

Certificate Policy

Graduate Medical Education Committee — Policies and Procedures

Purpose

In accordance with ACGME and ABMS, trainees who successfully complete the required training for their respective residency specialty must receive a certificate of completion from the sponsoring institution. This policy delineates the procedure for obtaining a certificate of completion.

Policy

Trainees who successfully complete the required training for their training program must receive a certificate of completion. The GME Administration will prepare and distribute all graduation certificates to the proper program coordinator. Programs must retain a scanned or hardcopy of the certificates on file in the event that the original is lost or damaged. The dates on the certificate must match the actual start and end date for each trainee. If a trainee was on leave of absence that extended their training, the actual end date must be reflected on their certificate of completion.

Certificates will not be reprinted for trainees requesting to have their name changed as the certificate must reflect their legal name at the time of graduation.

The GME office will not change the medical degree that was originally bestowed (i.e. MBBS to MD). Each trainee will have the option to include or exclude their professional degree on their certificate. This information will be verified with the resident via the designated program coordinator prior to completion of the graduation certificates.

Effective: 7/01/2012