Substantive Changes to CPME 330: *Procedures for Approval of Podiatric Medicine and Surgery Residencies*
Adopted October 2022
Implementation Date: July 2023

Standard/Requirement	Revisions
New Features	• Added that signatures may be electronic or handwritten • Clarified communication between the CPME and the program
RRC Composition	• Modified composition of RRC to include two representatives each from ABFAS and ABPM, **two representatives from the Council of Teaching Hospitals (COTH)** 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
Determination of Eligibility for On-site Evaluation	• Removed the provision that the RRC will consider a complete application within 60 calendar days of its receipt • Added an institution may not interview prospective residents or schedule interviews prior to receiving provisional approval from CPME
Evaluation Team	• 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
Conduct of the On-Site Evaluation	• Deleted the requirement that an on-site visit must be conducted over "a minimum of eight hours" and replaced that requirement with "a minimum of one day." • Clarified the use of a working session and interviews • Added the ability to conduct video interviews if necessary and to be approved by the team chair and Council staff • Added a provision for the use of virtual on-sites due to natural disasters, pandemics, or other circumstances of that magnitude • Clarified that programs must provide a substantive response to areas of potential noncompliance identified by the evaluation team
Team Reports	• Clarified the process of reviewing evaluation team reports

Standard/Requirement	Revisions
Categories of Approval and Approval Period	• Clarified the categories of approval and timeline to correct areas of noncompliance • 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 • Clarified that reclassification of a program requires withdrawal of the program's previously approved category • Added a new category of approval: **Approval with Report**
Authorization of Increases in Residency Positions	• Clarified the process to determine whether the institution has the appropriate resources for an increase in residency positions
One-Time Increase in Positions	• Added this section to clarify requirements for applying for a one-time increase in positions
Reclassification of Approved Positions	• Clarified process to apply for reclassification of approved positions
One–Time Certificate Requests	• Added this section to clarify requirements for applying for a one-time certificate requests
Inactive Status for Provisionally Approved Programs	• Added this section to clarify requirements for programs provisionally approved requesting inactive status
Extension of Training	• 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	• 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 residents who have completed the program and copies of certificates (if applicable)
Inactive Status	• Removed this section

Standard/Requirement	Revisions
Resident Transfer	• Clarified that the program director must receive the approval of the RRC Chair prior to extending a contract to a resident who has completed a prior residency program and wishes to transfer into a PMSR or PMSR/RRA program • Clarified that graduates of residencies approved under previous categories may seek additional training by transferring into a PMSR and that it is the program director's responsibility to review the requirements of previous training and ensure that the requirements of the PMSR are met prior to completion of training • Clarified that a resident who has completed one or more years of training and wishes to restart training in a different residency program as a first-year resident is not considered a resident transfer and logs and completed rotations will not transfer into the new program • Clarified that a resident who has completed two years of training and wishes to repeat the second year of training must also complete the third year of training, regardless of the overall length of training completed. The program may not request early graduation of the resident, even if the resident meets all the training requirements • Added a section related to **Resident Transfer in the Third Year:** Residents must spend at least eleven months of training in the program that awards the certificate. This policy will not impact residents who must transfer due to a program that is closing.
Internal Resident Transfer	• Added section concerning internal resident transfers
Moved Change in Sponsorship to section with Program Transfers	• Provided clarification on program transfers or changes in sponsorship
Annual Report	• Added that the program director must notify the Council within 30 days concerning any extenuating circumstances related to resident completion of a training year
Nondiscrimination Policy	• Updated the nondiscrimination policy to align with the CPME nondiscrimination policy
Fee Policies	• Clarified that the fees for any of the Council's evaluation and recognition activities are published in the Residency Fees document

Standard/Requirement	Revisions
Documentation Required for Resident Transfer	• Added that program directors must provide a statement that they have received copies of completed milestones for the transfer resident, if applicable. • Added that program directors are required to provide copies of completed assessment forms and all completed milestones, if applicable, to a program director accepting a transfer resident, regardless of the reason the resident has left the previous residency program.