

# Medical Education

**POLICY CODE:** 101

**SUBJECT:**

Eligibility to Participate in a Residency Training Program

---

**POLICY:** The Graduate Medical Education programs of SJMO will select only those physicians and dental applicants who meet the criteria for eligibility and recommended by the Program Director and Director of Medical Education. The documentation of eligibility of residents in all programs will rest with the Program Director of each program under the auspices of the Director of Medical Education and the Graduate Medical Education Committee in full compliance with ACGME, AOA, CODA, NRMP, and ECFMG requirements.

**PURPOSE:** To define the criteria for eligibility of physicians to participate in SJMO-sponsored residency programs.

**PROCEDURE:**

A. United States Graduates

1. The applicant must be a graduate of a medical school in the United States whose programs are accredited by the Liaison Committee on Medical Education (LCME), Commission on Dental Accreditation or the American Osteopathic Association (AOA).
2. The applicant is responsible to present to the program upon request:
  - a. A medical school diploma
  - b. A Dean's letter
  - c. Three or more medical school reference letters
  - d. Medical school transcripts
  - e. Scores from USMLE Step I and Step II and Clinical Skills Assessment or Complex Scores Part I and Part II CE
3. The applicant may appear for a personal interview with the Program Director and others appointed by the Program Director or designee.

B. United States citizens who are graduates of foreign medical schools

1. The applicant is a United States citizen who attended medical school outside of the United States whose school is recognized for educational licensure by the State of Michigan.
2. The applicant must be eligible for:
  - a. A current certificate from the Educational Commission for Foreign Medical Graduates (ECFMG/USMLE).
  - b. Should be eligible for an educational limited license at a minimum to practice medicine in a US licensing jurisdiction in which they are training.
3. The applicant is responsible to present to the program upon request:
  - a. A medical school diploma or 5th Pathway certificate
  - b. A Dean's letter
  - c. Three or more medical school reference letters
  - d. Medical school transcripts
  - e. Scores from USMLE Step I, Step II and Clinical Skills Assessment
4. The applicant should also appear for a personal interview with the Program Director and others appointed by the Program Director or designee.

---

**DATE:** 07/01/17

**SUPERSEDES:** 08/26/16

# Medical Education

**POLICY CODE:** 101

**SUBJECT:**

Eligibility to Participate in a Residency Training Program

---

- C. International Medical Graduates (IMG)
1. Applicants who are citizens of other countries who have attended medical school outside of the United States or Canada. The school must be recognized for licensure by the ECFMG.
  2. The applicant must show proof of eligibility by providing:
    - a. A current certificate from the Educational Commission for Foreign Medical Graduates (ECFMG/USMLE)
    - b. Should be eligible for an educational limited license to practice medicine in a US licensing jurisdiction in which they are training (Michigan).
    - c. Proof of either permanent resident status, EAD or be eligible to hold a valid JI visa.
  3. The applicant should also provide upon request:
    - a. A medical school diploma
    - b. A Dean's letter
    - c. Three or more medical school reference letters
    - d. Medical school transcripts
    - e. Scores from USMLE Steps I, Step II and Clinical Skills Assessment
  4. The applicant may also appear for a personal interview with the program director and others appointed by the program director.
- D. Applicants for advanced standing must meet the above requirements as well as provide certification of prior training and the training must be verified in writing by the program director and by ECFMG certification including a summative competency based performance evaluation. Only applicants who have successfully completed USMLE 3 will be considered for advanced standings unless approved by the DIO in advance.
- E. Resident applicants who are in advanced standing and cannot complete their residency training in a time frame that will result in 100% reimbursement on direct medical education benefits will not be accepted without special approval by the Director of Medical Education.
- F. If there is a question regarding the eligibility of an applicant, the final decision will rest with the Director of Medical Education.
- G. All applicants must be considered under Department of Medical Education policies and must comply with the United States Federal Government Department of Health and Human Services, Department of Immigration and Naturalization, Visa and Cobra 85 Regulations and Guidelines. Further, they must be eligible for a State of Michigan Educational Limited License.
- H. Residency programs are permitted to set minimum scores for standardized tests as a criterion for interview of an applicant. Special qualifications may be considered by the Program Director with concurrence of the DIO in lieu of minimum test scores.
- I. Verification of all information provided must be accomplished through a primary source.

---

**DATE:** 07/01/17

**SUPERSEDES:** 08/26/16