

**Documents Required for House Officer Contract Checklist FY17**  
**MCG Transfer**

<b>Name:</b>	<b>Program:</b>
<b>PGY Level:</b>	<b>Contract dates:</b>

*\*This checklist applies to House Officers who have completed or transferred from one MCG Training program to another, with no break in employment/training dates. All others will have to complete the full Documents Required for Contract Checklist.*

Yes	N/A	<u>Items the Program Coordinator must collect and submit to GME</u>
<input type="checkbox"/>	<input type="checkbox"/>	ERAS Application
<input type="checkbox"/>	<input type="checkbox"/>	<u>MCG Application for GME</u> <i>*ONLY for programs do not use ERAS</i>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Acceptance Letter</u> – signed by Program Director and House Officer
<input type="checkbox"/>	<input type="checkbox"/>	<b>3 Letters of recommendation</b> (must be on letterhead and signed)
<input type="checkbox"/>	<input type="checkbox"/>	CV (updated)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of GA Medical License <i>or</i> Complete Residency Training Permit application
<input type="checkbox"/>	<input type="checkbox"/>	Copy of DEA registration certificate (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	USMLE: Step 1 _____ Step 2 CS _____ CK _____ Step 3 _____
<input type="checkbox"/>	<input type="checkbox"/>	COMLEX: Level 1 _____ Level 2 CE _____ Level 3 _____ PE _____
<input type="checkbox"/>	<input type="checkbox"/>	BLS, ACLS, ATLS, PALS (clear copy of front and back)
<input type="checkbox"/>	<input type="checkbox"/>	Certificate(s) of Internship and/or Residency training
<input type="checkbox"/>	<input type="checkbox"/>	Final Summative Evaluation written or electronic verification of previous educational experience(s) and summative competency-based evaluation (required for all House Officers that have been in a previous Internship/Residency/Training program)
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Good Standing from Program Director on letterhead (required for House Officers currently in a training program <i>or</i> who answer yes to questions 20-22 on page 2 of the RTP application.) Letter must state whether the House Officer is “in good standing”. <i>*Not required if a certificate of completion has been provided for the training program</i>

<u>Items the GME Office will collect from House Officer</u>		
<i>Additional required items for Non-U.S. Citizens</i>		
<input type="checkbox"/>	<input type="checkbox"/>	Permanent Resident Card (if applicable) clear copy of front & back of card
<input type="checkbox"/>	<input type="checkbox"/>	Employment Authorization Document (if applicable) clear copy of front & back of card
<input type="checkbox"/>	<input type="checkbox"/>	J-1 Visa: I-94 _____ DS 2019 _____ ECFMG Acceptance Letter _____ Ministry of Health Letter _____
<u>GME Routing Checklist</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Transfer E-Par submitted _____ Contract and License verification to HR _____
<input type="checkbox"/>	<input type="checkbox"/>	Badge form sent for signature(s) _____ Complete Badge form to Jag Card Office _____
<input type="checkbox"/>	<input type="checkbox"/>	File created for new Training Program _____ Notify IT, HIMS of transfer to new program _____
<input type="checkbox"/>	<input type="checkbox"/>	Transfer to new program in Banner