



Approval Process for New Phlebology Fellowship Programs

- 1) Interested program directors should download and complete the Program Application Form (PAF). It is the responsibility of the applicant to ensure that all requested documents are submitted, which include:
 - Completed PAF
 - Full curriculum vitae (CV) of the program director applicant
- 2) 5 copies of the completed PAF and CV should be mailed to:
American College of Phlebology
Attention: Fellowship Committee
(please refer to website for current office address)
- 3) Deadline for application submission is **December 31** prior to the **July 1** Fellowship start date. Under some circumstances, the deadline may be extended. For questions, please contact ACP HQ Office.
- 4) The American College of Phlebology Fellowship Committee (ACPF) will review all complete applications and recommend one or two programs, which will then be forwarded to the *ACP Board of Directors for final approval*. Applications that demonstrate strong multidisciplinary collaboration in curriculum and training will be considered favorably. The approved program(s) will be notified by March 15 for program(s) to begin on July 1. Subsequent to the initial year's approval, programs will be notified of their ongoing approval status at least 5 months in advance of the July 1 start date.

As a condition of approval, approved programs will submit to the ACPFC a semi-annual evaluation (midyear, final) of the fellow and agree to program monitoring and oversight by the ACPFC and the ACP Board of Directors. Each approved program will receive a **\$75,000** grant from the ACP to support a 12-month fellowship in phlebology. This grant may be used for salary, benefits, and expenses associated with the fellowship.

Levels of Approval

- i) Preliminary – initial approval by ACP Board of Directors, which grants fellowship funding and permits a program to interview and select fellowship applicants. Preliminary status is for a 1-year period, after which a program's approval is revoked, probationary, or accredited after a site visit 18 months from the program start date of the first fellow. Preliminary approval will be the status of all new programs.

- ii) Revoked - status after a site visitor determines that the program is severely deficient in program requirements (i.e. grossly insufficient procedural numbers, poor exposure to multiple core competencies, lack of resources and facilities to meet training standards, etc). Revoked programs may appeal to ACPFC for review and additional site visits may be required.
 - iii) Probationary – applies to programs that have fulfilled most program requirements but that have minor citations after their site visit. The ACPFC will schedule another site visit in 6-12 months (from the date that the program is notified of its probationary status) depending on the nature of the concern. Programs that successfully resolve citations without additional concerns after a subsequent site visit are then accredited.
 - iv) Accredited – granted after an ACPFC site visit determines that the program fulfills all training and program standards. Accreditation is conditional, is given for a period of 3 years, and is renewable after passing additional site visits.
- 5) Approved program(s) will be recognized on the ACP website and announcements for applications will be sent forth to relevant organizations and media [American College of Phlebology (ACP), American Venous Forum (AVF), Society of Interventional Radiology (SIR), International Union of Phlebology (IUP), Association of Academic Dermatologic Surgeons (AADS), Association of Professors of Dermatology (APD), etc.].
- 6) The approved new program will select its own candidate for fellow and notify the ACPFC. The selection process should be competitive and in addition to each program's institutional requirements, chosen fellows must:
- a) be selected from a competitive, open application and interview process, which should include but is not limited to multiple faculty reviewing and interviewing candidates and objective criteria that is consistently applied to all applicants;
 - b) have successfully finished at least 75% or more of their clinical training in an ACGME approved residency;
 - c) if an applicant interrupts his/her residency training to enter a phlebology fellowship, then he/she must return to such residency training after completing the phlebology fellowship and ultimately be board certified in such specialty within 2 years of residency training. Failure to complete this requirement will void any certificate of completion for the phlebology fellowship and prevent the individual from achieving a Fellow member status in the American College of Phlebology; and
 - d) be in good standing by relevant local and national medical regulatory agencies.