

Graduation Certificate Policy

Scope: Residents and fellows who have graduated from University of Washington graduate medical education (GME) training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME) and Council on Dental Accreditation (CODA), or who have completed a defined clinical training experience. This also includes Senior Fellows in non-ACGME accredited programs. Residents, Fellows, and Senior Fellows are hereafter referred to as “Residents”

Background: Graduation certificates for completion of a defined training experience in a residency or fellowship program is centralized through the UW GME Office. Several different types of certificates are available, including graduation certifications, completion of preliminary training years, and chief resident certificates. The purpose of this centralized process is to ensure that several important operational and reporting requirements are met, including:

1. Verification that the trainee has successfully completed the training program or a defined training pathway (e.g., preliminary training).
2. Authority of certificate signatories, and accuracy of training dates and degree(s) awarded, if any (e.g., MD may not replace MBBS).
3. Consistency of the UW GME brand on official institutional documents.
4. Prevention of unauthorized use of the Dean’s signature.
5. Centralization of the cost to generate certificates.

Policy: Residents who successfully complete the requirements for their training program or a defined clinical experience in such program must receive a certificate of completion.

- **Program Name:** Name of program on certificate will reflect the official name of the program.
- **Dates:** Dates will reflect the program start and end date for the Resident in his/her program or defined training experience in such program. If there is an extension in training (e.g., due to leave, remediation) the end date will reflect the amended end date in the program.
- **Program Pathways:** Program tracks or delineation of program years will not be included on the certificates.
- **Signatories:** Certificates will include the electronic signatures of the Program Director, Department Chair, Designated Institutional Official, and the Dean. Additional signatories cannot be accommodated.
- **Signature Date:** The effective date of the certificate will be the last day of the training program, and the signatories will reflect program and institutional leadership at the time the certificate is printed.

Programs are not authorized to generate their own certificates. Program-generated certificates sent to the GME Office or to the Dean’s Office for the Dean’s signature will be rejected.

Procedures: Programs must order certificates from UW Creative Services through the GME CertMaker program. Programs are responsible for submitting accurate information and reviewing the draft certificates generated by UW Creative Services for any corrections or changes. Detailed instructions for requesting certificates are provided in the GME CertMaker instruction guide located in MedHub. Orders may be placed at depts.washington.edu/certmake.

Certificates may be requested by programs after they have terminated the Resident appointment in MedHub. Terminations in MedHub may be submitted no more than ninety

(90) days in advance of the appointment end date. Certificate requests will not be reviewed and approved until after the termination has been approved by the GME Office.

Signatures: Electronic signatures will be used for all signatories unless they opt not to use an electronic signature. Contact uwgme@uw.edu to request any updates or corrections.

Costs: The GME Office will pay for one, initial certificate for each resident participating in a training program. Programs may purchase certificate covers at the cost of \$10.00 per cover. If a program requests changes to a certificate after the order has been placed, the program will be responsible for paying for the new certificate.

Replacement

Certificates: Residents may request a replacement certificate at their own expense. The effective date will be the date that the certificate is printed, and the signatories will reflect program and institutional leadership at the time the certificate is printed. Requests must be submitted to the GME Office via the Certificate Replacement Form available from the GME Office. All requests for a replacement certificate with a different name than that which appeared on the original certificate must include one of the following appropriate legal documents: marriage license/certificate, court order, divorce decree, adoption paper, passport/permanent visa, or Social Security card.