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2026 Formative Assessment Registration Process for Residency Programs

To simplify the registration process and ensure that all resident information is accurate, residency programs will submit a single roster to ACOFP for processing. ACOFP will create any necessary resident accounts, complete registrations, and invoice the residency program.

1. **Download the Resident Registration Template**
2. **Complete and Verify Your Roster**
   - Complete one row for every resident who will be participating in a formative assessment.
   - Before submitting, please verify that:
     i. All residents who should participate are included.
     ii. Email addresses are accurate, as this will be the email used for exam access and future communications.
     iii. The correct exam has been selected for each resident.
     iv. The roster is complete and final to the best of your knowledge.
3. **Submit Your Roster to ACOFP**
   - Email the completed spreadsheet to: residentrosterreports@acofp.org
   - Please include your residency program name in the subject line.
   - Example: **2026 Formative Assessment Roster – ABC Family Medicine Residency**
4. **ACOFP Processes Your Registration and Issues Your Invoice within 10 business days**
   Upon receipt, ACOFP staff will:
   - Create accounts for new residents as needed.
   - Update resident information and program affiliations.
   - Register each resident for the selected examination.
   - Generate a single invoice for the residency program.
   - Send a confirmation summarizing the residents registered and the total amount due.
5. **Remit Payment**
   - After processing is complete, ACOFP will issue a single invoice to the residency program for all registered residents.
   - Payment must be received by **October 1** for residents to receive access to the examination.
6. **Request Changes (if needed)**
   - Any additions, removals, or corrections should be submitted to ACOFP as soon as possible before the registration deadline.

- Notify ACOFP as soon as possible by emailing: **residentrosterreports@acofp.org**
- Changes submitted after processing may require additional administrative time.

QUESTIONS: Email ACOFP at **residentrosterreports@acofp.org**