approval with Report <p>Approval with report indicates recognition of an existing residency that is in substantial compliance with the Council's standards and requirements for approval. In granting approval, the Council expresses its confidence in the abilities of the institution to continue providing adequate support and implementing ongoing improvements in the residency.</p> <p>As a condition of continued approval, the institution may be requested to provide one or more progress reports at specified intervals, as indicated in the approval letter. The progress report(s) is to demonstrate correction of specific areas of noncompliance in meeting one or more requirements or to address concerns identified by the RRC and/or the Council. Failure to meet the requirements as stated by the Council may result in probation.</p> <ul style="list-style-type: none"> • Probation: Clarified that period of probation is to be determined by the Council, but is usually limited to a maximum of two years and failure to meet the requirements as stated by the Council during the two-year period, including any extension for good cause, will result in withdrawal of approval • Removed the "Administrative Probation" category and programs not submitting information or fees will now be placed on the RRC/Council agenda and are at risk of probation
<p>Activation of program</p>	<ul style="list-style-type: none"> • Added that when a program is going through due process, the program is prohibited from accepting new fellows
<p>Procedural reconsideration, reconsideration, and appeal</p>	<ul style="list-style-type: none"> • Added this section to clarify requirements for applying for a one-time increase in positions
<p>Increase in positions</p>	<ul style="list-style-type: none"> • Removed consideration within 60 days
<p>Inactive Status for Provisionally Approved Programs</p>	<ul style="list-style-type: none"> • Added this section to clarify requirements for programs provisionally approved requesting inactive status

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Extension of Training	<ul style="list-style-type: none"> Added this section to clarify the requirements necessary to extend the training of a resident including a leave of absence or need for performance improvement
Termination of Program	<ul style="list-style-type: none"> Added that within 30 days of the closure of the program, the sponsoring institution must complete the Annual Report or provide a formal letter to the Council identifying the names of the fellows who have completed the program and copies of certificates (if applicable)
Program transfer/change in sponsorship	<ul style="list-style-type: none"> Added 30 notification period Added the documents that is required with notification
Annual Report	<ul style="list-style-type: none"> Added that the program director must notify the Council within 30 days concerning any extenuating circumstances related to fellow completion of a training year Clarified reporting for co-sponsored programs
Confidentiality and disclosure policies	<ul style="list-style-type: none"> Added: Because of the tripartite relationship of accreditation, certification, and licensure, the Council has the prerogative of providing confidential information regarding the approval status of residencies to the appropriate Council-recognized specialty boards and to state boards for examination and licensure, upon the specific written requests of these organizations. Modified listing of approved fellowships from publication to website and what information is publicized
Third-party comment	<ul style="list-style-type: none"> Added: Third-party comments must be signed, address substantive matters relating to the quality of the program and the CPME standards and requirements and be received no later than 15 days prior to the program's scheduled visit date. Comments will be forwarded to the evaluation team, and to the program director for response if appropriate, during the evaluation visit process. An updated list that includes the date of each visit will be maintained on the Council's website.
Assessment of evaluator effectiveness	<ul style="list-style-type: none"> Added CREC and review of evaluators
Nondiscrimination Policy	<ul style="list-style-type: none"> Updated the nondiscrimination policy to align with the CPME nondiscrimination policy

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Fee Policies	<ul style="list-style-type: none">• Clarified that the fees for any of the Council's evaluation and recognition activities are published in the Fellowship Fees document