



## Certificate of Completion Policy

### Purpose

The University of Arizona College of Medicine – Tucson (UACOM-T) Graduate Medical Education Committee establishes this policy to ensure that all trainees who successfully complete requirements of an Accreditation Council for Graduate Medical Education (ACGME) accredited program or Non-Standard Training (NST) program at the UACOM-T receive a certificate of completion from the Sponsoring Institution. The term “Trainee” includes all residents, fellows in ACGME-accredited programs and non-standard training (NST) trainees. This policy delineates the procedure for obtaining a certificate of completion.

### Procedure

1. All trainees satisfactorily completing their first year of training in an ACGME-accredited training program may receive a certificate of completion of such training, if requested by the Program Director.
2. All trainees will receive a completion certificate upon successfully completing an ACGME-accredited program or NST program at the UACOM -T that will detail the time they were a trainee in a sponsored residency or fellowship.
  - a. The dates on the certificate must match the actual start and end date for each trainee. If a Trainee was on a leave of absence that extended their training, the actual end date will be reflected on their certificate of completion.
  - b. Certificates will not be reprinted for a trainee requesting to have their name changed as the certificate must reflect their legal name at the time of graduation.
  - c. Graduate Medical Education (GME) Administration will not change the medical degree that was originally bestowed (e.g., MBBS to MD) by a trainee’s medical school. Each trainee will have the option to include or exclude their professional degree(s) on their certificate.
  - d. The program name listed on the certificate will reflect the program name as listed by the ACGME. The addition of a formalized track name may also be included on the certificate at the discretion of the Program Director.
3. Receipt of a certificate of completion is contingent upon the recommendation of the Program Director and the trainee’s completion of the following responsibilities:
  - a. Completion of all medical records at each institution integrated and/or affiliated with the training program;
  - b. Return of all borrowed materials to the medical library;
  - c. Return of all keys and other assigned items to appropriate training program office;
  - d. Completion of all program evaluations
  - e. Completion of graduation information on the GME exit survey.

4. GME Administration will prepare and distribute all certificates to the appropriate program coordinator only after receipt of a completed GME exit survey and receipt of a copy of the final evaluation letter signed by the Program Director.
5. Programs must retain a scanned or hardcopy of the certificate in perpetuity in the event that the original is lost or damaged. Certificates will not be re-printed by GME Administration.
6. The training program office will respond to all queries to verify completion of training for hospital appointments, state licensure, and board certification.

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