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## Standards and Practices for Resident Selection

The Council of Teaching Hospitals (COH) of the American Association of Colleges of Podiatric Medicine (AACPM) is a national non-profit educational association whose interests extend to all phases of graduate podiatric medical education. COH is charged with the administration of the programs designed to create an organized and equitable residency selection process. These standards are applicable to all residency programs participating in the national application and matching service and were developed to ensure that the institutions will exercise the highest of ethical and professional standards in the conduct of their graduate training activities. Each participating residency program shall ensure that their personnel shall adhere faithfully to these principles and practices.

### GENERAL PRINCIPLES

Residency Program Faculty and affiliated personnel shall:

- Provide professional service in a manner which indicates their acceptance of and desire to fulfill the mission and goals of the employing training institution and their support of the educational interests, rights and welfare of all podiatric residents;
- Act responsibly as one means of enhancing personal development and promoting responsible behavior among podiatric residents;
- Ensure that all information conveyed to students, residents, employers, employees, supervisors, colleagues and the public is factual and presented in the appropriate context. They shall respect the educational and professional records of student externs, residents and program graduates and release such information only under legally recognized circumstances and with the appropriate authorization.
- Execute their professional responsibilities with fairness and impartiality and show equal consideration to individuals regardless of their status or position, their race, ethnic origins, color, sex, age or religion. Consistent with principles that have generally governed U.S. higher education, they shall encourage diversity and promote the educational and cultural advantages of pluralism.

### SELECTION PROCESS FOR RESIDENTS

Residency selection personnel shall:

- Abide by the official schedule printed in the CASPR application materials and shall not conduct interviews for the purposes of resident selection prior to the first interview date or in conflict with any of the interview dates published by the national resident matching service.
- Establish criteria for the evaluation of all applicants to its residency program.
- Not require that students provide materials that would duplicate those provided by the CASPR service.

- Notify applicants well in advance of application deadlines of all requirements that shall be met in order to be considered for the residency program.
- Provide a current residency program description that accurately reflects the clinical experiences and benefits afforded the applicant, if selected.
- Charge an application fee to applicants for consideration to the program that appropriately covers the expenses of the residency selection process without creating remaining funds that constitute a profit to the program for use in other areas in the administration of the residency program.
- Not demand students participate in hospital visitations, pre-interviews or social events to be considered for residency selection.
- Conduct residency interviews in a professional manner with consistent standards for all applicants.
- Conduct promotional activities in a professional manner.
- Accept, for the purpose of documenting student academic records, only official transcripts and test scores in the residency selection process, which come directly from the registrar's office of the institutions the candidate attends or had attended or from other appropriate agencies.
- Understand that the selection form is confidential and is the final determinant for selection.
- Not accept an applicant who is under contract to another residency program or matching service without a signed release from that residency program or matching service.
- Adhere to the notification date established by the national resident matching service.

Adopted by COTH Administrative Board March 2004  
Approved by the AACPM Board of Directors March 2004