

**RUSH-UNIVERSITY MEDICAL CENTER
Graduate Medical Education
Certificate of Completion Policy**

At the successful conclusion of a residency or fellowship training period or program, trainees typically receive a certificate. The following is the policy for training programs that are sponsored by Rush University Medical Center:

1. Upon the satisfactory completion of the training program, a **Certificate of Completion** will be issued by the GME office.
2. The certificate will state that “ (name) has successfully completed a (residency/fellowship) in (program) on (date) ”.
3. The certificate will bear the signatures of:
Rush President and CEO; Dean, Rush Medical College; Associate Dean, Graduate Medical Education; Program Director and Department Chair.
(Some signatures will be electronic; the program director’s will always be actual.)
4. Sub-specialty residents in designated preliminary year programs may receive a certificate for the preliminary year, if they are transferring out of the institution or to another department within the institution.
5. Each program shall create and disseminate its policy that defines “successful” completion of the training program. A program must be able to articulate the required elements of the program curriculum and document, using its normal assessment instruments, satisfactory completion of the requirements of the training program.
6. For housestaff who have served at Rush but have not completed the training program, a letter will be generated by the Program Director with Graduate Medical Education co signature detailing the dates served and the status of the housestaff at the time of leaving the institution.

*Approved at Rush GMEC meeting of January 22, 2007
Revised and approved at Rush GMEC meeting of November 19, 2007*