

Memo



AMERICAN OSTEOPATHIC ASSOCIATION

TREATING OUR FAMILY AND YOURS

Date: November 4, 2016
To: OPTI and Specialty College leaders
From: COPT

RE: Program Review Postponement Procedure

The following types of programs are eligible to request a postponement of their AOA inspection:

1. Programs that have ACGME pre-accreditation or continued pre-accredited **AND** received a 5 year continuing approval on its last inspection.
2. Programs that have ACGME initial or continuing accreditation.

Eligible programs may request a postponement of their scheduled TPRS date through the following process:

1. Submit a request for postponement to their OPTI **no later than two months before the scheduled review**.
2. The OPTI will submit the request via FileWorks. It is recommended that the OPTI also include a statement of support of postponement.
3. The AOA will forward the request to the appropriate Specialty College via FileWorks.
4. The Specialty College will contact the OPTI and program if additional data or documentation is needed in order for the SPEC to make a decision.
5. The SPEC will let the AOA know **within two weeks of receipt** of the request if a postponement is granted and the length of postponement (not to exceed 24 months).
6. **If the specialty college does not notify the AOA of its decision within two weeks, the postponement request is considered denied.**
7. The AOA will notify the program and OPTI as soon as a decision has been rendered. If a postponement is granted, the AOA will also notify the program and OPTI of the month and year that the review will tentatively be rescheduled.
8. The AOA will do every effort to give programs and OPTIs at least two months' notice of the new inspection date.