

Frequently Asked Questions about Sponsorship Changes and Sponsoring Institution or Program Name Changes

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Sponsorship Changes

What is required to transfer sponsorship of a program to another institution?

If there are any major changes to the structure, participating sites, or other aspects of the program, the program should first contact the Review Committee executive director for the program's specialty.

Transfer of sponsorship requires a letter from the program's current "sending" Sponsoring Institution (signed by the designated institutional official (DIO) and the institution's senior administrative official) indicating willingness to relinquish sponsorship, and a letter from the "accepting" proposed Sponsoring Institution (signed by the DIO and the institution's senior administrative official) indicating willingness to sponsor the program. The DIO and the institution's senior administrative official must match the names listed in the Accreditation Data Services (ADS). In ADS, the Sponsoring Institution lists the institution's senior administrative official in the Institutional Leadership Table for CEO/Director/President.

The letters should be addressed to the executive director of the program's specialty Review Committee, with a copy to the executive director for the Institutional Review Committee (irc@acgme.org). Upon transfer of sponsorship, the ACGME changes the name of the program to conform with the name of the new Sponsoring Institution.

Sponsoring Institution or Program Name Changes

How does the ACGME determine the name of the new program?

ACGME naming conventions dictate that all programs within a given Sponsoring Institution include the Sponsoring Institution's name. The name of the specialty does not appear in the name unless the official name of the Sponsoring Institution includes the name of the specialty. On occasion, the name of a medical school, other affiliated institution, participating site, or city/town may be included in the name of the program. Use of another organization's name requires the formal approval by the entity that has a legal right to determine use of the name.

What is the process to change the name of a program?

The program director should first confer with the DIO, since the DIO has institutional authority to approve a name change. The request for the program name change should be addressed to the executive director for the applicable specialty Review Committee, with a copy to the executive director for the Institutional Review Committee (irc@acgme.org). Requests for name changes at the program level require a letter signed by the program director and DIO.

What is the process to change the name of a Sponsoring Institution?

Institutional-level requests for name changes should be addressed to the executive director for the Institutional Review Committee (irc@acgme.org). Requests for institutional name changes require a letter from the DIO and the institution's senior administrative official as listed in ADS. In ADS, the Sponsoring Institution lists the institution's senior administrative official in the Institutional Leadership Table for CEO/Director/President.

Other Changes

What is the process to change the core specialty of a dependent subspecialty program within the same institution?

A letter of request from the subspecialty and core specialty program directors and the DIO is needed. The executive directors(s) for the “sending” and “accepting” specialty Review Committee(s) should approve the request. The letter should be addressed to the executive director for the respective specialty Review Committee(s) with a copy to executive director for the Institutional Review Committee (irc@acgme.org).

For questions related to program mergers, contact the executive director for the respective specialty Review Committee(s).

For questions related to participating site name changes, contact ADS support staff at ads@acgme.org.