

MCG GME Internal Transfer House Staff Checklist

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|---|----|-----|--|
| Program: | | | House Staff Name: |
| PGY Level: | | | Contract Dates: |
| Yes | No | N/A | |
| <u>Items the Program Coordinator must collect and submit to GME</u> | | | |
| | | | ERAS Application |
| | | | <u>MCG Application for GME</u> <i>*ONLY for programs that do not use ERAS</i> |
| | | | <u>Acceptance Letter</u> – Signed by Program Director and House Staff |
| | | | CV – <i>History must list month/year</i> |
| | | | Copy of GA Medical License or Complete Residency Training Permit application |
| | | | Final Summative Evaluation written or electronic verification of previous educational experience(s) and summative competency-based evaluation with milestone assessment. <i>(required for all House Staff that have been in a previous Internship/Residency Training program)</i> |
| | | | Pager # _____ |
| | | | Certificate(s) of Internship and/or Residency Training |
| | | | Letter of Good Standing from Program Director on letterhead (required for House Staff currently in a training program. Letter must state whether the House Staff is “in good standing”. <i>*Not required if a certificate of completion from the training program is submitted.</i> |
| | | | Letter of Explanation for those who answer YES to questions 2 – 11 on page 1 of the Renewal RTP application. |
| | | | Clear readable copy of DEA registration certificate <i>(issued by the DEA, if applicable)</i> |
| <u>In addition to the above, the following need to be submitted to GME for Non-U.S. Citizens (if applicable)</u> | | | |
| | | | Permanent Resident Card (if applicable) clear readable copy of front & back of card |
| | | | Employment Authorization Document (if applicable) clear readable copy of front & back of document |
| | | | J visa – I-94 _____ DS 2019 _____ ECFMG Acceptance Letter _____ |
| <u>GME Office Use Only</u> | | | |
| | | | Transfer E-Par submitted |
| | | | Paperwork sent to HR |
| | | | Badge Form sent for signature(s) |
| | | | Institutional DEA Requested |
| | | | Excel File to JagCard Office |

Please submit this document as page 1 of the packet submitted to GME for each of your transfer House Staff. The receiving Program Coordinators should keep a copy to keep track of what has been submitted to the GME Office.