



## ACGME International Award: Staff Nomination Form

Nominee Contact Information	Nominator Contact Information
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>City, State:</b>	<b>City, State:</b>
<b>Country, Postal Code:</b>	<b>Country, Postal Code:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Email:</b>	<b>Email:</b>
<b>Name of Institution:</b>	<b>Name of Institution:</b>
<b>Nominee's Current Position:</b>	<b>Description of Relationship to Nominee</b> (including length of relationship):
<b>Number of Years Devoted to Career:</b>	
<b>Letters of Support:</b> <i>List name, title, and affiliation (hospital, medical school, university, etc.)</i> <ol style="list-style-type: none"> <li>1. Nominator (same individual as listed above):</li> <li>2. Program faculty member (program director, designated institutional official (DIO), etc.):</li> <li>3. Senior resident or fellow:</li> </ol>	

**Please scan the support letters and the nomination form and send in one PDF file via email to Melissa Jacobsen: [mjacobson@acgme-i.org](mailto:mjacobsen@acgme-i.org).**

All nominations must be emailed before **Saturday, 13 June 2026, 17:00 Chicago time**.  
**Nominations received after the deadline will not be considered.**

# ACGME International Award: Staff

## Checklist for Nomination Materials

### Eligibility Requirements

Requirements must be met at the time of the nomination submission. | Deadline: 13 June 2026

- Current institutional coordinator or program coordinator for an ACGME-I-accredited Sponsoring Institution, residency, or fellowship
- Has at least five years of experience in a staff position exclusively supporting education
- Program or institution holds a status of Initial Accreditation or Continued Accreditation

ACGME-I recognizes that coordinators may have many different titles (program administrator, residency coordinator, manager, assistant director, etc.) and that the title is often institution- or program-dependent. Generally, this category refers to the individual who supports the program director or DIO, manages the day-to-day operations of the residency or fellowship program or institution as they relate to graduate medical education (GME), and is actively involved in the ACGME-I-related functions of the institution or program.

### Criteria for Selection

- Meets eligibility requirements
- Integral involvement in the transition to ACGME-I accreditation, to include:
  - Organization of GME or departmental systems to comply with the accreditation requirements (e.g., collection of data; coordination of faculty members, medical education leadership, program evaluation, or resident activities)
  - Participation in institutional/regional/national coordinator activities and mentorship of others in this role
  - Creation of accreditation documents in a professional, prompt, and accurate manner
- Demonstrates excellent communication and interpersonal skills
- Possesses solid understanding of the ACGME-I accreditation process
- Demonstrates superior skills in organizing and coordinating ACGME-I accreditation needs

### Nomination Instructions

Three components are required:

1. A completed Nomination Form (previous page)
2. Three letters of support (each letter must be 500 words or less)
3. A current Curriculum Vitae

### About the Letters of Support

- Letters should be addressed to the ACGME-I Awards Task Force.
- One of the letters must be from the nominator.
- One of the letters must be from the program director or DIO.
- One of the letters must be from a current senior resident or fellow.
- Letters should address aspects of the nominee's contributions that are noted in criteria for selection.
- The letters should show how the nominee has impacted the institution/program in order to accomplish ACGME-I accreditation.