



## **Updating 2023-2024 Fellowship Training Program Rosters: Frequently Asked Questions**

### **1. By what date do our 2023-2024 program rosters need to be updated?**

**The deadline to update your 2023-2024 Training Program Rosters is Friday, June 30, 2023.** This deadline is to ensure we are able to send information of interest to FITs in July and throughout the year. New this year, 1st year fellows in training enrolled in an ACGME-accredited or RCPSC rheumatology training program will receive a FIT Welcome Packet. To receive this packet, 1<sup>st</sup> year fellows must be listed on a 2023-2024 program roster, with FIT selected for their role, by end of day Friday, June 30.

### **2. How does the ACR use the information included in the Program Rosters?**

The ACR uses these rosters to identify FITs currently enrolled in a training program and faculty (DD, PD, APD, and PC) currently associated with a training program. These rosters inform who should receive training program-related information. They also inform our contact and eligibility lists for the FIT scholarships. FIT Scholarship information, including eligibility requirements, is sent to those who are shown as FIT or Faculty on the ACR rosters of ACGME or RCPSC-accredited rheumatology training programs.

### **3. Why does the ACR need to know the fellowship year of the fellow in training and start and end date of their training program?**

This information helps the ACR maintain accurate records and provide information to FITs that is relevant to where they are in their training. It also informs ACR staff of FITs' eligibility for certain scholarships to ACR conferences. Lastly, fellowship year is required information when registering FITs to take the In-Training Exam in the spring.

### **4. What if a fellow in training has transitioned to faculty? Should I still remove them?**

If your fellow in training has transitioned to faculty and now has the role of Division Director/Division Chief, Program Director or Assistant Program Director, then you **do not** need to remove them from your roster. Instead, you can simply edit their role to reflect this change. If they have transitioned into another faculty position, please do remove them from your training program roster as we only capture those in certain roles. See Step #4 for full directions.

### **5. I have updated the training program roster. Does this mean my FITs are now Fellow-in-Training members of the ACR?**

**No.** Updating your roster is a very important first step in connecting your FITs to the ACR. However, having an ACR account and being listed on a program roster are **NOT** the same thing as being a member of the ACR. We invite and encourage all fellows-in-training to become members of the ACR. FITs can become ACR members by submitting a membership application via

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[rheumatology.org](https://www.rheumatology.org). Please note that being an [ACR Fellow-in-Training-level Member](#) of the ACR is an eligibility requirement for the FIT Scholarships.

**6. Are there additional resources or someone I can contact if I need help updating my program roster?**

Yes, in addition to detailed written instructions, we also have a [training video](#) which provides a visual for each step of the roster update process.

If you have any questions or encounter any issues, please email Robin Campbell at [rcampbell@rheumatology.org](mailto:rcampbell@rheumatology.org).