



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 the 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 does not apply to trainees hired as junior faculty who are enrolled in non-ACGME accredited, non-NST programs.

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 certificate of completion 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, or NST program.
 - a. The dates on the certificate must match the actual start and end date for each trainee. If a Trainee’s training dates were extended for any reason, the actual end date will be reflected on their certificate of completion.
 - b. Requests to change a name on a certificate will only be completed with a legal document to do so such as a court order for a legal name, or a marriage certificate.
 - 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 titled 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 the 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 for all trainees completing the program. GME Administration will not distribute individual certificates to trainees.
5. Programs must retain a scanned or hardcopy of the certificate in perpetuity if the original is lost or damaged. Certificates will not be re-printed by GME Administration.
6. Certificates for trainees hired as junior faculty who are completing advanced training in non-ACGME accredited, non-NST programs are distributed by the clinical department in which they complete their training.
7. The training program office will respond to all queries to verify completion of training for hospital appointments, state licensure, and board certification.

Effective: 07/01/2012

Reviewed: 07/01/2016

Reviewed: 12/05/2023, GMEC approved 01/05/2023

Reviewed: 09/2025, GMEC approved 10/03/2025

Revised: 07/13/2026, GMEC approved 08/10/2026