

## MCG GME New House Staff On-Boarding Checklist

<b>Program:</b>			<b>House Staff Name:</b>
<b>PGY Level:</b>			<b>Contract Dates:</b>
Yes	No	N/A	<b><u>Items the Program Coordinator must collect and submit to GME</u></b>
			<b>ERAS Application</b>
			<b><u>MCG Application for GME</u></b> <i>*ONLY for programs that do not use ERAS</i>
			<b><u>Acceptance Letter</u></b> – Signed by Program Director and House Staff
			<b>CV</b> – <i>History must list month/year</i>
			<b>Social Security Card</b> – <i>clear and legible copy</i>
			<b>Copy of GA Medical License or Complete Residency Training Permit application</b>
			<b>Notarized copy of Medical School Diploma</b> <i>(must be translated in English &amp; 8 ½ x 11 in size)</i>
			<b>Notarized copy of ECFMG Certificate</b> <i>(required for all International Medical Graduates)</i>
			<b>Official copy of Medical School Final transcripts</b> <i>(final transcripts from ERAS application are acceptable)</i>
			<b>3 Letters of recommendation</b> <i>(must be on letterhead and signed)</i>
			<b>USMLE:</b> Step 1 _____ Step 2 CS _____ CK _____ Step 3 _____
			<b>COMLEX:</b> Level 1 _____ Level 2 CE _____ Level 3 _____ PE _____
			<b>BLS, ACLS, ATLS, PALS</b> <i>(clear copy of front and back)</i>
			<b>Certificate(s) of Internship and/or Residency training</b> <i>(if applicable)</i>
			<b>Final Summative Evaluation</b> written or electronic verification of previous educational experience(s) and summative competency-based evaluation <i>(required for all House Staff that have been in a previous Internship/Residency/Training program)</i>
			<b>Letter of Good Standing</b> 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>
			<b>Letter of explanation needed for any of the following below:</b> <ul style="list-style-type: none"> <li>• Answered YES to any of the questions on page 2 the Initial RTP Application</li> <li>• 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></li> </ul>
			<b>Proof of U.S. Citizenship</b> – 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.
			<b>Proof of Identity</b> – Clear copy of Driver’s License or State/Government Issued ID
			<b>Permanent Resident Card</b> (if applicable) clear copy of front & back of card
			<b>Employment Authorization Document</b> (if applicable) clear copy of front & back of document
			<b>Clear readable copy of DEA registration certificate</b> <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.