

NOTE TO ASTP TRAINING PROGRAM DIRECTORS:

- 1) A certification of doctoral degree must accompany this Transmittal for Appointment.
 - 2) As with all faculty appointments, a letter to Dr. Miller is required if an ASTP trainee does not accept appointment or resigns appointment prior to date of termination.
 - 3) Issuance of a certificate is contingent upon satisfactory completion of six months or more of ASTP training.
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ASTP TRAINEE APPOINTMENT DOCUMENTATION REQUIREMENTS:

ASSISTANT OR INSTRUCTOR

1 copy	Advanced Specialty Training Program Trainees Transmittal Sheet
1 copy	Letter of recommendation from Department Director*
2 copies	Curriculum Vitae and Bibliography
1 copy	Affirmative Action Report**
1 copy	Original degree certification

* Letter of recommendation should contain a statement describing the background of the individual and the anticipated role of the individual in the activities of the Medical Institutions.

** Refer to the Guidelines for Completing the Affirmative Action Report for Faculty and Executive/Administrative/Managerial Staff Appointments to determine Affirmative Action requirements for new appointments.

RACE/ETHNIC CATEGORIES

Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

1. **Hispanic or Latino** – a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
 2. **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 3. **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 4. **Native Hawaiian or other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 5. **Black or African American** – A person having origins in any of the black racial groups of Africa.
 6. **White** – A person having racial origins in any of the original peoples of Europe, the Middle East, or North Africa.
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ASTP CREDENTIALING REQUIREMENTS:

U.S. Medical School Graduates

ASTP trainee must:

1. be either a U.S. citizen or a foreign national who holds permanent resident or immigrant status or a visa appropriate for professional activities.
2. qualify for an active staff appointment in the Johns Hopkins Hospital, including Maryland state licensure.

International Medical Graduates

ASTP trainee must:

1. must be a graduate of a international medical school recognized by the Johns Hopkins University School of Medicine or have been approved for reciprocity.
2. provide proof of ECFMG certification (institutional requirement).(ECFMG requirement waived for Canadian medical school graduates)
3. be a permanent resident or immigrant of the U.S. or hold a visa appropriate for professional activities.
4. qualify for medical staff appointment in the Johns Hopkins Hospital, including Maryland state licensure.

Questions concerning these requirements should be directed to the Office of the Registrar, Faculty Records, School of Medicine at 410-614-3300.