Name of Policy:	**Resident Credentialing**	 THE UNIVERSITY OF **TOLEDO** 1872
Policy Number:	**3364-86-022-00**	
Approving Officer:	Dean, College of Medicine and Life Sciences	**Reviewed/Revised Date:** **8/25/23**
Responsible Agent:	**DIO (Designated Institutional Official)**	**Original Effective Date:** **02/05/19**
Scope:	UT College of Medicine Residents	

	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

<u>POLICY</u>

All residents entering Graduate Medical Education (GME) programs at The University of Toledo will undergo a thorough review of his/her credentials.

<u>PURPOSE</u>

To assure the resident's fitness to participate in Graduate Medical Education at The University of Toledo.

<u>PROCEDURE</u>

Application to a GME program will be completed and submitted directly to the Program Director by the Resident via ERAS.

Upon acceptance of the applicant to the GME program the Resident must provide appropriate credentialing documentation which will be submitted by the program to the Associate Dean for GME. Documents will be submitted to the GME Office via New Innovations on the Onboarding Checklist.

- A completed residency application. Applications will be submitted through ERAS or CAS. For programs that do not participate in ERAS or CAS, a Universal Application must be completed and submitted directly to the Program Director.

- A copy of the original medical school diploma Successful completion of medical school will require primary source verification by the residency program prior to the resident beginning the program.

- A medical school transcript submitted through ERAS .

- A Medical Student Performance Evaluation (MSPE) or Dean's letter from the medical school from which the Resident graduated submitted through ERAS.

- A minimum of two letters of reference from physicians practicing in the U.S..
- A current curriculum vitae submitted through ERAS.

- Proof of legal employment status (i.e. original birth certificate, passport, naturalization papers, valid visa, etc.) provided in person to the residency program or GME office.

- If the Resident is an international medical school graduate, a copy of a valid ECFMG certificate submitted through ERAS. The ECFMG certificate will be verified by the GME Office.

- Ohio training certificate or a copy of permanent license to practice medicine in the State of Ohio. License will be verified by the residency program through the State Medical Board of Ohio.

- For those residents who have prior residency training, a copy of the original residency certificate uploaded to the New Innovations checklist. Successful completion of prior residency training will require primary source verification by the residency program prior to the resident beginning the program.

- Completion of the University of Toledo Medical Center's Occupational Health Services requirements for a drug screen with acceptable results prior to the resident beginning the program.

- Signed Document/Record Release form, and for international graduates an ECFMG release form submitted to the New Innovations checklist.

Any document not printed in English must be accompanied by an acceptable original English translation performed by a qualified translator. Each translation must be accompanied by an affidavit of accuracy acceptable to the GME Office.

The completed credentials file will be reviewed with primary source validation where indicated.

Upon validation of the resident credentials file by the GME office, the file will receive final approval of the resident's participation in graduate medical education at The University of Toledo. The program will be notified when the credentials are completed by the GME office, via the New Innovations checklist.

Approved by: _____ Chair, Graduate Medical Education Committee _____ Dean, College of Medicine and Life Sciences Review/Revision Completed by: *Graduate Medical Education Committee*	Policies Superseded by This Policy: ● None Initial effective date: 10/1999 Review/Revision Date: Revised 4/99, Revised 4/01, Reviewed 4/03, Reviewed 4/3/05, Reviewed 4/3/07, Reviewed 4/7/09, Reviewed 4/5/11, Revised 4/2/13, Reviewed 4/14/15, Revised 6/6/17, Revised 2/5/19, Reviewed 8/25/23 Next review date: 8/2025

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