



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Associate Dean for Graduate
Medical Education, DIO
Responsible Office: SMHS Office of GME
Most recent revision:

POLICY ON RESIDENT CERTIFICATES OF COMPLETION

Policy Statement

This policy outlines the criteria under which certificates for credit in ACGME-accredited residency and fellowship training programs at The George Washington University School of Medicine and Health Sciences are issued.

Who Needs to Know This Policy

All Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs sponsored by the GW School of Medicine and Health Sciences (SMHS)

Policy Contact

Associate Dean for Graduate Medical Education, DIO

Who Approved This Policy

Graduate Medical Education Committee (GMEC)

History/Revision Dates

Effective: January 23, 2006

Revised, reviewed and approved by GMEC: February 27, 2017

Policy

Residents who have satisfactorily completed the requirements of training, as determined by the Residency Program Director according to the criteria outlined by the respective Medical Board of the specialty shall be issued Residency Certificates by The George Washington University School of Medicine and Health Sciences. Residency Certificates are signed by the President of the University, the Dean of the School of Medicine and Health Sciences, the Associate Dean for Graduate Medical Education, and the Program Director.

Certificates shall be ordered by the Office of Graduate Medical Education upon receipt of the Certificate Order form provided by the Office of Graduate Medical Education. The Certificate Order Form must be signed by the Program Director or his/her designee.

The name of the Resident listed on the Residency Certificate shall be that which s/he requests on the Certificate Order form provided by the Office of Graduate Medical Education.

Dates of residency training shall be as stipulated in the Resident's file and verified by the Program Director on the Summative Evaluation Form of the resident.

Official degrees will be listed using the acronyms of the conferred degree from the awarding medical school, as listed in the Resident's file in the Office of Graduate Medical Education. Changes to the degree listing will be made only upon receipt of official documentation from the awarding institution.

Other degrees (MBA, MPH, PhD, etc.) will be listed upon request if the resident provides official documentation of the degree from the awarding institution. Such documentation must be submitted with the certificate order form.

The Residency Certificate will be given to the Resident upon the Resident's completion of the Office of Graduate Medical Education check-out process. The Office of Graduate Medical Education will permit Program Directors to distribute Residency Certificates upon request.

Residents who do not complete training in the program will receive a certificate for the time period that was completed satisfactorily, as determined by the Program Director.

Copies of the signed Residency Certificates are kept in the permanent file of the Resident maintained by the Office of Graduate Medical Education.