

Complex Family Planning Fellowship

Accreditation Council for Graduate Medical Education (ACGME) application tip sheet

Background

The following resources, tips, and suggestions are intended to support institutions considering or applying for Complex Family Planning Fellowship ACGME accreditation.

Resources

- [ABOG thesis requirements](#)
- [ACGME block diagram template, documents, and resources](#)
- [ACGME case logs](#)
 - Case Log document
- [ACGME Complex Family Planning program requirements](#)
- [ACGME glossary of terms](#)
- [ACGME milestones](#)
- [ACGME obstetrics and gynecology page](#)
- [Blank Complex Family Planning application](#) – This version is a word document. The official application is completed via ACGME’s Accreditation Data System (ADS). Speak to your Designated Institution Official (DIO) in order to learn more about the process for accessing the application.
- Fellowship ACGME Box Folder - The Society has compiled a collaborative folder of ACGME applications to share with sites going through the application process. Please reach out to Fellowship@SocietyFP.org if you are interested in being added to this folder.
- [Learn at ACGME](#) for Program Coordinators

Funding

The Society provides national programming and administrative support for fellows and Directors. We are unable to provide funding for individual Fellowship sites.

High level expenses

The expenses below must be covered by your institution.

- Program Directors need 20% protected salary time ([pg. 8](#))
- Sites need to identify a research mentor and program coordinator ([pg. 15](#))
- Fellows' salary and benefits
- Funding to support fellows' research
- Funding to support fellows' scholarly activity training, professional development, conference travel, and rotations as needed
- Administrative fees ([NRMP](#), [ACGME](#))

Program Directors of other Ob-Gyn subspecialties may be able to provide cost and fee estimates.

Tips and suggestions

- Colleagues at your department (DIO, GME officers, Residency Program Director, Ob-Gyn Program Directors/coordinators of other subspecialties) have a wealth of ACGME-insight. We recommend relying on the expertise at your site.
- When completing your application, be as detailed as possible. Assume the person reading your application does not know anything about your primary site or other locations where fellows rotate.
- After completing your application, ask someone in another department to review your application to identify portions that could benefit from more/less explanation and rationale.
- Program Directors who have gone through the application process recommend advocating for protected time to complete the application.
- [The ACGME Review Committee \(RC\)](#) meeting dates are listed on the [Ob-Gyn subspecialty page](#).
- If you and your colleagues are not yet members of the [Society of Family Planning](#), which is home to 1,500+ interdisciplinary members who strive for just and equitable abortion and contraception informed by science, we encourage you to [consider joining us today!](#)

If you have questions on the above content, or want to be connected with a site who recently went through the accreditation application process, please email us at Fellowship@SocietyFP.org.

For all other questions, we encourage reaching out to OBGYN-RC@acgme.org.