



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

CERTIFICATES OF COMPLETION

PURPOSE: The purpose of this Texas Tech University Health Sciences Center School of Medicine (TTUHSC SOM) Graduate Medical Education (GME) Policy and Procedure is to establish a policy for issuing Certificates of Completion for Residency/Fellowship training.

REVIEW: This TTUHSC SOM Policy and Procedure will be reviewed on [September 1](#) of each odd-numbered year by the Lubbock GME Office, with recommendations for revision forwarded to the GME Coordinating Council by [September 30](#) of the same year.

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 for board eligibility.
4. Certificates may be issued to residents who complete an intern year of training at the recommendation of the program directors.
5. A letter with dates of attendance will be provided for those who do not complete their training.