



Certificate Policy

Graduate Medical Education Committee - Policies and Procedures

Purpose

In accordance with the ACGME Common Program Requirements for Graduate Medical Education and the American Board of Medical Specialties (ABMS), the University of Arizona College of Medicine Graduate Medical Education Committee establishes this policy to ensure that the Institution, through the Program Director, that all trainees who successfully complete the required training for their respective specialty receive a certificate of completion from the Sponsoring Institution. This policy delineates the procedure for obtaining a certificate of completion.

Provisions

1. All residents satisfactorily completing their first year of training may receive a certificate of completion of such training, if requested by the Program Director.
2. All residents/fellows will receive a certificate upon leaving The University of Arizona College of Medicine's graduate medical education training program that will detail the time he/she was a resident/fellow 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 his or her name changed as the certificate must reflect their legal name at the time of graduation.
 - c. GME Administration will not change the medical degree that was originally bestowed (e.g., MBBS to MD). Each trainee will have the option to include or exclude their professional degrees on their certificate.
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



COLLEGE
OF MEDICINE

Graduate Medical Education

Tel: (520) 626-7878

Fax: (520) 626-0090

medicine.arizona.edu

1501 N. Campbell Ave.

P.O. Box 245085

Tucson, AZ 85725-5085

- e. Completion of graduation information on the Separation Form.
4. GME Administration will prepare and distribute all certificates to the appropriate program coordinator only after receipt of a completed Separation Form and receipt of a copy of the Final Summative Letter signed by the Program Director.
5. Programs must retain a scanned or hardcopy of the certificate in the event that the original is lost or damaged.
6. The residency or fellowship 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