

## **Guide to Institutional Accreditation Letter**

*Summary of what is to be included in each section is indicated in italics*

DATE

*Letter addressed to Institutional DIO*

Dear Dr. *DIO*,

The ACGME-International Review Committee has reviewed the application for institutional accreditation submitted by the following institution:

Institution Name

City, Country

Institution ADS Number: *Assigned by ADS staff by Country*

Based on all of the information available to it at the time of its recent meeting, the Review Committee accredited the institution as follows:

*Accreditation Status: Accreditation status options for Institutional applications are 1) Initial Accreditation or 2) Withhold Accreditation (if withheld, accreditation of programs cannot occur)*  
Effective Date:

*Approximate Next Site Visit: Program and Sponsoring Institution will be notified about four months prior to scheduled site visit date*

*Cycle Length: If Initial Accreditation is granted, the cycle length will be 1 to 2 years. The approximate date of the site visit will reflect the cycle length*

### **Areas Not in Substantial Compliance (Citations)**

**Institutional Requirement** Specific Requirement Number, such as II.B.3

*Major Institutional Requirement Section heading/Secondary heading/etc.*

*The specific requirement that was judged by the Review Committee to be non-compliant*

*A description of why the Review Committee judged the program to be not in substantial compliance with the above stated International Institutional Requirement which may include reference to the submitted application materials and/or information in the site visitor's report.*

*This pattern is repeated to describe all areas that the Review Committee judged the program not in substantial compliance with the International Institutional Requirements.*

It is the policy of the ACGME-International and its Review Committee that each time an action is taken regarding the accreditation status of a program, the residents and applicants (those invited for interviews) must be notified. In addition, this office must be notified of any major changes in the organization of the program. When corresponding with this office, please identify the program by number and name as indicated above. Changes in participating institutions and changes in leadership must be reported to the Review Committee using the ACGME-I Accreditation Data System.

Sincerely,

A handwritten signature in black ink that reads "Lorraine C Lewis EdD, RD". The signature is written in a cursive style with a large initial 'L'.

Lorraine Lewis, EdD, RD  
Executive Director, International Accreditation, ACGME International (ACGME-I)  
ACGME-International Review Committee  
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Participating Site(s): *All participating sites listed in Accreditation Data System (ADS) will receive copies of the Letter of Notification*