

## GME CERTIFICATES OF TRAINING

Residents who successfully complete all requirements of their training program will receive a certificate of completion. A certificate will be issued at the completion of a full residency/fellowship training program or Preliminary year training program. An official verification of training letter will be issued when a resident or fellow does not complete the full training program.

### Specifications

All certificates for any ACGME-accredited training program must adhere to the following criteria:

1. Paper will be 60 or 65 pound Skytone Parchment.
2. Size will be 10 x 13 inches.
3. Printing will be in black ink.
4. Font will be Constantia, Monotype Corsiva, or calligraphy by hand.
5. No seal or logo will be printed on the certificate.
6. The official name of the campus, "The University of Tennessee Health Science Center" will appear on the top line of the certificate.
7. "College of Medicine" will be printed below the UTHSC line.
8. The bottom two signatures on the left-hand side of the certificate will be the Program Director and then Chair on the bottom.
9. The bottom two signatures on the right-hand side of the certificate will be the Dean and then the Chancellor on the bottom.
10. The following wording will be on all certificates:
  - To All to Whom These Presents Shall Come,
  - Greetings
  - Be it known that
  - (Name)
  - Is hereby granted this certificate for having performed his/her duties
  - Faithfully and satisfactorily in the capacity of
  - (Resident/Fellow) in (Program)
  - (Dates of training)
  - In Witness whereof we have hereunto set
  - our hands this (day) day of (month), (year).
11. Additional signature lines are discouraged but permitted.
12. Additional institution names on the certificate are discouraged but permitted.

### Process

- Each program must have its certificates printed, signed by the Program Director and Chair, and sent to the GME Office no later than May 15.
- GME will authorize the certificate, secure the Dean's signature, the Chancellor's signature, and apply the seal.

- Note that it typically takes 2-4 weeks to secure the necessary signatures.
- GME will contact the program to pick up the completed certificates.
- Certificates should not be given to trainees until they have completed all program requirements.

#### GME Printing of Certificates

- In April of each year, the GME Office will send an email to all programs asking for the list of those residents/fellows who will be graduating in June or July, along with appropriate certificate information.
- For programs that strictly adhere to the policy and have no additional signature lines or institutions on their certificates, the GME Office will print and pay for the programs' certificates.
- For programs that do not use the standard format; i.e., additional signature lines, they will be responsible for printing and covering the cost of their certificates and sending to GME by the May 15 deadline.

#### Reprinting of Certificates

- Should a trainee lose his/her certificate, another can be reissued at no charge.
- The current format for certificates must be used.
- The correct training dates must be printed but the witness date on the certificate must be the current date and not the original date on the certificate.
- The above procedure will be followed for reprints.