SUMMARY OF DOCUMENTATION REQUIRED FOR APPOINTMENT TO POSTDOCTORAL FELLOW (INCLUDING HOUSE STAFF), OBSERVER, AND TRAINEE STATUS IN THE JOHNS HOPKINS UNIVERSITY SCHOOL OF MEDICINE

CLINICAL POSTDOCTORAL FELLOW\(^1\) or RESEARCH & CLINICAL POSTDOCTORAL FELLOW\(^1\)

1. Transmittal Sheet for Postdoctoral Fellowship Appointment
   - Addendum to Appointment Transmittal for Applicants with Foreign Funding (if applicable)
2. Maryland Hospital Credentialing Application (including gap information, if applicable), Johns Hopkins Attachment and Supplemental Bio. Info. Form\(^2\)
3. Degree Certification\(^3\)
4. Criminal Background Investigation Report Form (not required for Rotators)
5. For International Medical Graduates: ECFMG Certification\(^4\)
6. For Internationals: Appropriate visa in accordance with School of Medicine visa guidelines
7. For International Medical Graduates: Reciprocity Review required if not a graduate of a LCME accredited medical school, completed at least one year of ACGME or Canadian accredited training, or on the approved reciprocity list. (Not required for rotators from ACGME accredited programs.)
8. Offer letter
9. CV
10. Rotators from ACGME Programs must provide:
    - a copy of their individual resident information from the Resident Administration, Master Record Section found on ACGME’s Accreditation Data System (WEB-ADS),
    - a Letter of Good Standing from the current program director,
    - A waiver and proof of coverage for health insurance
11. Funding support documentation, if not on JHU payroll
12. Confidentiality Agreement

RESEARCH POSTDOCTORAL FELLOW

1. Transmittal Sheet for Postdoctoral Fellowship Appointment
   - Addendum to Appointment Transmittal for Applicants with Foreign Funding (if applicable)
2. Application for Appointment as Research Fellow & Supplemental Biographical Information Form\(^3-A\)
3. Degree Certification\(^3\)
4. Criminal Background Investigation Report Form
5. For International Medical Graduates: ECFMG Certification\(^4\)
6. For Internationals: Appropriate visa in accordance with School of Medicine visa guidelines
7. Offer letter
8. Funding support documentation, if not on JHU payroll
9. CV
10. Confidentiality Agreement

POSTDOCTORAL FELLOW - HOUSE STAFF\(^1\)

1. Transmittal Sheet for Postdoctoral Fellowship Appointment
2. Maryland Hospital Credentialing Application (including gap information, if applicable), Johns Hopkins Attachment, and Supplemental Bio. Info. Form\(^2\)
3. Degree Certification\(^3\)
4. Criminal Background Investigation Report Form
5. For International Medical Graduates: ECFMG Certification\(^4\)
6. For Internationals: Appropriate visa in accordance with School of Medicine visa guidelines
7. For International Medical Graduates: Reciprocity Review required if not a graduate of a LCME accredited medical school, completed at least one year of ACGME or Canadian accredited training, or on the approved reciprocity list.
8. Offer letter, if accepted outside of the Match
9. CV
10. Confidentiality Agreement

OBSERVER\(^1\)

1. Transmittal Sheet for Trainee/Observer Appointment Requests
2. Medical Staff Administration approval of Observer appointment
3. Biographical Information Form
4. Degree Certification\(^3\)
5. For International: Appropriate visa in accordance with School of Medicine visa guidelines
6. Confidentiality Agreement

TRAINEE

1. Transmittal Sheet for Trainee/Observer Appointment Requests
   - Addendum to Appointment Transmittal for Applicants with Foreign Funding (if applicable)
2. Biographical Information Form
3. For International: Appropriate visa in accordance with School of Medicine visa guidelines
4. Verification of enrollment in a degree program
5. Honor Code
6. Criminal Background Investigation Report Form
7. Offer letter
8. Funding support documentation, if not on JHU payroll
9. Confidentiality Agreement

\(^1\) Appointment to this category in a clinical department of the School of Medicine requires a concurrent hospital appointment for clinical activities and for professional liability insurance coverage. Questions concerning appointment in the Johns
2 The Maryland Hospital Credentialing Application, Johns Hopkins Attachment, and Supplemental Biographical Information Form are to be submitted as follows:

For clinical fellows, research & clinical fellows, and house staff:
1. Original kept by either MSA or CCO
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu

3 Degree Certification
Certification of all doctoral degrees (M.D., Ph.D., D.D.S., or foreign equivalent) must be provided by an original source document and maintained as noted below. An original source document can be an original letter of certification or an original transcript sent by the Dean's Office or Registrar's Office of the trainee's school directly to the respective credentialing coordinator. Photocopies or notarized photocopies of a diploma, licensure certificate, facsimile, etc. are not acceptable certification documents. All certifications are to be in English. If an original source document is not obtainable, call the Office of Postdoctoral Programs (410-502-0463) for advice on alternative options for appropriate documentation.

Graduate degrees will only be recognized with proper degree verification.

Certification for interns must be submitted by the 30th of June prior to their beginning date of July 1.

Submit as follows:

FOR CLINICAL DEPARTMENTS:
Clinical Fellows and House Staff -
1. Original kept by either MSA or CCO
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu
Research fellows -
1. Original kept in department
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu
Observers -
1. Original kept by MSA
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu

FOR BASIC SCIENCE DEPARTMENTS:
1. Original kept in department
2. Electronic copy to the School of Medicine via e-mail to PDocOffice@jhmi.edu

4 International Medical Graduate Certification
International Medical Graduates who wish to receive clinical training must hold ECFMG certification.

The examination requirements for ECFMG Certification include passing Step 1 and Step 2 of the USMLE. The Step 2 exam has two separately administered components, the Clinical Knowledge (CK) component and the Clinical Skills (CS) component.

Verification of ECFMG certification must be obtained by use of the standard ECFMG verification form. Copy of an ECFMG certificate alone is not sufficient.

Changes in School of Medicine appointments for postdoctoral fellows (including house staff), observers, and trainees are to be submitted via e-mail to PDocOffice@jhmi.edu using the Request for Change in Non-Faculty School of Medicine Appointment form. Please send a copy to the Medical Staff Administration Office, 5801 Smith Avenue, Davis Building, Suite 210, Baltimore, MD 21209 for changes to clinical appointments.

Appointment requests for the School of Medicine are to be submitted electronically to PDocOffice@jhmi.edu
Questions concerning appointments for the School of Medicine should be directed to the Office of Postdoctoral Programs (410-502-0463).

Office of the Registrar, JHUSOM, Miller Research Building Suite 147.

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