



How to Submit a Mid-Cycle Change Request for Accreditation

Q: What is the mid-cycle change request form used for?

A: It's used to request changes to an active practice accreditation between the standard triennial application cycles. This includes adding, removing, or modifying the practice or site names, addresses, staff members, locations, or specialties.

Note: Only administrators listed on your accreditation application can submit a mid-cycle change request because they must log into your accreditation account to upload it.

Follow the steps below to submit your mid-cycle change request form and relevant documentation.

1. [Log into your AIUM account \(admins only\)](#). From your MY ACCOUNT page, under the bottom-right box for Accreditation, click on **Accreditation Dashboard**.

Practice Accreditation

If interested in applying for practice accreditation for the first time, click on create/edit employment. ONLY administrators can access the accreditation dashboard. If you belong to an already accredited practice, click on the "Accreditation Dashboard" to view your practice information. If you need assistance, please call 1-800-638-5352.

- [Create/Edit Employment](#)
- [Edit Employment Profile](#)
- [Accreditation Directory](#)
- [Accreditation Dashboard](#)

2. On the Accreditation Dashboard click on “mid-cycle change request” link.

Accreditation Information

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Director
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Accreditation Status
Expiration Date 04/15/2027
Reaccreditation Application Start Date 07/15/2026

[Start / View Application for Accreditation](#)

Mid-Cycle Change Request - use this form to make changes between accreditation cycles (add or remove sites/specialties/staff)
[Edit Employment Profile](#)
[Print my certificate for MADIGAN ARMY MEDICAL CENTER](#)

To access logo or press release contact accreditation@aium.org.



3. Click the button

Please be aware that only 1 mid-cycle change request may be in progress at any given time. Additional mid-cycle change requests can be submitted once the prior request has been fully resolved.

4. Download and print the mid-cycle change request form – see below:

Mid-Cycle Change Request: Mid-Cycle Change Request Form

For: Mid-Cycle Request

Submittal #: 22720

Application Status: Pending

[Instructions](#)
[Upload Complete MCCRF](#)
[Additional Documentation](#)
[Application Summary](#)

Please download and complete the [Mid-Cycle Change Request Form](#)

Once complete, click next to upload the form along with relevant documents.

[Next](#)

5. When you are ready to submit your completed mid-cycle change request and supporting documents, go back to **My Account --> Accreditation Dashboard --> Mid-Cycle Change Request --> Details** (next to the highlighted request) --> Click “next” button.

Mid-Cycle Change Request: Mid-Cycle Change Request Form

For: Mid-Cycle Request

Submittal #: [REDACTED]

Application Status: Pending

<p>Instructions</p> <p>Upload Complete MCCRf</p> <p>Additional Documentation</p> <p>Application Summary</p>	<p>Please download and complete the Mid-Cycle Change Request Form</p> <p>Once complete, click next to upload the form along with relevant documents.</p>
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6. Click the upload button to search your computer for the completed mid-cycle change request. Select the file, wait for it to upload, and then click the **NEXT** button. (see image)

Mid-Cycle Change Request: Mid-Cycle Change Request Form

For: Mid-Cycle Request

Submittal #: 22719

Application Status: Pending

<p>Instructions</p> <p>Upload Complete MCCRf</p> <p>Additional Documentation</p> <p>Application Summary</p>	<p>Upload the completed Mid-Cycle Change Request form. Click next to save the document and proceed to next step.</p> <p>UPLOAD</p> <p>Upload completed MCCR form*</p> <p><input type="button" value="Choose File"/> No file chosen</p>
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7. On the **Additional Documentation** tab, click the **ADD** button and choose “other” from the dropdown list. Type in your file description, date of upload, and click the upload button to search your computer for the related documentation, select it and then click SAVE. **Repeat this step as necessary until all of your supporting documents are uploaded.** When you’re done, click **NEXT**. **DO NOT UPLOAD ANY CASE STUDIES or PHI (Protected Health Information) to the accreditation portal/Additional Documentation.** If case studies are required, you will receive a special link from us after we receive your mid-cycle change request

8. On the **Application Summary** tab, click **SUBMIT TO STAFF REVIEW**.

9. Mid-cycle change requests are reviewed within 1 week of submission. You’ll receive updates by email with further instructions (if needed) or confirmation that your mid-cycle change request was successfully completed.