



Supplement A: Administrative Requirements for Accreditation: *To be implemented January 1, 2018*

The following Administrative Requirements for Accreditation were approved by the Transplant Accreditation & Certification Council and endorsed by the ASTS Council during the Spring 2017 Council Meeting. These requirements are to be implemented January 1, 2018 and will be incorporated into the existing requirements at that time.

1. **Participation in the match**
 - a. Programs must participate in the match. If a program fails to participate in the match for three consecutive years, the program will be placed on a probationary status for one year.
 - b. Repeated failure to initiate training of a fellow by the completion of the probationary period will result in loss of accreditation
 - c. Reaccreditation would entail submission of a complete new program application
2. **Compliance with submission of milestone forms**
 - a. Programs must submit the Fellow Assessment Operative Milestones every 6 months of the fellows training.
 - b. Forms must be submitted, online, within one month of their required due date.
 - c. Failure to adhere to this deadline on 3 separate occasions will result in a one-year probationary status.
 - d. Subsequent additional tardiness will result in loss of program accreditation.
 - e. Reaccreditation would entail submission of a complete new program application.
3. **Knowledge of fate (job and location) of transplant fellows post fellowship**
 - a. Programs must submit a yearly list with the knowledge of fellows at the completion of their training
 - b. Failure to submit this list will result in a one-year probation period during which the program must provide this information.
 - c. Failure to submit this form during the probation period will result in the loss of program accreditation.
 - d. Reaccreditation would entail submission of a new accreditation application.
4. **Timely payment of Annual Program Fees**
 - a. Annual Program Fee payment must be submitted with 90 days of the due date.
 - b. Failure to do so will result in 30-day probationary status during which time if payment is not received the fellowship program would be subject to the loss of accreditation.
 - c. Reaccreditation would entail submission of a new program application.
5. **Adherence to the Managed Time Policy**
 - a. Programs must adhere to the Fellows Managed Time Policy
 - b. If a program fails to adhere to the managed time policy or is delinquent in the submission of requested documentation, the program will receive a warning and will be expected to submit written verification of changes in order to bring the program to compliance
 - c. If a program does not respond to written warnings or does not produce requested documentation, a site visit may be necessary. Sanctions for non-compliance range from written warnings, probation, and loss of accreditation.
 - d. Reaccreditation would entail submission of a new program application.