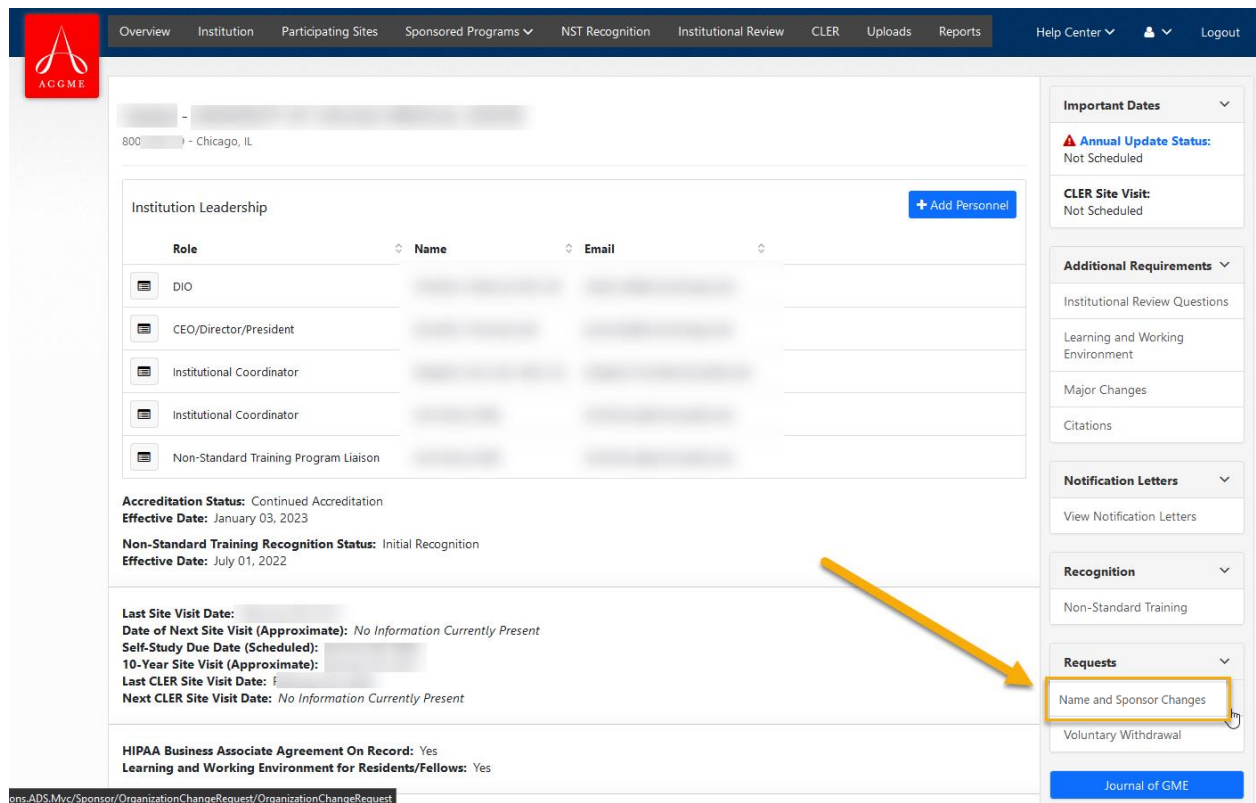# Process for Sponsor Name Changes

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.
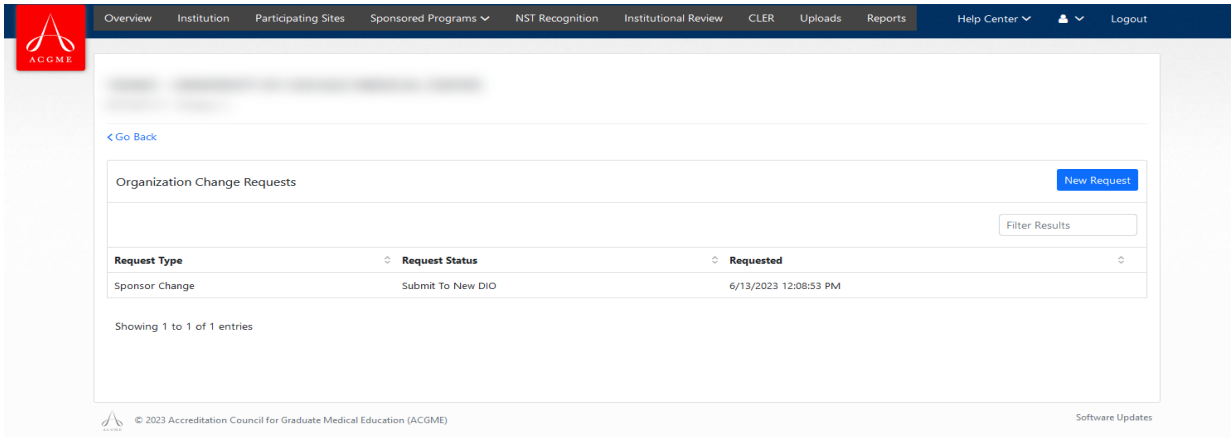
Initiating Organization Change Requests

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:
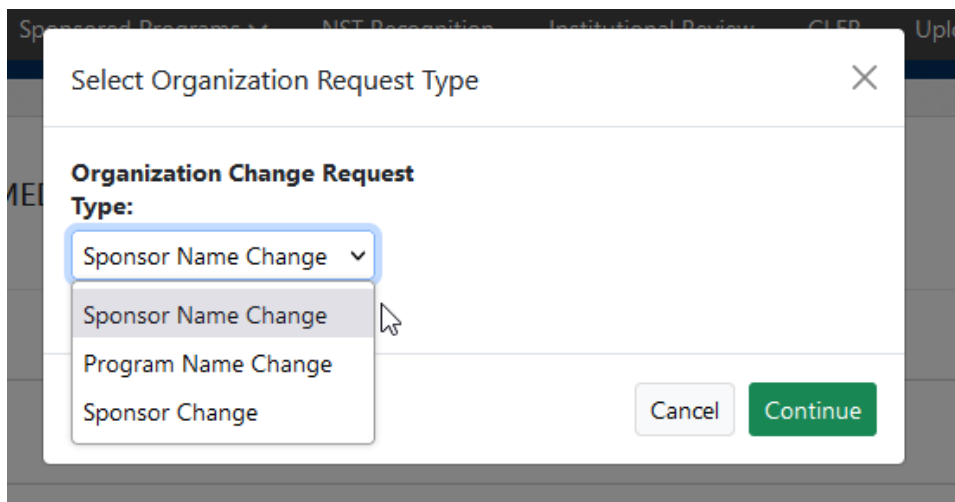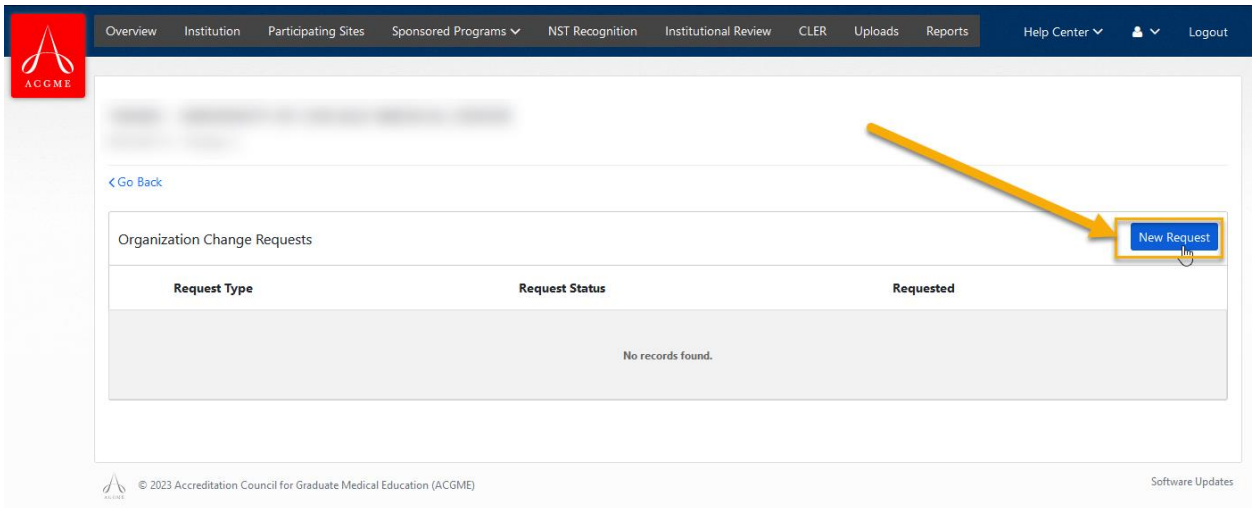

From this page, sponsors can initiate change requests and view in-progress requests:

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**

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.