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

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<th>ACGME</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
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### July
- **ACGME**: Submit ACGME Milestones

### August
- **ACGME**: Submit ACGME Milestones

### September
- **ACGME**: Submit ACGME Annual Resident and Faculty Survey

### October
- **ACGME**: Submit ACGME Milestones

### November
- **ABPN Credentialing**: Enter/update residents in PreCert
- **FREIDA Online (AMA Residency & Fellowship Database)**: Update profile
- **NRMP** opens Registration

### December
- **Interview Applicants**
- **NRMP**: ROL deadline: mid-Dec
- **GME track /AAMC database** Deadline

### January
- **PreCert** deadline for entering rotations
- **Match Week**: Send offer letters to matched residents
- **Match meeting**: formulate Rank Order List (early Dec)
- **Set up tracking system (New Innovations, MedHub, etc)**
- **CHILD PRITE prep**
- **CHILD PRITE payment deadline**
- **CHILD PRITE Exam**

### February
- **PG4 (1st yr Fellow) Cert Exam registration. Deadline** (end March)

### March
- **Begin PreCert update**
- **Update GME track /AAMC database** for prospective applicants, Update ERAS for prospective applicants

### April
- **FREIDA Online (AMA Residency & Fellowship Database)**: Update profile
- **Interview Applicants**
- **NRMP: Rank Order List (ROL) Opens & Quota Change Deadline**

### May
- **Prepare for graduation**
- ** CHILD PRITE prep**
- ** preach in**
- ** CHILD PRITE results**

### June
- **Review Assessment Tools**
- **Set up next yr’s rotation/didactic schedule**
- **Set up psychotx supervisors**
- **Prepare orientations**
- **Update Website**
- **Train chiefs**
- **Let letters of Agreement**
- **Graduation**

## RECRUITMENT (NRMP/ERAS)
- **ERAS**: Daily Download applications
- **PREIDA Online**: Update profile
- **NRMP** opens Registration

## FELLOWSHIP
- **Orient new Fellows**
- **CCC Meetings**
- **Review curriculum for next yr**
- **Set up tracking system (New Innovations, MedHub, etc)**
- **CHILD PRITE prep**
- **CHILD PRITE payment deadline**
- **CHILD PRITE Exam**

## AADPRT
- **Membership Renewal: Pay Registration Dues! (7/1-9/30)**
- **Sign up for AADPRT Mentor!**
- **Registration for Annual Meeting (early Dec-early Feb)**
- **AADPRT Annual meeting**

## NNCI Scholar Award nomination
- **Award Submissions**: 8/1- mid-Sept
- **Announce Awards/Abs-tracts 12/1**
- **Schedule meeting with Mentor at AADPRT Annual Meeting!**

## Program-Specific Scheduling
- **Annual Program Evaluation (APE)**
- **Resident Retreat**
- **CSV scheduling**
- **Graduation Planning**

## Other Assessment scheduling
- **Internal GME Surveys for Faculty & Residents**
- **CLER Visits Retreat**
- **Chief Selection**
- **Faculty development**

## Annual Skills Exam scheduling
- **Events with Program Directors!**
- **Scheduled EPC / PEC Meetings**
- **Mentor at AADPRT Annual Meeting!**
- **Sign up for AADPRT Mentor**