

University of Utah Health
Addiction Medicine Fellowship
Application Process

1. Applicants must meet the University of Utah criteria for residency eligibility as posted online: <https://medicine.utah.edu/gme/residents-fellows/application.php>.
2. Before entering the addiction medicine fellowship program, applicants must be board-eligible or board-certified in an American Board of Medical Specialties (ABMS) specialty. Applicants must complete the University of Utah Graduate Medical Education (GME) office paper application and credentialing forms. The University of Utah GME office completes the credentialing process, including education and license verification, background checks, and a urine drug screen.
3. All applicants must have or be eligible to obtain a Utah medical license, Utah controlled substance license, and a DEA number. The Utah medical licensing boards (for MD's or DO's) require that all applicants for a Utah medical license complete the Federation of State Medical Boards' (FSMB) Credential Verification System (CVS), which provides independent confirmation of credentials to practice in the state.
4. Applicants must follow the policies and procedures regarding eligibility and selection criteria for the addiction medicine fellowship. All applicants must fill out a standard application (the University of Utah Addiction Medicine Fellowship Program Application Worksheet) and provide documentation for items in the worksheet.
5. Applicants must submit a one to two page letter describing their interest in addiction medicine, and submit a current curriculum vita.
6. In addition, applicants must apply for a waiver from the SAMHSA Center for Substance Abuse Treatment to prescribe buprenorphine or buprenorphine-naloxone for the treatment of opioid dependence. This waiver and an X DEA number requires 8 hours of specialized training and **must be obtained prior to the start of training. Allow at least 60 days for this process.**
See: <https://www.samhsa.gov/medication-assisted-treatment/buprenorphine-waiver-management> for details about the process and requirements.
7. **Internal applicants from the University of Utah** Residency Programs must provide the following documentation:
 - a. Full residency training file, including Dean's letter from medical school.
 - b. Letter from Residency Program director covering: 1) A letter of reference reviewing the resident's performance, and their professional behavior, 2) detailed information indicating the applicant will have met all training requirements by the end of the academic year (June 30) prior to the start of the fellowship.
 - c. Letter of recommendation from a faculty member other than the residency program director (preferably an addiction medicine specialist).
8. **External applicants from programs outside of the University of Utah, and applicants who have finished residency training one or more years prior to application:**
 - a. Two letters of reference, preferably one from an addiction medicine specialist.
 - b. Letter from residency program director covering: 1) A letter of reference reviewing the fellow's performance, and their professional behavior, 2) detailed information indicating the applicant will have met all training requirements by the end of the academic year (June 30) prior to the start of the fellowship.
 - c. Dean's letter from medical school.
 - d. Release of information forms, signed by the applicant, allowing the ADM Program Director to communicate with the applicant's current or past program director, and with current or past employers (if applicable).
9. In-training exam scores are not required, but will be reviewed if the applicant elects to send them to bolster their application.
10. Fingerprinting and a criminal background check must be completed prior to working in University of Utah outpatient clinics.
11. Qualified applicants will be invited for an in-person interview with fellowship faculty after the above materials (with the exception of #6, which can be in process, and #10, which occurs after acceptance to the program) are received.
12. Any questions should be directed to Cassie Bowles at 801-587-3543 or Cassie.Bowles@hsc.utah.edu