

**GUIDELINES FOR COMPLETION OF THE 2011–2012 ANNUAL REPORT
AND
SUBMISSION OF THE ANNUAL FEE**

The following are important components of the *Annual Report*:

- **The chief administrative officer must certify the last page of the report.** The director of podiatric medical education cannot certify the report. However, both the program director and the chief administrative officer should review the report for accuracy before it is certified. Changes can be made to the report up to the time it is certified.
- Once the *Annual Report* has been certified by the chief administrative officer and transmitted to the Council, the Council will forward emails to the director of podiatric medical education and the chief administrative officer to verify receipt.
- The *Annual Report* should be saved and printed using your browser functions. The report does not have to be printed section-by-section; it may be printed in its entirety from the “Certify” section.

Please note the following guidelines for completion of the online *Annual Report*, submission of the annual fee assessment, copies of certificates, and copies of all executed agreements with newly affiliated institutions and/or facilities.

Related to submitting the report online

The *Annual Report* form utilizes drop down menus. You must first select the institution name and type of program, then key in the password that was forwarded to you in an email. The type of program is the category of the program as approved by the Council (e.g., PM&S-24 or PM&S-36). Only programs that are scheduled to convert to either a PMSR or a PMSR/RRA during the 2011-2012 training year may select PMSR or PMSR/RRA.

Section 1 must be completed before the other sections can be accessed. As each Section is completed, click “Submit this Section” to save the information.

Once the chief administrative officer has certified the report (which transmits the report) and received the email from Council staff notifying him/her that the Council has received the report, **no changes can be made** unless Council staff authorizes the director of podiatric medical education to make changes. After changes have been made, the report must be re-certified by the chief administrative officer, which transmits the updated report to the Council.

Please note the following instructions for the individual sections of the report:

- **Section 1: General Information.** Complete this section **first** in its entirety for each podiatric residency program sponsored by the institution. The program director's and the chief administrative officer's email addresses must be provided for the **specific individual only**. Email addresses must be provided for this Section to be accepted. All questions must be answered. If not applicable, please indicate by entering N/A or none. If this section is not completed in its entirety, you will not be able to access Section 2 or Section 3.

The information in this section must be saved periodically as your web browser will automatically "time-out" after a few minutes. To avoid losing your work, you may take one of two actions:

1. Click "Submit this Section" at the end of Section 1. This will save your work and allow you to either enter additional information or revise previously-entered information. Clicking on "Submit this Section" will take you back to the Menu page. To continue working in the report, simply click again on Section 1. You will not need to re-enter your password.
2. Type your responses to the longer questions in a word processing program, such as Microsoft Word, and then cut-and-paste the responses into the appropriate areas.

Please do not use colons when reporting the annual resident stipend. A backslash or comma may be used.

Please submit to the Council a copy of the executed agreement with each new affiliated training site added during the training year.

- **Section 2: Residents Completing Training (2011).** The name(s) of the resident(s) listed in this Section and type(s) of program completed, as well as the start and end dates, must correlate with the certificate(s) submitted. In this Section **do not include any residents who will be returning for the 2011-2012 training year**. If no residents completed training, click the link located in the middle of the chart to submit this Section with no residents.

If the institution sponsors multiple podiatric residency programs, all residents, regardless of the program completed, must be listed in each report.

- **Section 3: Residents Participating in the Program (2011-2012).** **List the name each resident participating in the program (include 1st year, 2nd year, 3rd year, and 4th year [if applicable] for the 2011-2012 training year). Indicate the name of the college of podiatric medicine from which each resident graduated, the category of program for which each resident has been selected, and the starting and ending dates of each resident's program.** If a resident has transferred into the program, the

institution must request approval from the Council after documentation of the resident's previous training has been reviewed by the program director. If there are no residents in the program, click the link located in the middle of the chart to submit this Section with no residents. (Information related to resident transfer is available in CPME 330, *Procedures for Approval of Podiatric Medicine and Surgery Residencies*.)

If the institution sponsors multiple podiatric residency programs, all residents, regardless of the program started, must be listed.

Related to guidelines that remain unchanged from previous years

- Co-sponsoring institutions must submit a single *Annual Report* that provides information about the program as a whole, rather than each individual co-sponsor submitting its own annual report. The *Annual Report* for a co-sponsored program is to include the signature of the chief administrative officer at the institution in which the director of podiatric medical education spends the majority of his/her time. (If an institution is involved in a co-sponsorship and also sponsors a separate residency program, the institution is required to participate in preparation of the *Annual Report* for the co-sponsored program and to submit a separate *Annual Report* for the residency program for which it is the sole sponsor.)
- Approved programs that are inactive **must** submit an annual report and annual fee. An inactive program must complete Section 1 of the report to indicate the anticipated reactivation date for the program.
- Copy(ies) of the certificate(s) issued the resident(s) who completed the program at the end of the 2010-2011 training year must be submitted by the due date.

Related to the certificates:

- The institution may grant certificates only in the category for which it is approved (i.e. a program that is approved as a PM&S-36 may not grant a PM&S-24 certificate without requesting and receiving prior approval from the Council).
- As the residents are issued certificates verifying satisfactory completion of the entire residency, certificates **may not** be issued for each year of training and should not be classified as a "diploma."
- The certificate **must include the name of the institution, the category of the training program** (Podiatric Medicine and Surgery-24 or Podiatric Medicine and Surgery-36), **the date of completion**, and **the statement** that the residency program is "approved by the Council on Podiatric Medical Education."

Related to the annual assessment fee

The annual assessment fee has two components:

- Base fee of \$1,500 per program.
- \$100 per **authorized position** (regardless of whether the position is filled [active] or vacant [inactive]; e.g., a program that has three authorized positions with two active positions and one inactive position pays \$300). This policy is applicable to all authorized positions in all programs sponsored by the institution.

Please complete the *Annual Report* online and submit the annual fee assessment, all executed agreements with newly affiliated institutions and/or facilities, and copies of certificate(s) issued at the end of the 2010-2011 training year no later than **September 1, 2011**. Agreements and certificates may be submitted by email to CPMESTaff@apma.org or by fax to 301-571-4903. If the fee is not received by this date, the institution will be assessed an additional late fee of \$350. If the *Annual Report* and/or copies of certificates and/or agreements and/or the fee are not submitted by this date, the institution may be subject to administrative probation.

REMINDER: Completion of the *Annual Report* does not constitute conducting an annual programmatic self-assessment (requirement 7.2 in CPME 320, *Standards and Requirements for Approval of Residencies in Podiatric Medicine and Surgery*). Rather, it addresses requirement 4.1 (the sponsoring institution shall report annually to the Council office on institutional data).