



Frequently Asked Questions (FAQS)

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

Contact ASDS directly at education@asds.net

❖ **I have an ACGME-accredited Procedural Dermatology Fellowship Program. Can I apply for dual accreditation?**

Yes, if 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: \$3,450 – Initial Accreditation Fee, including the cost for additional faculty if 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 \$750, and a fellow fee of \$750 (per fellow).

You will need to complete the following forms:

- Fellowship Program Application Form
- Fellowship Director Acknowledgement/Hold Harmless Form
- Three Faculty Application Form(s) - include a CV, case log and evidence of malpractice insurance for each faculty applicant
- Application Fee Form
- Two Letters of Support from ASDS members not affiliated with the program

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

You must notify the ASDS at education@asds.net with any changes. Additional fees may apply, 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.

❖ **Will I be refunded the initial fee if my application is denied?**

You will be refunded 80% of the fee if your 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 \$3,450 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 covers faculty and director fees for applications received at the same time the Fellowship Program is applying for initial accreditation.

❖ **When will I be notified that I have been granted full accreditation?**

Programs will be notified within 60 days of the Site Review.

❖ **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 site reviews. The first regular site review will occur in the third year following accreditation; subsequent reviews will occur every five years.

❖ **Should fellows contact ASDS to apply for an Accredited Fellowship?**

No, ASDS does not manage the application process. All fellow applications are processed through SF Match. Registered applicants can view program information and follow each registered program's instruction on their application process.

❖ **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.