



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 year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to each campus GMEC for comment and the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. Certificates will be issued to residents successfully completing their preliminary post-graduate year.
2. Certificates of Completion will be issued to residents satisfactorily completing residency training requirements for board eligibility.
3. Certificates of Completion will be issued to fellows satisfactorily completing fellowship training requirements, including those for board eligibility and non-standard training programs.
4. Certificates may be issued to residents who complete portions of residency or fellowship training that exceed one year, at the recommendation of the program director.
5. A letter with dates of attendance will be provided for those who do not complete their training.