



**Instructions for Submitting an Application
To the American College of Surgeons
Program for Accreditation of Education Institutes**

Thank you for your interest in applying to become an ACS Accredited Education Institute. We want to provide you with the necessary assistance as your Institution undertakes this application. Below, we describe the instructions that need to be followed in order to submit your Institution's application. If you have any questions at any point in the application process, please feel free to contact Emily Langerak, Administrator, ACS Program for Accreditation of Education Institutes at (312) 202-5535, or via email at elangerak@facs.org

Instructions

1. The application must be typed with at least a 1" margin on all four sides of the page.
2. The application must be typed in an 11-point font.
3. Each question must be addressed or if the question is not applicable that should be noted.
4. Because of the layout of the application, narrative descriptions must be provided on additional paper and not within the text of the application sections or questions. Please note the criterion number at the beginning of each narrative description.
5. Options for organizing attachments: The attachments supporting each criterion should be easy to locate by both surveyors and reviewers. Please reference any supporting documentation within your application, citing its location (e.g.: page number and/or tab). Please select an organizational style and complete the corresponding Table of Contents Template:
 - a. Attachments placed behind the narrative page(s), using a colored sheet/page labeled with the corresponding attachment number to easily distinguish between the narrative section and the documentation and evidence section.
 - b. Attachments placed behind lettered or numbered tabs (e.g.: A-Z or 1 - 50) at the back of the binder (after the final "List of Activities" tab)
6. The answers and all attachments must be provided in English.
7. Each page in the document should be consecutively numbered including the attachments.
8. Tabs have been provided for your Institution to use to delineate each section of the application.
9. Include a Table of Contents listing the page numbers of each section of the application. Templates for both attachment organizing options noted above (A and B) are included.

10. When the application is complete, it should be placed in a **2 inch, three-ring binder**. If the materials fit into a smaller binder, please feel free to use one.
11. Please submit **four** (for Level I applicants) **or three** (for Level II applicants) individual binders with your Institution's application to the ACS at the following address:

Emily Langerak, MA
Administrator, ACS Program for Accreditation of Education Institutes
American College of Surgeons
633 N. St. Clair Street
Chicago, IL 60611
12. For storage purposes, we would like a copy of your application on CD.
13. In order to assist the reviewer of your application, please provide **two CD-ROMs** with digital pictures that clearly show your Institute's space and equipment.
14. The materials should be sent using a carrier service that allows for tracking of packages, such as Fed Ex or UPS.
15. Please make enough extra binders so that the appropriate people at your Institution will have a copy of your application to prepare for the site survey.