

Guidelines for Non-standard Discipline Program Description

A copy of the GMEC-approved program description must be submitted to ECFMG as part of any application for sponsorship in a non-standard training program. The submitted program description does not need to follow a specific format but **must include all** of the information bulleted and detailed below. Please be reminded that ECFMG is authorized to sponsor individuals for participation in approved programs of graduate medical education only; the non-standard provision cannot be used for employment or for any training activity that falls outside of the scope of graduate medical education.

All program descriptions must be printed on official institutional letterhead *or* printed directly from the institution's website (with web address included).

A. Program Demographics

1. **Program:** Name of the non-standard subspecialty discipline being pursued.
2. **Location:** The primary site of activity for the non-standard program (teaching hospital name, address).
3. **Program Director:** Name of the program director for the non-standard training program.

B. Program Information:

1. **Duration:** The exact duration of the GMEC-approved non-standard training program, including any optional years or tracks.
2. **Overall Goals and Objectives for Training:** The educational purpose and intended goals of the training program.
3. **Clinical and Research Components:** Break down the general clinical and research responsibilities of the training program; if the program is greater than one year in length, define the responsibilities by training year.
4. **Trainee Responsibilities:** Define a trainee's supervisory and patient care responsibilities.
5. **Supervision and Evaluation:** Describe how trainees in the program are mentored and supervised and describe the formal evaluation process used to assess the educational performance of each trainee.

C. Resources

1. **Teaching Staff:** List all teaching staff involved in providing the educational experience and their supervisory responsibilities.
2. **Secondary Facilities:** List all training sites where rotations are conducted.

Please ensure that all information outlined above is provided in the program description *before* it is submitted to ECFMG as part of a J-1 applicant's sponsorship application. Program descriptions that do not provide the requested information cannot be accepted and, therefore, will result in generation of a deficiency notice and delay in application review.