

# STEPS TOWARD CERTIFICATION PROCESS FOR PEDIATRICS

- Step 1: Submit application to the American Osteopathic Association. Application can be found on our website at [www.aobp.org](http://www.aobp.org).
- Step 2: Make sure residency and directors reports are submitted to Bob Specht at the American College of Osteopathic Pediatricians. These reports should be completed and submitted on a yearly basis for OGME1, OGME2 and OGME3. These reports can be found on our website at [www.aobp.org](http://www.aobp.org) under LINKS. The reports should be completed online and will go directly to Bob Specht. If you have any questions, you can contact Bob at 877-231-2267 ext. 6304 or via email at [bob@ACOPeds.org](mailto:bob@ACOPeds.org).
- Step 3: The above step (step 2), will launch you into the training complete process. The college will review all reports and make their recommendations to the AOA.

## **OSTEOPATHIC INTERNSHIP AND RESIDENCY TRAINING:**

Follow the steps 1, 2 and 3 above.

## **OSTEOPATHIC INTERNSHIP AND ACGME RESIDENCY TRAINING:**

Applicant downloads and fills out **Application for Registration and Approval of ACGME or Federal Residency Training** and sends to AOA Residency Specialist. This form can be found at [www.do-online.org](http://www.do-online.org). Currently the Internship Specialist is Barbara Coleman. Barbara can be reached at 312-202-8091 or via email at [bcoleman@osteopathic.org](mailto:bcoleman@osteopathic.org). Currently the AOA Residency Specialist is Maria Santiago. If you have any questions, you may reach Maria at 312-202-8087 or via email at [msantiago@osteopathic.org](mailto:msantiago@osteopathic.org).

Then complete steps 1, 2 and 3 above. Once the college makes their recommendations, the college will complete a resolution and submit it to the AOA. The resolution is brought before the Program and Trainee Review Council (PTRC) for training approval. Then the AOA Residency Specialist notifies the trainee, Specialty College and Specialty Board of PTRC's action

### **ACGME INTERNSHIP AND RESIDENCY TRAINING:**

Applicant downloads and fills out **Application for Approval of Allopathic Training as an AOA-Approved Internship: Resolution 42** and sent to the AOA Internship Specialist. Currently the AOA Internship Specialist is Barbara Coleman. If you have any questions, Barbara can be reached at 312-202-8091 or via email at [bcoleman@osteopathic.org](mailto:bcoleman@osteopathic.org). Currently the AOA Residency Specialist is Maria Santiago. If you have any questions, you may reach Maria at 312-202-8087 or via email at [msantiago@osteopathic.org](mailto:msantiago@osteopathic.org).

AOA Internship Specialist prepares file for review by AOA Executive Review. AOA Internship Specialist may contact trainee for additional documentation prior to review.

AOA Executive Review Committee assesses trainee's application.

**Option 1:** If **approved**, AOA Internship Specialist notifies trainee within 1 week. Trainee is notified to begin **Application of Registration and Approval of ACGME or Federal Military Residency Training**. This form can be found at [www.do-online.org](http://www.do-online.org). Currently the AOA Residency Specialist is Maria Santiago. If you have any questions, you may reach Maria at 312-202-8087 or via email at [msantiago@osteopathic.org](mailto:msantiago@osteopathic.org).

Then complete steps 1, 2 and 3 above. Once the college makes their recommendations, the college will complete a resolution and submit it to the AOA. The resolution is brought before the Program and Trainee Review Council (PTRC) for training approval. Then the AOA Residency Specialist notifies the trainee, Specialty College and Specialty Board of PTRC's action

**Option 2:** If **approved-pending**, AOA Internship Specialist notifies trainee within 1 week. Trainee has 90 days from completion of postdoctoral training to provide proof of the missing requirement to the AOA. Once approved, AOA Internship Specialist notifies trainee within 1 week. Trainee is notified to begin **Application of Registration and Approval of ACGME or Federal Military Residency Training**. This form can be found at [www.do-online.org](http://www.do-online.org). Currently the AOA Residency Specialist is Maria Santiago. If you have any questions, you may reach Maria at 312-202-8087 or via email at [msantiago@osteopathic.org](mailto:msantiago@osteopathic.org).

Then complete steps 1, 2 and 3 above. Once the college makes their recommendations, the college will complete a resolution and submit it to the AOA. The resolution is brought before the Program and Trainee Review Council (PTRC) for training approval. Then the AOA Residency Specialist notifies the trainee, Specialty College and Specialty Board of PTRC's action

**Option 3:** If **denied**, AOA Manager of Trainee Services notifies trainee within 48 hours. Trainee's file will be sent to the Program and Trainee Review Council for further action. Trainee cannot apply for Registration and Approval of ACGME or Federal Residency Training until his/her Resolution 42 application has been approved.