



## Office of Graduate Medical Education West Virginia University School of Medicine

### **Certificate Policy**

Certificates will be issued by the West Virginia University School of Medicine Office of Graduate Medical Education to those residents that meet the following criteria:

1. Successful completion of a one year accredited program.
  - a. Transitional Year
  - b. Preliminary Surgery
2. Successful completion of all requirements from an accredited program in which the resident is board eligible. The dates on the certificate will reflect the dates served at WVU. The trainee will be listed as a resident. The ACGME defines a resident as any physician in an accredited graduate medical education program including interns, residents and fellows.
3. Successful completion of all requirements in an institutionally approved non-standard program.

Anyone leaving a program without completion of the program in which they were enrolled will receive a letter from the program director stating their dates of service, status within the program, and rotation completed. This letter should be signed by the program director and the DIO.

Replacement certificates will be created at a charge of at least \$30.00. These certificates will be dated the date the replacement certificate is created and state 'duplicate'.

Exceptions to this policy must be approved by the GMEC Taskforce and the DIO.

Approved by the GMEC Taskforce: June 7, 2007

Approved by the GMEC: July 13, 2007