

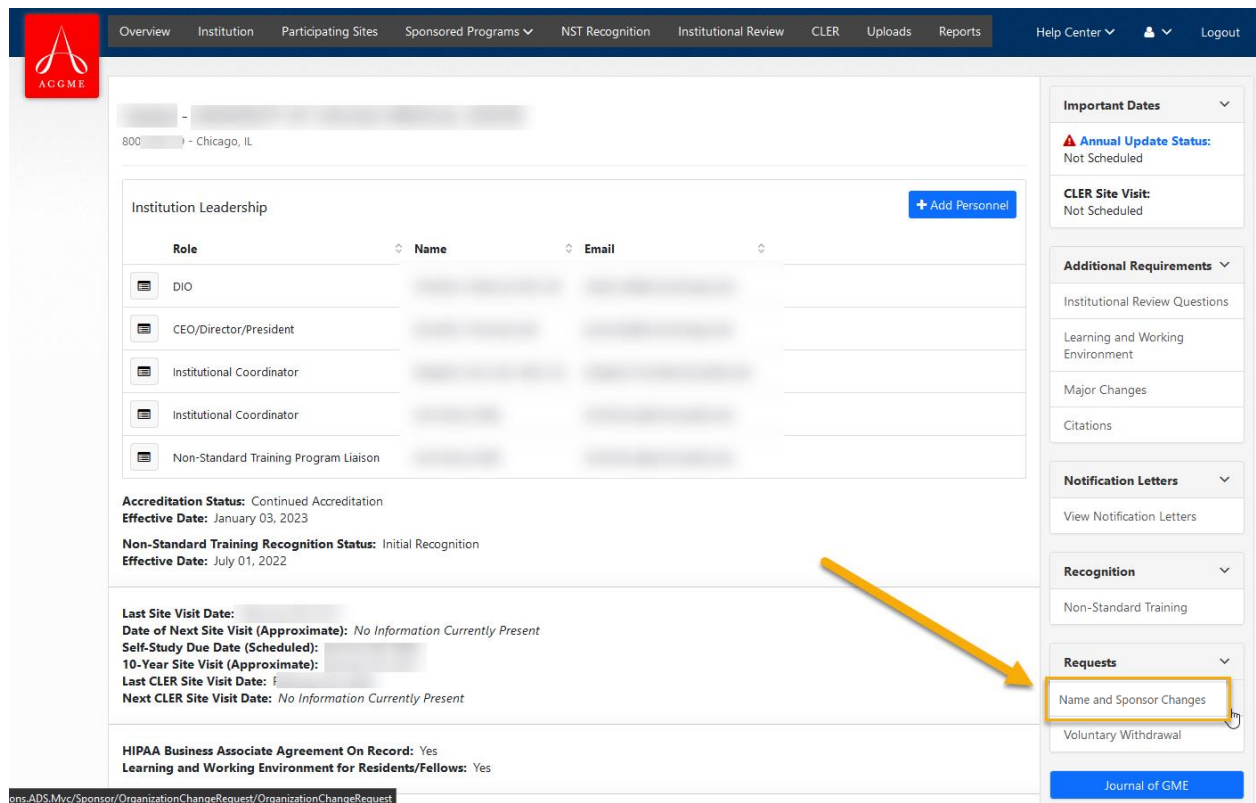
Process for Sponsor Name Changes

Organization change requests (e.g., sponsor name change, program name change, program sponsorship change) must now be initiated and submitted via the ACGME Accreditation Data System (ADS). In the case of a program sponsorship change, the change request must be initiated by the transferring sponsor, not the receiving sponsor.

ACGME naming conventions dictate that all programs within a given Sponsoring Institution include the Sponsoring Institution's name. The name of the specialty does not appear in the name unless the official name of the Sponsoring Institution includes the name of the specialty. On occasion, the name of a medical school, other affiliated institution, participating site, or city/town may be included in the name of the program. Use of another organization's name requires the formal approval of the entity that has a legal right to determine use of the name.

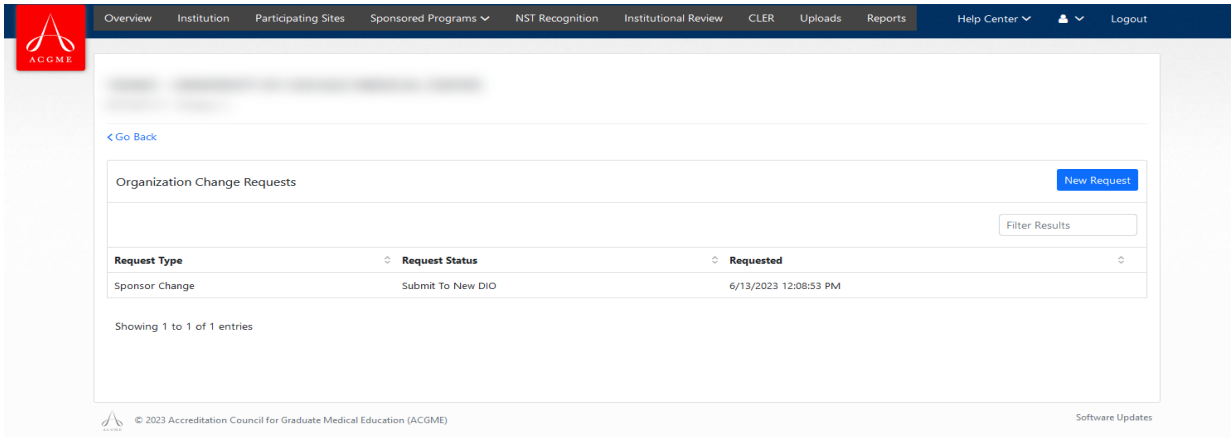
Initiating Organization Change Requests

The Organization Change Requests page is available to Sponsoring Institutions via the **Name and Sponsor Changes** link under **Requests** on the sponsor's **Overview** and **Institution** tabs:

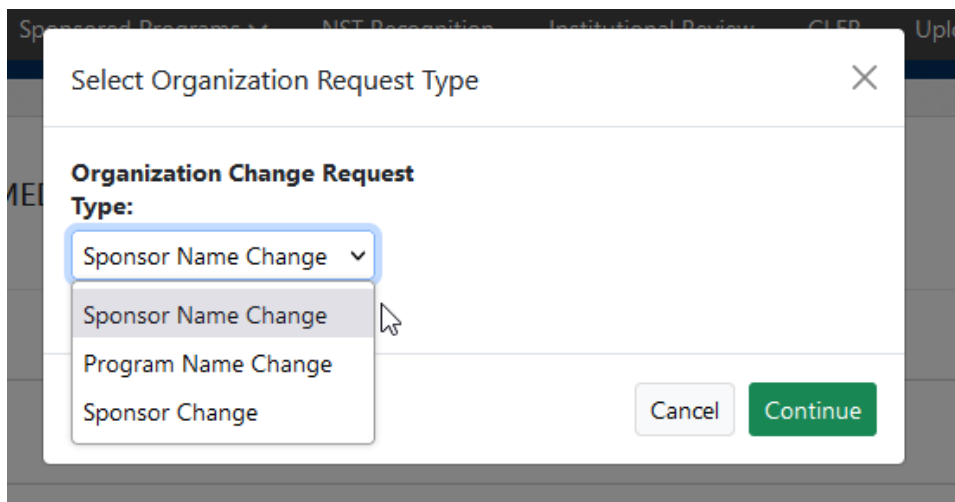
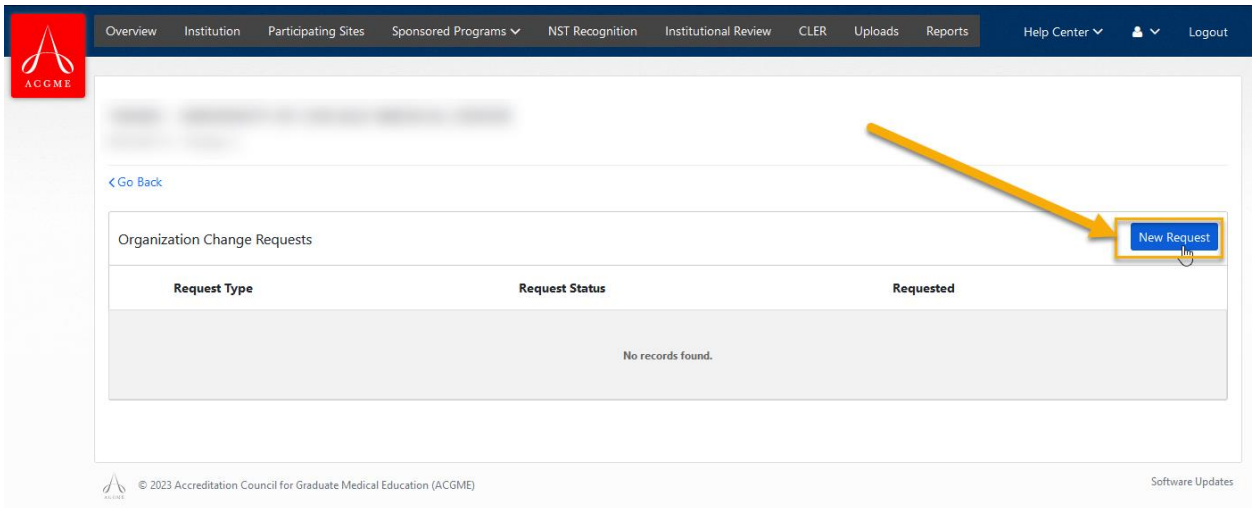


The screenshot displays the ACGME ADS interface for a Sponsoring Institution. The top navigation bar includes tabs for Overview, Institution, Participating Sites, Sponsored Programs, NST Recognition, Institutional Review, CLER, Uploads, Reports, Help Center, and Logout. The main content area shows the Institution Leadership table with columns for Role, Name, and Email. Below this, there are sections for Accreditation Status (Continued Accreditation, Effective Date: January 03, 2023) and Non-Standard Training Recognition Status (Initial Recognition, Effective Date: July 01, 2022). A yellow arrow points to the 'Name and Sponsor Changes' link in the 'Requests' dropdown menu on the right sidebar. Other links in the sidebar include 'Journal of GME' and 'Voluntary Withdrawal'.

From this page, sponsors can initiate change requests and view in-progress requests:



To initiate a change request, select **New Request**, and then select the desired **change request type**:



Sponsor Name Change

After selecting **Sponsor Name Change**:

1. Enter the Sponsoring Institution's new name
2. Select **View/Refresh Programs**

Sponsor Name Change ✕ Cancel

Hospital **1** Enter New Name

View/Refresh Programs **2**

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The page will display a list of the Sponsoring Institution's accredited programs. Review the name change for each program and make edits as needed:

1. Edit any program names that require some deviation from the sponsor name (e.g., the program name contains a site name to distinguish it from another program in the same specialty).
2. Either **Save** the request for submission in the future, or **Save and Submit to ACGME** for final approval and processing.

The submitted request will be reviewed by ACGME staff to ensure that changes conform to policy and standard operating procedures. The request will be effective immediately once approved by ACGME staff.

Sponsor Name Change ✕ Cancel Save Save and Submit to ACGME **2**

Hospital **1** Enter New Name

View/Refresh Programs

Code	Specialty	Name
	Emergency medicine	Current: Swedish Hospital Program 1 New: <input type="text" value="Test Hospital Program"/>
	Family medicine	Current: Swedish Hospital Program New: <input type="text" value="Test Hospital Program"/>