



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 50.05, **Certificates of Completion**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to establish a policy for issuing Certificates of Completion for Residency/ Fellowship training.

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to the Office of the Dean for approval and publication

POLICY/PROCEDURE:

1. Issuance of Certificates.

- a. Certificates will be issued to residents successfully completing their preliminary post-graduate year.
- b. Certificates of Completion will be issued to residents satisfactorily completing residency training requirements for board eligibility.
- c. Certificates of Completion will be issued to fellows satisfactorily completing fellowship training requirements for board eligibility.
- d. Certificates may be issued to residents who complete an intern year of training at the recommendation of the program directors.

2. Non-completion of Training. A letter containing dates of attendance will be provided for those who do not complete their training.