## cid:48F8347D-90B0-4A99-B79D-DE332E9CE8DD@home9312 Old Georgetown Road

## Bethesda, Maryland 20814-1621

## 301-581-9200

**PODIATRIC MEDICINE AND SURGERY RESIDENCY**

**APPLICATION FOR PROVISIONAL APPROVAL**

**This application and supporting documentation must be submitted prior to activation of the residency, at least 9–12 months before the anticipated starting date**. **RRC and the Council require that the program’s director is the individual responsible for submitting all materials to Council staff related to all application, on-site evaluation, and approval processes.** The entire review process for a residency requesting approval may require a period of 12 months from the time an application is received in the office of the Council on Podiatric Medical Education until the Council takes an approval action.

**Please submit the application and supporting documents to the Council office on two flash drives.** Each flash drive is to include this completed form and the documentation in response to questions 9–11 pages 15–16 (supplemental materials) **in PDF format, as a single bookmarked continuous document**. Hand-written responses and hard copy documentation will not be accepted.

The **$1,500 application fee**, made payable to the Council on Podiatric Medical Education, must accompany the application. The application will not be processed until the sponsoring institution submits all required materials, including the application fee.

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| 1. **Sponsoring Institution Information**
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| Sponsoring institution |       |
| Address 1 |       |
| Address 2 |       |
| City/State/Zip |       |
| Telephone |       |
| Fax |       |
| Website address |       |
| Date institution began operations |       |

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| 1. **Co-sponsoring Institution Information (if applicable)**
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| Co-sponsoring institution |       |
| Address 1 |       |
| Address 2 |       |
| City/State/Zip |       |
| Telephone |       |
| Website address |       |
| Date institution began operations |       |
| Number of beds |       |

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| 1. **Program Director Information**
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| Name: |       |
| Office Address 1 |       |
| Office Address 2 |       |
| City/State/Zip |       |
| Telephone |       |
| Fax |       |
| Mobile Phone |       |
| Email |       |
| Pager (if applicable) |       |

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| 1. **Administration – List the names, and email addresses of persons holding the following staff positions (include professional degrees when applicable, e.g., DPM, MD, or DO)**
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| **Title** | **Name** | **E–mail address** |
| Chief Administrative Officer |       |       |
| Designated Institutional Official |       |       |
| Chief of Podiatric Staff |       |       |
| Chief of Medical Staff |       |       |
| Director of Graduate Medical Education |       |       |
| Chief of Surgical Staff |       |       |

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| 1. **Program Information** (as defined in CPME 320, July 2015)
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|  | **Type of Program(s)** | **Length of Program(s)** |
| [ ]  Podiatric Medicine and Surgery Residency (PMSR) | [ ]  36 Months | [ ]  48 Months |
| [ ]  Podiatric Medicine and Surgery Residency with Reconstructive Rearfoot/Ankle Surgery (PMSR/RRA) | [ ]  36 Months | [ ]  48 Months |
|  | Is the resident required to be licensed? | [ ]  Yes [ ]  No |
|  | Number of positions requested | PMSR ///PMSR/RRA /// |
|  | Program start and end dates (*e.g. July 1 – June 30*) |       |
|  | Resident stipend in each year of training | $     , $     , $     , $      |

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| 1. **The following information about the volume of patient care activity should be based on the 12-month period prior to submission of the application. The number of procedures is to include those performed at all facilities utilized by the sponsoring institution (including the sponsor). For secondary institutions or facilities utilized, appropriately executed affiliation agreements must exist (and be submitted) to be included in the number of procedures column.**
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| **Participating Institution Information** |
| Sponsoring institution |       |
| Co–sponsor (if applicable) |       |
| Affiliate |       |
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| 1. **The statistics below cover the period from       to      .**

To determine the institution’s ability to support the number of requested residency positions, multiply the number of residents requested per year by the Minimum Activity Volume (MAV) requirement per resident. For example: If a program is requesting two residents per year (2/2/2), the reported volume of biomechanical cases over a 12–month period should be 150 (75 x 2). The Residency Review Committee, however, expects the reported volume to exceed the MAV to allow for fluctuations in the availability of cases and resident logging errors. |
| **Case Activities** | **Volume** |
| Podiatric clinic/office encounters *(minimum 1,000 per resident)* |       |
| Podiatric surgical cases *(minimum 300 per resident)* |       |
| Trauma cases *(minimum 25 per resident)* |       |
| Podopediatric cases *(minimum 25 per resident)* |       |
| Biomechanical cases (utilizing the definition in the CPME 320, July 2015) *(minimum 75 per resident)* |       |
| Comprehensive medical histories and physical examinations *(minimum 50 per resident)* |       |

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| **Category 1: Digital Surgery**  |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 28108, 28124, 28126, 28153 | Partial ostectomy/exostectomy | 1.1 |       |
| 28150 | Phalangectomy | 1.2 |       |
| 28024, 28160, 28285, 28286 | Arthroplasty (interphalangeal joint [IPJ]) | 1.3 |       |
|  | Implant (IPJ) | 1.4 |       |
| 28160 | Diaphysectomy | 1.5 |       |
| 28310, 28312 | Phalangeal osteotomy | 1.6 |       |
| 28285, 28755  | Fusion (IPJ) | 1.7 |       |
| 28820, 28825 | Amputation | 1.8 |       |
| 28108, 28175 | Management of osseous tumor/neoplasm | 1.9 |       |
| 28005, 28124 | Management of bone/joint infection | 1.10 |       |
| 28505, 28525 | Open management of digital fracture/dislocation | 1.11 |       |
|  | Revision/repair of surgical outcome | 1.12 |       |
| 28280, 28531 | Other osseous digital procedure not listed above | 1.13 |       |
| **Total Number of Procedures** *(minimum 80 per resident)* |       |

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| **Category 2: First Ray Surgery – Hallux Valgus**  |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 28290 | Bunionectomy (partial ostectomy/Silver procedure) | 2.1.1 |       |
| 28292 | Bunionectomy with capsulotendon balancing procedure | 2.1.2 |       |
| 28298-99 | Bunionectomy with phalangeal osteotomy | 2.1.3 |       |
| 28296, 28299, 28306 | Bunionectomy with distal first metatarsal osteotomy | 2.1.4 |       |
| 28296, 28299, 28306 | Bunionectomy with first metatarsal base or shaft osteotomy | 2.1.5 |       |
| 28297, 28299 | Bunionectomy with first metatarsocuneiform fusion | 2.1.6 |       |
| 28750 | Metatarsophalangeal joint (MPJ) fusion | 2.1.7 |       |
| 28293 | MPJ implant | 2.1.8 |       |
| 28270 | MPJ arthroplasty | 2.1.9 |       |
| **Total Number of Procedures** |       |

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| **Category 2: First Ray Surgery – Hallux Limitus** |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 28289 | Cheilectomy | 2.2.1 |       |
| 28310 | Joint salvage with phalangeal osteotomy (Kessel-Bonney, enclavement) | 2.2.2 |       |
| 28296, 28306 | Joint salvage with distal metatarsal osteotomy | 2.2.3 |       |
| 28296, 28306 | Joint salvage with first metatarsal shaft or base osteotomy | 2.2.4 |       |
| 28297 | Joint salvage with first metatarsocuneiform fusion | 2.2.5 |       |
| 28750 | MPJ fusion | 2.2.6 |       |
| 28293 | MPJ implant | 2.2.7 |       |
| 28292 | MPJ arthroplasty | 2.2.8 |       |
| **Total Number of Procedures** |       |

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| **Category 2 First Ray Surgery – Other First Ray** |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 28294 | Tendon transfer/lengthening/capsulotendon balancing procedure | 2.3.1 |       |
| 28306-7 | Osteotomy (e.g., dorsiflexory) | 2.3.2 |       |
| 28615, 28740 | Metatarsocuneiform fusion (other than for hallux valgus or hallux limitus) | 2.3.3 |       |
| 28810, 28820 | Amputation | 2.3.4 |       |
| 28104-6,  | Management of osseous tumor/neoplasm (with or without bone graft) | 2.3.5 |       |
| 28002-5, 28122  | Management of bone/joint infection (with or without bone graft) | 2.3.6 |       |
| 28485, 28645  | Open management of fracture or MPJ dislocation | 2.3.7 |       |
| 28306-7 | Corticotomy/callus distraction | 2.3.8 |       |
| 28322 | Revision/repair of surgical outcome (e.g., non-union, hallux varus) | 2.3.9 |       |
| 28111, 28760, 28899 | Other first ray procedure not listed above | 2.3.10 |       |
| **Total Number of Procedures** |       |
| **Total Number of Category 2 Hallux Valgus, Hallux Limitus, and Other First Ray Procedures** *(minimum 60 per resident)* |       |

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| **Category 3: Other Soft Tissue Foot Surgery**  |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 28315 | Excision of ossicle/sesamoid | 3.1 |       |
| 28080, 64776 | Excision of neuroma | 3.2 |       |
| 10121, 11011-12, 28020-4, 28192-93 | Removal of deep foreign body (excluding hardware removal) | 3.3 |       |
| 28008, 28060, 28062, 29893 | Plantar fasciotomy | 3.4 |       |
| 28270 | Lesser MPJ capsulotendon balancing | 3.5 |       |
| 28200-34 | Tendon repair, lengthening, or transfer involving the forefoot (including digital flexor digitorum longus transfer) | 3.6 |       |
| 28615 | Open management of dislocation (MPJ/tarsometatarsal) | 3.7 |       |
| 10180, 11043-44, 20000, 20005, 20103, 28001-3  | Incision and drainage/wide debridement of soft tissue infection (including plantar space) | 3.8 |       |
| 28060-2 | Plantar fasciectomy | 3.9 |       |
| 11400-426, 11600-646, 28039-47, 28050-54, 28092  | Excision of soft tissue tumor/mass of the foot (without reconstructive surgery) | 3.10 |       |
|  | *Procedure code number no longer used* | 3.11 |       |
| 14020-21, 14040-41, 14300, 14350, 15050, 15240-41, 15738, 15740, 15750, 15756-58, 20969-73, 28280, 28286, 28313, 28340-45, 28360 | Plastic surgery techniques (including skin graft, skin plasty, flaps, syndactylization, desyndactylization, and debulking procedures limited to the forefoot) | 3.12 |       |
| 28020-24, 28050, 64727 | Microscopic nerve/vascular repair (forefoot only) | 3.13 |       |
|  | Other soft tissue procedures not listed above (limited to the foot) | 3.14 |       |
| 27615-16, 27618-19, 27632, 27634 | Excision of soft-tissue tumor/mass of the ankle (without reconstructive surgery) | 3.15 |       |
| 28035, 28055, 64702, 64704, 64722, 64726 | External neurolysis/decompression (including tarsal tunnel) | 3.16 |       |
| **Total Number of Procedures** *(minimum 45 per resident)* |       |

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| **Category 4: Other Osseous Foot Surgery** |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 27640-41, 28116, 28118-20, 28122, 28288 | Partial ostectomy (distal to and including the talus) | 4.1 |       |
| 28052, 28234, 28645 | Lesser MPJ arthroplasty | 4.2 |       |
| 28110 | Bunionectomy of the fifth metatarsal without osteotomy | 4.3 |       |
| 28112-14 | Metatarsal head resection (single or multiple) | 4.4 |       |
| 28899 | Lesser MPJ implant | 4.5 |       |
| 28308-9 | Central metatarsal osteotomy | 4.6 |       |
| 28308 | Bunionectomy of the fifth metatarsal with osteotomy | 4.7 |       |
| 28485 | Open management of lesser metatarsal fractures | 4.8 |       |
| 20900, 20902 | Harvesting of bone graft distal to the ankle | 4.9 |       |
| 28805, 28810 | Amputation (lesser ray, transmetatarsal amputation) | 4.10 |       |
| 20005, 28005 | Management of bone/joint infection distal to the tarsometatarsal joints (with or without bone graft) | 4.11 |       |
| 28171, 28173 | Management of bone tumor/neoplasm distal to the tarsometatarsal joints (with or without bone graft) | 4.12 |       |
| 28615 | Open management of tarsometatarsal fracture/dislocation | 4.13 |       |
| 28308-9 | Multiple osteotomy management of metatarsus adductus | 4.14 |       |
| 27840, 28730, 28735 | Tarsometatarsal fusion | 4.15 |       |
| 28899 | Corticotomy/callus distraction of lesser metatarsal | 4.16 |       |
| 28320, 28322 | Revision/repair of surgical outcome in the forefoot | 4.17 |       |
| 28130, 28140 | Other osseous procedures not listed above (distal to the tarsometatarsal joint) | 4.18 |       |
| 28118 | Detachment/reattachment of Achilles tendon with partial ostectomy | 4.19 |       |
| **Total Number of Procedures** *(minimum 40 per resident)* |       |

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| **Category 5: Reconstructive Rearfoot and Ankle Surgery – Elective Soft Tissue**  |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 14020-21, 14040-41, 14300, 14350 | Plastic surgery techniques involving the midfoot, rearfoot, or ankle | 5.1.1 |       |
| 27690-92 | Tendon transfer involving the midfoot, rearfoot, ankle, or leg | 5.1.2 |       |
| 27685-87, 28240 | Tendon lengthening involving the midfoot, rearfoot, ankle, or leg | 5.1.3 |       |
| 28260-4 | Soft tissue repair of complex congenital foot/ankle deformity (clubfoot, vertical talus) | 5.1.4 |       |
| 27698 | Delayed repair of ligamentous structures | 5.1.5 |       |
| 27654, 27659, 27665, 27675-6, 27685-86, 27698, 28238 | Ligament or tendon augmentation/supplementation/restoration | 5.1.6 |       |
| 27625-6 | Open synovectomy of the rearfoot/ankle | 5.1.7 |       |
| 28035 | *Procedure code number no longer used* | 5.1.8 |       |
| 27630 | Other elective rearfoot reconstructive/ankle soft tissue surgery not listed above | 5.1.9 |       |
| **Total Number of Procedures** |       |

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| **Category 5: Reconstructive Rearfoot and Ankle Surgery – Elective Osseous** |
| **Range of CPT Codes** | **Description** | **Code****Number** | **Number of Procedures** |
| 29891-92, 29894-95, 29897-8, 29904-7 | Operative arthroscopy | 5.2.1 |       |
| 28118  | *Procedure code number no longer used* | 5.2.2 |       |
| 28899 | Subtalar arthroeresis | 5.2.3 |       |
| 27870-71, 28705, 28715, 28725, 28730, 28735, 28737, 28740, 29899, 29907 | Midfoot, rearfoot, or ankle fusion | 5.2.4 |       |
| 27705-9, 27712, 27715, 28300, 28302, 28304-5 | Midfoot, rearfoot, or tibial osteotomy | 5.2.5 |       |
| 28116 | Coalition resection | 5.2.6 |       |
| 28446 | Open management of talar dome lesion (with or without osteotomy) | 5.2.7 |       |
| 27610, 27612, 27620, 27625-26 | Ankle arthrotomy with removal of loose body or other osteochondral debridement | 5.2.8 |       |
| 27702-3 | Ankle implant | 5.2.9 |       |
| 27705, 27707, 27709, 27715, 28899  | Corticotomy or osteotomy with callus distraction/correction of complex deformity of the midfoot, rearfoot, ankle, or tibia | 5.2.10 |       |
| 27700, 27720, 27722, 27724-6, 27745 | Other elective rearfoot reconstructive/ankle osseous surgery not listed above | 5.2.11 |       |
| **Total Number of Procedures** |       |

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| **Category 5: Reconstructive Rearfoot and Ankle Surgery – Non–Elective Soft Tissue** |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 27650, 27652, 27658, 27664 | Repair of acute tendon injury | 5.3.1 |       |
| 27695-96 | Repair of acute ligament injury | 5.3.2 |       |
| 64727 | Microscopic nerve/vascular repair of the midfoot, rearfoot, or ankle | 5.3.3 |       |
| 28043, 28045-46 | Excision of soft tissue tumor/mass of the foot (with reconstructive surgery) | 5.3.4 |       |
|  | *Procedure code number no longer used* | 5.3.5 |       |
| 27846, 27848, 28555, 28585  | Open repair of dislocation (proximal to tarsometatarsal joints) | 5.3.6 |       |
| 27600, 27892-4 | Other non-elective rearfoot reconstructive/ankle soft tissue surgery not listed above | 5.3.7 |       |
| 27615-16, 27618-19, 27632, 27634 | Excision of soft tissue tumor/mass of the ankle (with reconstructive surgery) | 5.3.8 |       |
| **Total Number of Procedures** |       |

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| **Category 5: Reconstructive Rearfoot and Ankle Surgery – Non-Elective Osseous** |
| **Range of CPT Codes** | **Description** | **Code Number** | **Number of Procedures** |
| 28465, 28555 | Open repair of adult midfoot fracture | 5.4.1 |       |
| 28415, 28420, 28445, 28465 | Open repair of adult rearfoot fracture | 5.4.2 |       |
| 27758-9, 27766, 27769, 27784, 27792, 27814, 27822-23, 27826-29, 27832 | Open repair of adult ankle fracture | 5.4.3 |       |
| 27758-9, 27766, 27769, 27784, 27792, 27814, 27822-23, 27826-29, 27832 | Open repair of pediatric rearfoot/ankle fractures or dislocations | 5.4.4 |       |
| 27635, 27637-38, 27645-7, 28100-4, 28106-7 | Management of bone tumor/neoplasm (with or without bone graft) | 5.4.5 |       |
| 20005, 27603-4, 27607, 27610  | Management of bone/joint infection (with or without bone graft) | 5.4.6 |       |
| 27888, 28800  | Amputation proximal to the tarsometatarsal joints | 5.4.7 |       |
| 27889, 28585 | Other non-elective rearfoot reconstructive/ankle osseous surgery not listed above | 5.4.8 |       |
| **Total Number of Procedures** |       |
| **Total Number of Category 5 Elective Soft Tissue, Elective Osseous, Non–Elective Soft Tissue, and Non-Elective Osseous Procedures** *(minimum 50 per resident for PMSR/RRA programs only)* |       |

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| 1. **Residency Policies**
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|  | Describe the composition of the committee responsible for interviewing and selecting residents.       |
|  |  How will prospective residents be informed of the selection process and conditions of appointment established for the program?      |
|  | In what format will the institution make available to the prospective resident a copy of the residency curriculum (e.g., bound copy, on residency website, flash drive)?      |
|  | Will the applicant be charge an application fee? [ ]  Yes [ ]  NoIf yes, what amount will be charged?      To whom will the fee be paid?       |
|  | Describe the institution’s plans for interviewing its first resident(s)      |
|  | When will interviews to select the institution’s first resident(s) be conducted?      |
|  | On what date will the sponsoring institution obtain a binding commitment from the prospective resident(s)?       |

**Supplemental Materials**

The following items must be submitted on each flash drive (see page 1 of the report). **Please refer to the referenced requirements in CPME 320, *Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies,* for further information specific to each required document.**

| 1. **Sponsorship and Affiliation Agreements:** Provide the following information for the sponsoring institution, including the sponsor and co-sponsor (if applicable), and each affiliated training site (e.g., hospital, surgery center, private practice office). For each institution identified below, provide copies of **accreditation documents** (e.g. Joint Commission and AAAHC) and copies of **executed affiliation agreements** between the sponsoring institution and the affiliates.
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| **Name** | **City, State** | **Accredited****By** | **Percentage****of Training** | **Date Affiliation Signed/****Effective Date** | **Coordinator** |
| **Staff?** | **Name** |
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| 1. **Standard 3 – Polices Affecting the Resident**
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|  | Sample copy of the contract or letter of appointment between the sponsoring institution(s) and the resident. ***(requirements 3.8 and 3.9)*** |
|  | Residency manual that will be distributed at the beginning of the program to residents, faculty, and administrative staff involved in the residency. The manual must include at minimum the following components ***(requirement 3.10)***:* The mechanism of appeal
* The remediation methods established to address instances of unsatisfactory resident performance
* The rules and regulations for the conduct of the resident
* Rotations and competencies specific to each rotation ***(requirements 6.1 and 6.4)***
* Training schedule for the duration of the program. The schedule must relate to the institutions and facilities listed in response to question #5 and to the rotations listed in response to item (d) above. The schedule also must document that the time spent in the rotations in infectious disease plus internal medicine and/or family practice plus two medical subspecialties is equivalent to a minimum of three full-time months of training ***(requirement 6.3)***
* Schedule of didactic activities ***(requirement 6.7)***
* Journal review schedule ***(requirement 6.8)***
* Assessment documents for all rotations. Assessment documents must identify the rotation, duration, and include lines for the dates and signatures of the faculty, resident, and program director ***(requirement 7.2)***
 |
|  | Certificate to be awarded the resident upon completion of training. **Please refer to the sample certificates on CPME’s website for additional information related to certificates. *(requirement 3.11)*** |

| 1. **Standard 5 – Program Director and Faculty**
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|  | Curriculum vitae of the program director and a statement providing evidence that the director possesses appropriate clinical, administrative, and teaching qualifications suitable for implementing the residency. ***(requirement 5.2)*** |
|  | List of podiatric medical faculty actively involved in the program with educational and professional qualifications of each. For each staff member, list only name, degree, and affiliations with certifying and professional organizations (e.g. ABPM and ABFAS). Additionally, identify which podiatric faculty are affiliated with other CPME–approved residency programs.If a faculty member is not certified by a board recognized by the Joint Committee on the Recognition of Specialty Boards, please describe the specialized qualifications possessed by this individual that make him/her qualified in the subject matter for which he/she is responsible. ***(requirements 5.5 and 5.6)*** |
|  | List of non-podiatric medical faculty actively involved in the program with educational and professional qualifications of each. For each staff member, list only name, degree (MD, DO, PhD, RN, etc.), and affiliations with certifying and professional organizations. ***(requirement 5.6)*** |

By signing this form, the chief administrative officer(s) and the program director confirm the commitment of the institution(s) in providing podiatric residency training.

Chief administrative officer (or DIO) Date

Chief administrative officer of co–sponsoring institution (if applicable) Date

Program director Date