Temporary/Permanent Complement Change

**Temporary change**

1. Programs interested in increasing their resident complement should log into the ACGME Accreditation Data System (ADS) and review their review committee’s requirements for complement changes.
2. Draft a letter to the DIO and GMEC. The letter must include:
* Amount of temporary complement increase
* Educational rationale for complement change
* Identify support (funding and educational resources)
* Effective date of complement change
1. This letter must be signed by the program director and the core residency program director if the requesting program is a fellowship.
2. The letter and a proposed block diagram (if applicable) should be directed to the OGME Accreditation Manager, Jennifer Vogt, MBA, no later than one week prior to the scheduled GMEC meeting.
3. The program should have a representative in attendance at the GMEC meeting to discuss and answer any follow-up questions.
4. After the request is approved by the GME Committee (GMEC) you will be asked to enter the increase in ADS. The Office of GME will then approve the request and it will be sent on to your review committee.

**Permanent change**

1. Programs interested in permanently increasing their resident/fellow complement should log into the ACGME Accreditation Data System (ADS) and review their review committee’s requirements for complement changes.
2. Draft a letter to the DIO and GMEC. The letter must include:
* Amount of permanent complement increase
* Educational rationale for complement change
* Identify support (funding and educational resources)
* Effective date of complement change
* Proposed block diagram
1. This letter must be signed by the program director and the core residency program director if the requesting program is a fellowship.
2. The letter and a proposed block diagram (if applicable) should be directed to the OGME Accreditation Manager, Jennifer Vogt, MBA, no later than one week prior to the scheduled GMEC meeting.
3. The program should have a representative in attendance at the GMEC meeting to discuss and answer any follow-up questions.
4. After the request is approved by the GME Committee (GMEC) you will be asked to enter the increase in ADS. The Office of GME will then approve the request and it will be sent on to your review committee.