



## Requirements Overview: CPME 320 and 330

Document CPME 309 is the application which must be submitted to be considered for approval as a sponsor.

Along with signatures from the appropriate individuals and an application fee the application requires very specific information. The number of surgical cases performed at the sponsor institution during the previous 12 months must be accurately identified. It may be the determining factor in the number of entry level positions for which the sponsor is approved. The cases requested are podiatric specific surgical procedures, but they need not be limited to operations performed through the podiatry staff. Procedures performed by any health care provider should be included. Surgery performed by general surgeons, orthopedists, plastic surgeons, vascular surgeons and others should be counted in the categories listed. These numbers are best obtained through the OR logs, or from the billing area of the facility.

While the instruction on the application states the application should be submitted 12 to 15 months before the anticipated start date, we have found CPME to be efficient and helpful in the handling of applications for new programs. When error free applications are submitted the processing time can be significantly reduced. We have the resources to review the application quickly and identify areas that may cause in delay in the CPME's ability to process the application.

After review of an appropriately completed application, CPME will arrange for an onsite evaluation. A team will be sent to review and confirm the resources of the facility. Their findings will be sent by report to the Residency Review Committee (RRC) for determination. Then, if appropriate, provisional approval of the program will be granted and the sponsor can begin the resident recruitment process.

CPME 320 is the document which includes all the Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies

CPME 330 is the document which outlines the procedures for Approval of Podiatric Medicine and Surgery Residencies