

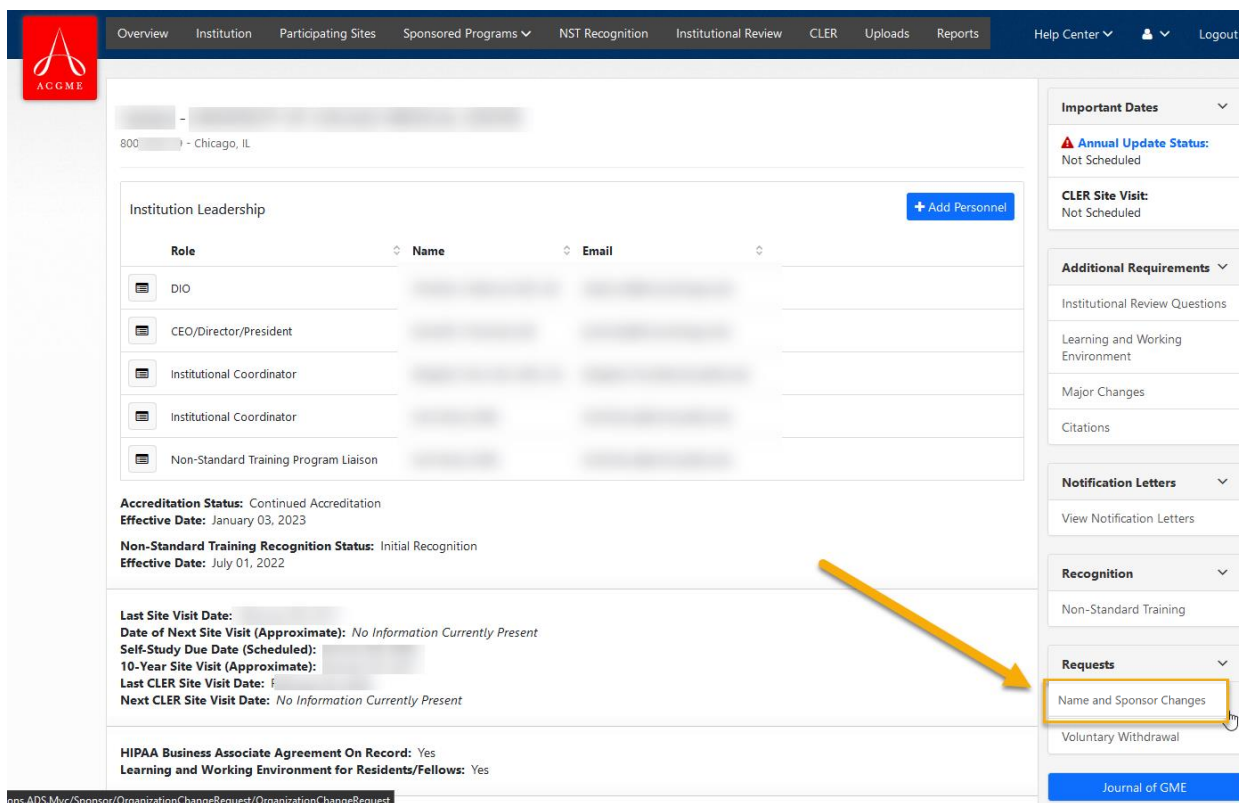
Process for Program Name Changes

Organization change requests (e.g., sponsor name change, program name change, program sponsorship change) must now be initiated and submitted via the ACGME Accreditation Data System (ADS). In the case of a program sponsorship change, the change request must be initiated by the transferring sponsor, not the receiving sponsor.

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 of the entity that has a legal right to determine use of the name.

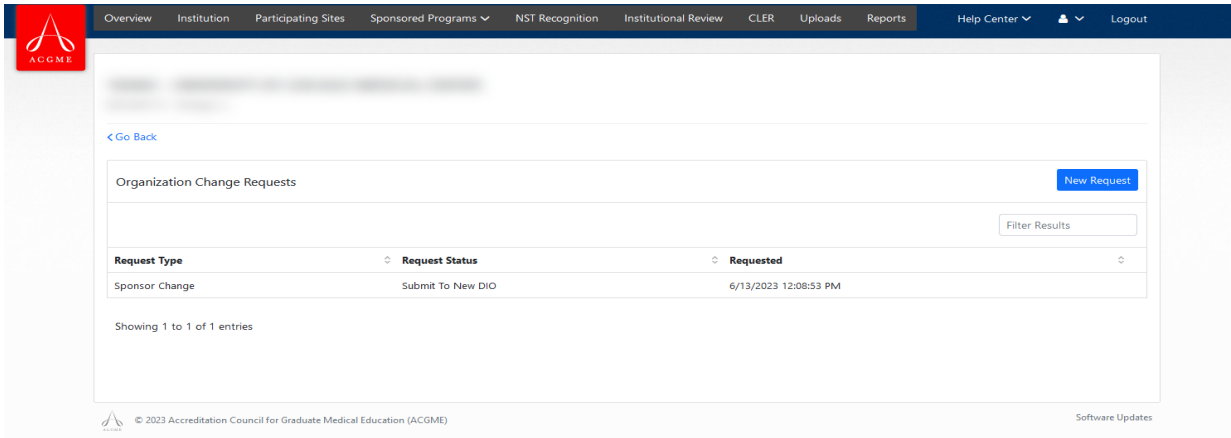
Initiating Organization Change Requests

The Organization Change Requests page is available to Sponsoring Institutions via the **Name and Sponsor Changes** link under **Requests** on the sponsor's **Overview** and **Institution** tabs:

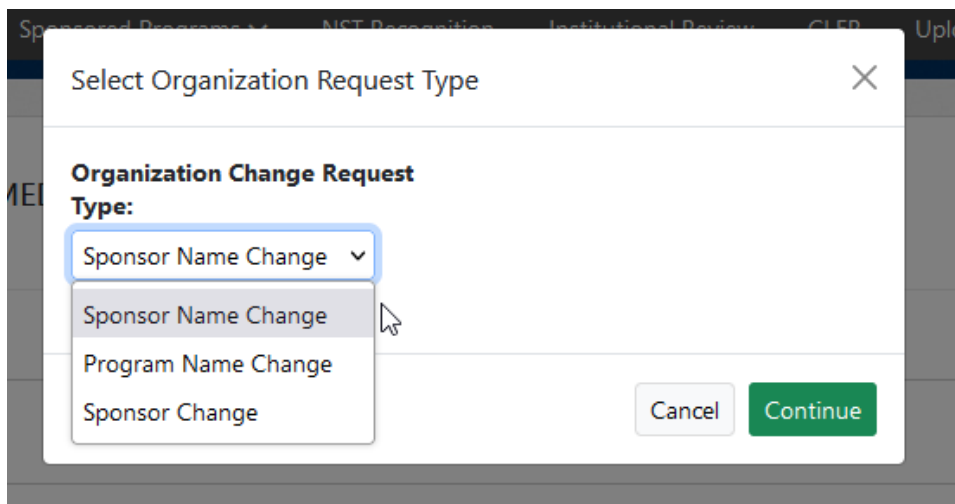
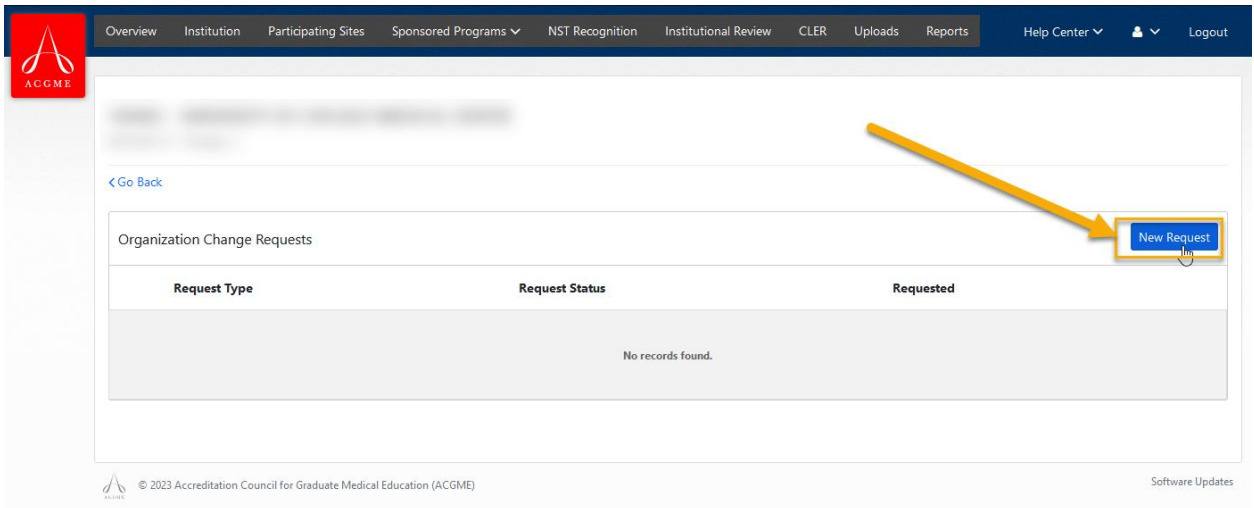


The screenshot displays the ACGME ADS interface for a Sponsoring Institution. The top navigation bar includes tabs for Overview, Institution, Participating Sites, Sponsored Programs, NST Recognition, Institutional Review, CLER, Uploads, Reports, Help Center, and Logout. The main content area shows the Institution's details, including its name (800 - Chicago, IL) and a table for Institution Leadership with roles like DIO, CEO/Director/President, and Institutional Coordinator. A sidebar on the right contains various sections: Important Dates (Annual Update Status, CLER Site Visit), Additional Requirements (Institutional Review Questions, Learning and Working Environment, Major Changes, Citations), Notification Letters, Recognition (Non-Standard Training), and Requests. The 'Requests' dropdown menu is expanded, and a yellow arrow points to the 'Name and Sponsor Changes' link. Other links in the menu include 'Voluntary Withdrawal' and a 'Journal of GME' button at the bottom.

From this page, sponsors can initiate change requests and view in-progress requests:

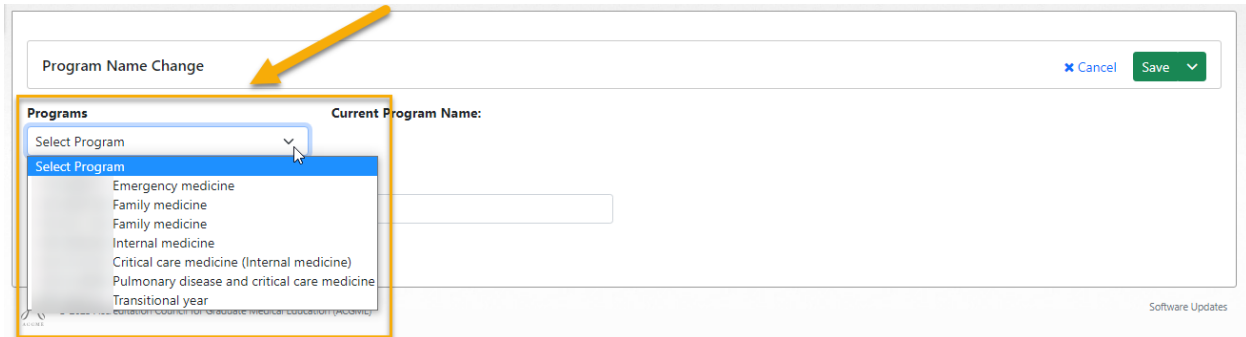


To initiate a change request, select **New Request**, and then select the desired **change request type**:



Program Name Change

After selecting **Program Name Change**, select the desired program from the **Programs** dropdown:

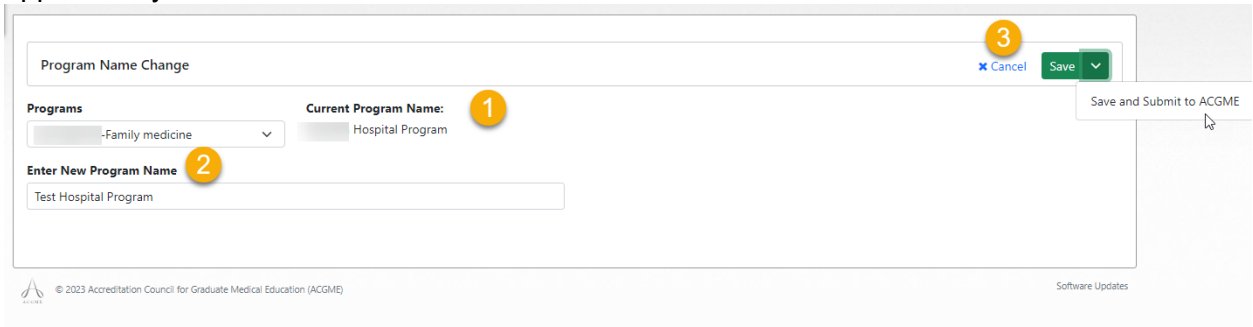


The screenshot shows the 'Program Name Change' form. The 'Programs' dropdown menu is open, displaying a list of program options: 'Emergency medicine', 'Family medicine', 'Family medicine', 'Internal medicine', 'Critical care medicine (Internal medicine)', 'Pulmonary disease and critical care medicine', and 'Transitional year'. An orange arrow points to the 'Programs' dropdown. The 'Current Program Name' field is empty. The form includes 'Cancel' and 'Save' buttons in the top right corner.

Once the program is selected, the **Current Program Name** will be displayed:

1. Enter a new name for the program.
2. Either **Save** the request for submission in the future, or **Save and Submit to ACGME** for final approval and processing.

The submitted request will be reviewed by ACGME staff to ensure that changes conform to policy and standard operating procedures. The request will be effective immediately once approved by ACGME staff.



The screenshot shows the 'Program Name Change' form with annotations. The 'Programs' dropdown is set to 'Family medicine'. The 'Current Program Name' field is 'Hospital Program' (annotated with a yellow circle '1'). The 'Enter New Program Name' field contains 'Test Hospital Program' (annotated with a yellow circle '2'). The 'Save' button is annotated with a yellow circle '3'. A 'Save and Submit to ACGME' button is visible in the top right corner. The form includes 'Cancel' and 'Save' buttons in the top right corner. The footer contains the ACGME logo and copyright information: '© 2023 Accreditation Council for Graduate Medical Education (ACGME)'. The text 'Software Updates' is visible in the bottom right corner.