

# Resident Transfer Checklist

## Required of the Program Director Releasing the Resident

To be submitted in a timely manner to the program accepting the resident:

- Training schedule
- Signed assessments for all rotations completed
- Verified resident logs from the resident's starting date to the date of release from the program

To be submitted in a timely manner to the program accepting the resident:

- Notification to the council within two weeks of the resident's departure

## Required of the Program Director Receiving the Resident

To be submitted within 30 days of the resident's official acceptance:

- Formal letter
  - o Name of resident
  - o Name of releasing institution
  - o Confirmation that all materials submitted by the releasing institution have been reviewed
  - o Type of residency program completed (if resident is returning from private practice. This includes RPR, PPMR, POR, PSR-12, PSR-24, PM&S-24, PM&S-36, and PMSR)
  - o Dates of training at releasing institution
  - o Residency sponsored by the releasing institution
  - o Year/month into which the resident is transferring
  - o Category into which the resident is transferring (PMSR or PMSR/RRA)
  - o Confirmation that the resident is transferring into an open position
  - o If the transfer constitutes an increase in positions, the request must include an application for *Authorization of Increase in Residency Positions*.
  - o The resident has passed parts I and II of the APMLE exam
  - o Evidence that the cumulative training will include a minimum of three months in internal/family medicine + infectious disease + two medical subspecialties.
- Transfer fee
  - o \$250 – if CPME is notified within 30 days of acceptance
  - o \$1000 – if CPME is notified after more than 31 days of acceptance
- Comprehensive training schedule for the remainder of the resident's training. The schedule must include the length, location, and date for each rotation.