POLICY: Trainee Transfer Policy
Policy Number: 11.1
Chapter: Program Responsibilities

Purpose:
To outline the procedures that must be followed when a trainee is transferring from one training program to another.

Policy:
Trainee Transfers:
Prior to accepting a transferring trainee into the training program, the Program Director is required to obtain written verification of previous educational experiences and a statement regarding the competency-based performance evaluation of the transferring trainee. A program director is conversely required to provide verification of trainee education for trainees who may leave the program prior to completion of their education.

The intent of these standards is to assist the program accepting the transferring trainee in preparing an appropriate educational plan, and to allow forwarding of the documentation to the pertinent ABMS-member board to confirm board eligibility once the trainee completes training.

Pre-Requisite Training:
The expectation for documentation of prior training also applies to trainees who complete a preliminary or transitional year at this institution or another institution. Trainees entering fellowship programs at the completion of a core program do not require transfer letters.

This documentation of prior training must be maintained in the trainee’s permanent file.