

## **Program Director Recommendation Forms**

### **1) Current Program Director Recommendation Forms**

**Applicants presently in a civilian GME training program** must request their current Program Director to submit the DoD Program Director Recommendation Form, **not a letter**, to include the dates of training and an evaluation of performance. This form is available in the USEFUL DOCUMENTS section of this site. Download the form and provide an electronic copy to your current Program Director. The Program Director Recommendation Form(s) is/are uploaded directly into MODS. Your Program Director may request MODS access to upload the form.

**Applicants currently in a military GME training program** must request their current Program Director fill out an electronic Program Director Recommendation Form in MODS.

### **2) Previous Program Director Recommendation Form**

**Applicants previously enrolled in any GME program (military or civilian)** must request all previous Program Director(s), including internships and fellowships, to submit a DoD Program Director Recommendation Form.

It is very common that the previous Program Director is no longer at the training institution (Active Duty or civilian). If this applies, please have the current Program Director of that program fill out the form based on a review of your training file which is kept there. They are familiar with completing various training verification forms. The ACGME requires training files be maintained for 50 years. If the applicant is unable to locate the new Program Director, he/she should request a recommendation from the Director of Medical Education at the facility where the training was conducted. This document is required whether or not the training program was completed (i.e. if you resigned or were terminated) and must address the inclusive dates of training and an evaluation of performance. This form is submitted back to the applicant and it is the applicant's responsibility to upload this form into MODS. This form **MUST** be typed. Handwritten forms will be returned. It is the applicant's responsibility to clearly communicate that the form must be typed. Please note, do not submit a personal letter of recommendation from the Program Director in addition to or in lieu of the Program Director Recommendation Form.