1. LICENSE RENEWALS
   Please monitor license renewals and make sure the program director signs forms answering two questions – Resident is in good standing in the program (hopefully answer is YES) and Resident has been subject to disciplinary action (hopefully answer is NO). Program Director are required for all change of program applications and extensions. Additional documentation is required for issues, leaves of absence and malpractice claims. Please try to complete all renewals prior to the Match. The BORM wants all renewals completed so they can devote their full attention to the volume of new applications.

2. NEW STIPEND SCHEDULE
   The new annual stipend schedule for July 1, 2019 through June 30, 2020 has been approved. The total annual rate will be paid over 26.2 pay periods (26 pay periods plus 2 days). This takes into account that 2020 is a leap year.

3. REAPPOINTMENT AGREEMENTS
   Instructions will be provided for completion of reappointment agreements and stipend levels to use. Note the different agreements for Reappointment, Change of Program Reappointment and Research Reappointment.

4. UPDATED POLICIES
   Revised versions of the following policies will be posted on the Library Guide. Please delete and versions you may have saved on your computer:
   - GME EDUCATION ALLOWANCE
   - GME LICENSURE REQUIREMENT
   - GME STIPEND LEVEL GUIDELINES
   - GME OUTSIDEN ELECTIVES
   - GME ELECTIVE AUTHORIZATION FORM

5. PROGRAM LETTER OF AGREEMENT TEMPLATES – DOMESTIC AND INTERNATIONAL

6. MEALS AT NIGHT ON THE UNIVERSITY CAMPUS
   A freezer is now available in the physician lounge area adjacent to the cafeteria that will be stocked with frozen dinners for residents on call who are unable to get dinner during regular cafeteria hours. This arrangement has been working well at the Memorial Campus.

7. EMAIL MIGRATION