

## Requests for Changes in Resident or Fellow Complement Review Committee for Pediatrics

The Review Committee for Pediatrics reviews temporary and permanent (by total) complement change requests as needed, between full reviews of a program, and outside of its formally scheduled meetings.

***A temporary increase in resident or fellow complement for up to 90 days does not require approval from the Review Committee and should not be submitted in the Accreditation Data System (ADS).*** Temporary complement change requests of greater than 90 days must be submitted through ADS.

For assistance with any technical troubleshooting or navigation in ADS, email [ADS@acgme.org](mailto:ADS@acgme.org), visit the [ADS Help Center](#), or access the [step-by-step guide](#) for complement change requests.

Requests for changes in complement require prior approval of the designated institutional official (DIO) before submission to the Review Committee through ADS.

To submit a request for a change in the total approved resident/fellow complement, a program director or coordinator must log into ADS, select “Complement Change,” enter all required information listed below, and click “Submit Request to DIO.”

- Educational rationale for the change
- Faculty-to-resident ratio (calculated by ADS)
- Major program changes since the last academic year
- Response to any active citations
- Current block diagram
- Proposed block diagram

After the DIO approves the request, it will be forwarded in ADS to the Review Committee for a final decision.

***Note: it may take up to 30 days to receive the final decision regarding a request.***

To request a permanent increase in complement, a program must have a status of Continued Accreditation or Continued Accreditation without Outcomes. Programs with statuses of Continued Accreditation with Warning, Initial Accreditation, Initial Accreditation with Warning, or Probationary Accreditation are not eligible for a permanent increase. A site visit may be required for a complement change request, depending on the details of the request.

To check the status of a request or for any questions not answered by the instructions above, contact Review Committee staff members. Contact information can be found on the Overview tab of the [Pediatrics](#) section of the ACGME website.