

Name of Policy: Resident Credentialing Policy Number: 3364-86-022-00 Approving Officer: Dean, College of Medicine and Life Sciences Responsible Agent: Director, Graduate Medical Education Scope: UT College of Medicine Residents	 Reviewed/Revised Date: 8/25/23 Original Effective Date: 02/05/19
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

POLICY

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

PURPOSE

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

PROCEDURE

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.

