

POLICY: Certificates of Program Completion and Graduation Participation

Purpose: To provide a policy and procedure for issuing “Certificates of Program Completion” to Housestaff and participation in the graduation ceremony.

Policy:

1. “Certificates of Program Completion” will be issued to housestaff and Physician Assistant Residents who successfully complete a residency or fellowship program in the UCSF Fresno Medical Education Program.
2. Chief Resident certificates will be issued to housestaff who remain in the UCSF Fresno program and successfully complete the one year of extended assignments as Chief Resident.
3. For housestaff who leave the program before successful completion, a letter will be provided by the Program Director, which lists rotations successfully completed.
4. In the event an original certificate is lost or destroyed, originals can be provided with the UCSF seal affixed for a fee. See the replacement process below.
5. All trainees graduating from their training program may participate in graduation. The exceptions to this policy are as follows:
 - a. Psychiatry residents who have not completed their training program, but will fast track into a fellowship program may participate in the graduation ceremony and receive a certificate verifying their training dates;
 - b. Housestaff who are off-cycle and will graduate at a later date may also participate in the graduation ceremony with their class.

Procedure:

1. For the purpose of certificate completion, individual programs will complete an Electronic Training Action (ETA) for each resident/fellow who successfully complete a residency or fellowship program.
2. The ETA will include information for certificate completion, including training dates and details as to how the resident/fellow's name should appear on the certificate. The only credentials that will be printed on the certificate are MD or DO. The university recognizes that many of its housestaff use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the university acknowledges that a preferred name can be used in addition to the person's legal name.
3. Certificates will be prepared by the Graduate Medical Education Office (GME) and made available for signature by the respective Program Director and Associate Dean.
4. Certificates will be released to housestaff only upon successful completion of the check-out procedure as established by the Graduate Medical Education Office (GME).

Replacement of a Certificate:

Certificates can be replaced if lost. The following process must be followed to obtain a duplicate certificate of completion.

1. Submit a completed written request form (included within this policy) to the Graduate Medical Education Office (GME) to obtain a certificate of completion.
2. Submit a check or money order made out to “UC Regents” for \$25.00.

3. The Graduate Medical Education Office (GME) will verify training information, obtain signatures on the certificate, and mail the certificate of completion to the address submitted on the request form. Processing time will depend on verification and obtaining approval and signatures from the residency/fellowship training Program Director and Associate Dean.

(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)

Michael Peterson, MD, Associate Dean

**REQUEST FOR REPLACEMENT
CERTIFICATE OF TRAINING COMPLETION**

Certificates may take 3-4 weeks to process. Certificates will be mailed via FedEx 2Day®.
Include your email address to have tracking information sent to you.

Mail form and \$25 payment (made payable to "UC Regents") to:
UCSF Fresno, Office of Graduate Medical Education
155 N. Fresno Street, Suite 251 | Fresno, CA 93701

Resident/Fellow Name: _____
(Name used during training)

Training Program: _____ Graduation Year: _____

Date of Birth: _____ Phone: _____

Email: _____

Mailing Address for Certificate:

For GME Office Use:

☐ Resident/Fellow Training File Verified ☐ Check or Money Order Received & Submitted to Finance

Processed by: _____ Date: _____
 GME Staff Member Name