



Frequently Asked Questions (FAQS)

I need help completing my application. Who should I contact?

Contact ASDS Education Program Manager, Hana Herron, on behalf of the Accreditation Work Group. She can be reached at 847-956-9139 or at 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:

\$2500 – 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 \$1,000 and a \$2,000 site review fee in the first three and then every five years. You will need to complete the following forms:

- Program Application
- Director Acknowledgement and Hold Harmless Form
- At least two Faculty Application Forms
- Provide two (2) letters of support from ASDS members not affiliated with your program.
- Initial Accreditation Fee

For each faculty member, including the Fellowship Director, please submit a current CV and provide malpractice insurance verification including tail coverage.

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

What if there is a change in faculty after application is submitted?

You must notify the ASDS at hherron@asds.net with any changes. In additional, you will have to pay additional fees depending on the change.

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.

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.

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 site review. If you are denied post-site review the fee is non-refundable.

What fees do I need to include when I apply?

The initial accreditation fee of \$2,500 for members/\$3,750 for non-members is due at the time of application.

When do I pay site review fee?

Site review fee is due after you receive provisional accreditation.

How long is the Site Review?

Program Directors can expect the visit to be full day. Associate Directors and Surgical Faculty are not required to participate in the full day; however they must be available for interviews with the site reviewer.

I am not an ASDS member, can I still apply?

Yes. The program is available to all qualified Board-Certified Dermatologists that meet the criteria.

How long does it take to receive provisional accreditation?

The review process is about 3 weeks from published application deadline date.

What does provisional accreditation mean?

Provisional accreditation means that your application has met the requirements to be granted a site review. During that time, the ASDS will contact the Program Director to schedule the site review. The Site Review must be completed within 90 days from the date of the submitted application. During the provisional accreditation process, you may not announce or use the logo until you receive full accreditation.

How will I be notified that I have been granted full accreditation?

All programs will be notified in writing after the accreditation work group makes final accreditation decision.

How do I maintain my full accreditation?

Accredited Fellowship Programs are required to pay an annual maintenance fee and have regular site reviews. The first regular site review will occur in the third year following accreditation; subsequent reviews will occur every five years.

Is there a fellow application?

Yes. The fellow application is located on the ASDS website on the cosmetic dermatologic surgery fellowship accreditation webpage. Although we supply the fellow application, the ASDS does not manage the application process. If you have any questions regarding your application status please contact the program site directly.

Should fellows contact ASDS to sign up for the Accredited Fellowship Programs?

No. Fellows must contact the fellowship programs directly.

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.