




# CHILD FELLOWSHIP Director's Calendar At-A-Glance

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	
<b>ACGME</b>	<a href="#">ADS system</a> Annual Program and Resident update: Opens Mid-July					Submit <a href="#">ACGME Milestones</a>		<a href="#">ACGME</a> Annual Resident and Faculty Survey			Submit <a href="#">ACGME Milestones</a>		
<b>ABPN Credentialing</b>	Enter/update residents in <a href="#">PreCert</a>							<a href="#">PreCert</a> deadline for entering rotations	PG4 (1 <sup>st</sup> yr Fellow) Cert Exam registration. <b>Deadline</b> (end March)			Begin <a href="#">PreCert</a> update	
<b>RECRUITMENT (NRMP/ERAS)</b>	<a href="#">FREIDA Online</a> (AMA Residency & Fellowship Database): Update profile		Interview Applicants 			Match meeting: formulate Rank Order List (early Dec)	Match Week: Send offer letters to matched residents					Update <a href="#">GME track /AAMC database</a> for prospective applicants, Update ERAS for prospective applicants	
	<a href="#">ERAS</a> : Daily Download applications					<b>NRMP</b> : Rank Order List (ROL) Opens & Quota Change Deadline	<b>NRMP</b> : ROL <b>deadline</b> : mid-Dec  <a href="#">GME track /AAMC database</a> <b>Deadline</b>						
	Prepare for recruitment			<a href="#">FREIDA Online</a> <b>Deadline</b>									
	<a href="#">NRMP</a> opens Registration												
<b>FELLOWSHIP</b>	Orient new Fellows			Prepare CCC Meetings	CCC Meets		Review curriculum for next yr			Prepare CCC Meetings	CCC Meets		
	Set up tracking system (New Innovations, MedHub, etc)	CHILD PRITE prep					Prepare for graduation	CHILD <a href="#">PRITE</a> results	Review Assessment Tools	Set up next yr's rotation/ didactic schedule	Set up psychotx supervisors	Prepare orientations	
		CHILD <a href="#">PRITE</a> contracts due	CHILD <a href="#">PRITE</a> payment deadline	CHILD PRITE Exam	Update Website			Update policies, G&Os	<b>Graduation</b>				
					Letters of Agreement	Call schedule							
<b>AADPRT</b>	<a href="#">Membership Renewal: Pay Registration Dues!</a> (7/1-9/30!)		Sign up for <a href="#">AADPRT Mentor!</a>			<a href="#">Registration for Annual Meeting (early Dec-early Feb)</a>				<a href="#">AADPRT Annual meeting</a>	Sign up for <a href="#">AADPRT Mentor</a> 		
	NNCI Scholar Award nomination	<a href="#">Award Submissions</a> 8/1- mid-Sept)	<a href="#">Abs for posters/ workshops submission</a> (Mid Sept-early Nov)		Announce Awards/Abs-tracts 12/1	Schedule meeting with Mentor at AADPRT Annual Meeting!							
<b>Program-Specific Scheduling</b>	Annual Skills Exam scheduling Events with Program Directors!		Other Assessment scheduling Internal GME Surveys for Faculty & Residents			Annual Program Evaluation (APE) Schedule EPC / PEC Meetings		Resident Retreat CLER Visits Retreat		CSV scheduling Chief Selection	Graduation Planning Faculty development		