Date: December 22, 2017
To: Residents and Fellows
From: OGME
Re: Reappointment Requirements

Below are instructions for being reappointed in your program, OR if you are changing programs within UMass. Please follow the directions carefully and if you have any questions, let your Program Coordinator know or contact GME.

1. **Reappointment Agreement:** Complete the back part of the agreement and sign where indicated. Return to your Program Coordinator for Program Director’s signature.

2. **License Applications:** A letter of renewal from the Board of Registration with instructions and information will be distributed separately.

   ***All residents and fellows who will be applying for a full license should apply by mid-February in order to guarantee approval by July 1. Please note that US medical school graduates completing their PGY2 year and IMGs completing their PGY3 year CANNOT receive a full license until the first Board meeting in July. If you fall into either of these categories and plan to apply for a full license, you must still renew your limited license first.***

3. **The Annual Electronic Learning Modules (or E-Learning 4U):** Curriculum will be available in late February or early March. You will receive an email from GME when the curriculum is ready for you to log in and complete the annual modules. This is mandatory for continuation in your program after July 1.

4. **Life Support Classes:** If you need to recertify in life support classes, you may register online via the Continuing Education website. Please let your Program Coordinator know what classes you need. **PLEASE register early,** as the classes do fill up. If there are issues with the classes being full, contact GME so we can work with Continuing Education to open more. If you cannot attend the scheduled ACLS/BLS class, **YOU MUST call Continuing Education to cancel (X63041), otherwise you will be responsible for the cost of the class and a no show fee.***

5. **PPD/TST Tests:** ALL residents/fellows must clear Employee Health ANNUALLY by May 31st. Ask for a copy of the paperwork when you have it read. If you had a past positive PPD, then you only need to fill out the symptom questionnaire included in the attachments. **If you are not in compliance, you will be pulled from service with no pay July 1st.***

6. **USMLE/COMLEX:** Please make sure GME has copies of your Steps 2CK and CS and STEP 3 (if not already provided to us). **PLEASE NOTE:** No limited license application will be submitted for your PGY3 year if you have not passed USMLE Step 3 and given a copy of the score to GME.

7. **Change of Program:** If you are completing your program and are changing to another UMASS program, you must complete all of the above. Additionally, a Malpractice application form (attached) and lab coat/scrubs & name tag order forms (attached) must also be completed.