

## 2.13.1 - Checklist for Entry – Non-accredited Program

☑	Item	Comments
	<p>If applicant will need a <u>training permit</u> from the Texas Medical Board, the <u>program</u> will need to undergo an internal review (60-90 days) and will need to be approved by the TMB (60-90 days). Please contact the GME Office for further information.</p>	
	Do <b>not</b> offer position until checklist is completed	
	CV reviewed	
	<p>Medical school:</p> <ul style="list-style-type: none"> <li>• Graduation date:</li> <li>• If US, get Dean's Letter</li> <li>• If international medical school, check documents</li> </ul>	
	<p>USMLE scores:</p> <p>Step 1 _____ number of attempts _____</p> <p>Step 2 _____ number of attempts _____</p> <p>Step 3 _____ number of attempts _____</p> <p><u>Note:</u> TMB requires the following for licensure:</p> <ul style="list-style-type: none"> <li>• All steps passed within 7 years</li> <li>• Each step – maximum of 3 attempts; allowance for a 4<sup>th</sup> attempt if only 1 step pending</li> <li>• Please see the TMB Rules for more information</li> </ul>	
	<p>ECFMG Certificate: Date _____</p> <p>Number _____</p>	
	Obtain a signed release to speak to particular individual(s) involved in the applicant's medical education (e.g., program directors)	
	<p>Residency #1:</p> <ul style="list-style-type: none"> <li>• Dates:</li> <li>• Letter from Program Director:</li> <li>• Phone call to Program Director if appropriate:</li> </ul>	
	<p>Residency #2 (if applicable):</p> <ul style="list-style-type: none"> <li>• Dates:</li> <li>• Letter from Program Director:</li> <li>• Phone call to Program Director if appropriate:</li> </ul>	
	Unexplained time periods on CV:	
	Current Licensure:	

	<ul style="list-style-type: none"> <li>Check State Medical Board website (see <a href="http://www.fsmb.org/">http://www.fsmb.org/</a> for a directory of all state medical boards)</li> </ul>	
	<p>ABMS Board Certificate/Eligibility? Check with ABMS Board if any doubt about months of credit to this point. Get letter or email from the board, or send them a letter confirming a verbal conversation.</p> <ul style="list-style-type: none"> <li>Has taken boards?</li> <li>Deficiencies?</li> <li>Eligible for ___ months toward _____ ABMS Certification</li> <li>Letter from ABMS</li> </ul>	
	<p>If <u>U.S. Citizen</u>, copy of drivers license and birth certificate. If <u>non-U.S. Citizen</u>, copy of permanent resident document or visa (see below)</p>	
	<p>If applicant needs a visa, check with International Services re: application process. <b><i>Please don't proceed until this is clear.</i></b></p>	
	<p>Obtain a signed release for <b>security background check</b>. All must be completed (and any convictions must be reviewed and approved by the Dean and UTHSC Chief of Police) before a contract can be given.</p>	

## II. Process for Completion of Training

Satisfactory completion of training is assessed by the method(s) outlined in Process I, and is documented in writing by the Program Director and/or Departmental Chairman. There must be a Final Evaluation and Verification of Credentials prepared, which becomes a permanent part of the fellow's training file.

Ongoing academic responsibilities of the program include response to licensure, accreditation, privileging, and other inquiries regarding the fellow's training. These inquiries will be answered promptly by the program.

### Checklist for Completion

<input checked="" type="checkbox"/>	Item	Comments
	Written documentation of successful completion of training	
	Final letter of Final Evaluation and Verification of Credentials – must include the statement:	

	“qualified to practice competently and independently in this specialty”	
	Certificate prepared and given to fellow	