



## Frequently Asked Questions (FAQS)

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- ***I need help completing my application. Who should I contact?***
  - *Contact Hana Herron, ASDS Accreditation Work Group Liaison. She can be reached at 847-956-9139 or at [hherron@asds.net](mailto:hherron@asds.net).*
- ***We have an ACGME-accredited Procedural Dermatology Fellowship Program. Can I apply for dual accreditation?***
  - *Yes, as long as you can support your Fellow(s) with an adequate case load and appropriate number of faculty.*
- ***I am an ASDS member. Our Program trains two Fellows each year. What forms do I need to complete and what will the total cost be?***
  - *With two Fellows, you are required to have at least three faculty, including the Fellowship Director. Your costs will be:*
  - *\$2,750.00 – Initial Accreditation Fee, including the cost for additional faculty as long as the applications are submitted at the same time. Once your program has achieved accreditation, you'll be required to pay an annual maintenance fee of \$650 plus \$600 per each Fellow in training. Cyclical review fee of \$1,500 in the first five years and \$2,000 every ten years for in-person site review for each training site visited.*
  - *You will need to complete the following forms:*
    - *FELLOWSHIP PROGRAM APPLICATION FORM*
    - *FELLOWSHIP DIRECTOR ACKNOWLEDGEMENT/HOLD HARMLESS FORM*
    - *Two FACULTY APPLICATION FORM(s)*
    - *APPLICATION FEE FORM*
    - *PROVIDE TWO LETTERS OF SUPPORT FROM ASDS MEMBER NOT AFFILIATED WITH THE PROGRAM.*
  - *For each faculty member, including the Fellowship Director, be sure to complete the case log included in the application, provide a CV and evidence of malpractice insurance.*
- ***I am not an ASDS member, can I still apply?***
  - *Yes. The program is available to all qualified Board-Certified Dermatologists who meet the criteria.*
- ***Is there a fellow application?***
  - *ASDS is not involved in the Fellow application and selection process. All Fellows applications are handled by matching services. More information can be found at [www.sfmatch.org](http://www.sfmatch.org).*

- **What if there is a change in faculty after application is submitted?**
  - You must notify the ASDS at [cdsfap@asds.net](mailto:cdsfap@asds.net) with any changes. In addition, you will have to pay additional fees depending on the change.
- **Must all faculty members be board-certified dermatologists?**
  - No. Your faculty can include other board-certified physicians who meet the criteria. However, at least 75% of the minimum case requirement must come from board-certified dermatologists.
- **Does the Program Director have to fill out an additional Faculty application?**
  - No. The Faculty Director only needs to fill out the Program Director Application
- **Will I be refunded the initial fee if my application is denied?**
  - You will be refunded 80% of the fee if you application is denied prior to the site review. If you are denied accreditation post-site review the fee is non-refundable.
- **What fees do I need to include when I apply?**
  - The initial accreditation fee of \$2,750 for members/\$3750 for non-members is due at the time of application.
- **How long is the Site Review?**
  - Program Directors can expect the visit to be one full day. Associate Directors and Surgical Faculty are required to be available for interviews with the site reviewer.
- **When do I pay the additional faculty/Associate Director fees?**
  - Additional Associate Director/Faculty fees are only due if there is a change in program directors or faculty. The initial application fee includes all faculty and director fees.
- **How long does it take to receive provisional accreditation?**
  - The review process is four to eight weeks.
- **When will I be notified that I have been granted full accreditation?**
  - Programs will be notified within 60 days of the Site Review.
- **What does provisional accreditation mean?**
  - Provisional accreditation means that your application has met the requirements to be granted a site review. ASDS will contact the Program Director to schedule the site review. During the provisional accreditation process, you may not announce or use the logo until you receive full accreditation.
- **How do I maintain my full accreditation?**
  - Accredited Fellowship Programs are required to maintain the standards of the program and pay an annual maintenance fee and have regular cyclical reviews and site reviews. The first cyclical review will occur in the fifth year following accreditation; subsequent reviews will occur every ten years.
- **Should fellows contact ASDS to sign up for the Accredited Fellowship Programs?**
  - No. Fellows must contact the fellowship programs directly after registering with the match.
- **I completed my fellowship before my program was accredited through the ASDS Cosmetic Dermatologic Surgery Fellowship Program. Can I still receive recognition for having completed an ASDS-accredited Cosmetic Dermatologic Surgery Fellowship?**
  - No. The ASDS Cosmetic Dermatologic Surgery Fellowship Accreditation Program only recognizes fellows who completed a fellowship after their program has received full accreditation.