

MCG GME New House Staff On-Boarding Checklist

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>
			Social Security Card – <i>clear and legible copy</i>
			Copy of GA Medical License or Complete Residency Training Permit application
			Notarized copy of Medical School Diploma <i>(must be translated in English & 8 ½ x 11 in size)</i>
			Notarized copy of ECFMG Certificate <i>(required for all International Medical Graduates)</i>
			Official copy of Medical School Final transcripts <i>(final transcripts from ERAS application are acceptable)</i>
			3 Letters of recommendation <i>(must be on letterhead and signed)</i>
			USMLE: Step 1 _____ Step 2 CS _____ Step 3 _____
			COMLEX: Level 1 _____ Level 2 CE _____ PE _____
			BLS, ACLS, ATLS, PALS <i>(clear copy of front and back.) BLS is needed before the start date.</i>
			Certificate(s) of Internship and/or Residency training <i>(if applicable)</i>
			Final Summative Evaluation written or electronic verification of previous educational experience(s) and summative competency-based evaluation and needs to include milestone assessment <i>(required for all House Staff that have been in a previous Internship/Residency/Training program)</i>
			Letter of Good Standing from current Program Director or Medical School on letterhead (required for all incoming House Staff). Letter must state whether the incoming House Staff is “in good standing”. <i>Not required if a certificate of completion from the training program or medical school diploma is submitted.</i>
			Letter of explanation needed for any of the following below: <ul style="list-style-type: none"> • Answered YES to any of the questions on page 2 the Initial RTP Application • If there are any break(s) in education/training. <i>The House Staff must submit a letter explaining what they were doing during the break(s) in a month/year timeline format.</i>
			Proof of U.S. Citizenship – Please provide one of the following - Notarized Copy of Birth Certificate, clear copy of Passport, Certificate of Naturalization, or U.S. Certificate of Birth Abroad issued by the Department of State.
			Proof of Identity – Clear copy of Driver’s License or State/Government Issued ID
			Permanent Resident Card (if applicable) clear copy of front & back of card
			Employment Authorization Document (if applicable) clear copy of front & back of document
			Clear readable copy of DEA registration certificate <i>(issued by the DEA, if applicable)</i>

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