



CEDARS-SINAI MEDICAL CENTER.

OFFICE OF GRADUATE MEDICAL EDUCATION
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Applicant Policy Fact Sheet

(Excerpted from Graduate Medical Education policy #036, "Housestaff Recruitment & Selection")

Purpose

- A. To ensure that the selection and appointment of housestaff is fair and equitable, in accordance with Medical Center standards and ACGME institutional requirements.
- B. To ensure that all physicians-in-training have appropriate prerequisite education and training for their current training programs, in accordance with Medical Center and CALS-related standards.

Policy

A. Eligibility Standards

It is the policy of Cedars-Sinai Medical Center that all residency training program applicants meet at a minimum uniform eligibility standards, detailed below.

- 1. Minimum requirement for residencies:
 - a. Graduation from a medical school within the United States or Canada that is accredited by the Liaison Committee on Medical Education (LCME) prior to initiation of training at Cedars-Sinai Medical Center.
or
 - b. Graduation from an American- or Canadian Osteopathic Association-accredited medical school prior to initiation of training at Cedars-Sinai Medical Center.
or
 - c. Graduation from a medical school outside of the United States and Canada prior to initiation of training at Cedars-Sinai Medical Center AND documentation from the Medical Board of California certifying eligibility for postgraduate training in the State of California AND one of the following additional qualifications:
 - i. Current valid certification from the Educational Commission for Foreign Medical Graduates (ECFMG)
or
 - ii. Full and unrestricted licensure to practice medicine in a United States licensing jurisdiction
or
 - iii. Completion of a Fifth Pathway program provided by an LCME-accredited medical school.

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B. Selection

1. All selected physicians-in-training must be selected from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Eligible applicants must be afforded a review without discrimination based on sex, race, age, religion, color, national origin, disability, veteran status or sexual orientation.
2. Selection of physicians-in-training is to be conducted through participation in the National Resident Matching Program (NRMP) or other national organized matching program, to the extent possible.

C. Documentation

1. For a complete list, see "M.D. Resident Applicant Checklist" (page 3, below) or "D.O. Resident Applicant Checklist" (page 4, below)
2. At the Program Director's discretion, an applicant may be interviewed without receipt of the following, but will not be ranked or otherwise offered a position until the following are on file:
 - a. Dean's letter
 - b. Three letters of recommendation

D. Final acceptance into the program is contingent upon:

1. Satisfactory graduation from a school of medicine, verified in writing by CSMC via primary source.
2. For applicants with prior and/or current post-graduate training, satisfactory completion of prior training, verified in writing by CSMC via primary source (see Section III. Definitions / Responsibilities). A letter from the Program Director indicating satisfactory completion of prior training must also be on file by the start of postgraduate training.
3. Current licensure from the Medical Board of California, as applicable per GME Policy #106-N "California Medical Licensure".
4. Fulfillment of all other documentation requirements.

E. Verification of Prior Education and Training:

1. Fulfillment of prior education and training requirements must be verified in writing via primary source for all physicians-in-training.
2. Verification of education (for all) and prior training (for those with prior and/or current post-graduate training) must be obtained before any physician-in-training begins training at Cedars-Sinai Medical Center.

M.D. RESIDENT APPLICANT CHECKLIST

Applicant Name: _____ Program: _____

Citizenship: U.S. (by birth) U.S. (naturalized) Non-U.S.

Attended non-USA/Canada medical school (Actual/Expected Date of Graduation: _____)

Prior/Current Training (Institution: _____)

TO BE CONSIDERED FOR AN INTERVIEW

ALL Applicants must have on file:

- Transcript
- Deans Letter*
- 3 Letters of Recommendation*
- Copy of USMLE Scores, Part 1, if available
- Copy of USMLE Scores, Part 2, if available

* At Program Director's discretion, interview may take place without these items, however all items must be received before ranking/offer.

Applicants who graduated** from Non-USA/Canada medical schools must also have on file:

- California Board Letter ("Postgraduate Training Authorization Letter") or California Medical License
- ECFMG Certificate or License Or Fifth Pathway

** Applicants from Non-USA/Canada medical schools who have not yet graduated at the time of application must have listed items on file by commencement of postgraduate training at CSMC.

Applicants with prior and/or current post-graduate training must also have on file:

- Letter from current Program Director verifying prior training and satisfactory completion of current training.

TO BEGIN POSTGRADUATE TRAINING AT CSMC

ALL Applicants must have on file:

- All items listed in "To Be Considered for an Interview" section above, as applicable
- Primary Source Verification of Graduation from Medical School
- Primary Source Verification of all prior ACGME approved training - Not applicable
- BLS / ACLS / PALS / NALS Certification, as applicable
- Copy of DEA Certificate, if applicable
- Naturalized citizens must present a copy of the Certificate of Naturalization or a valid US Passport (prior to issuance of contract)

Non-US Citizens must also have on file (prior to issuance of contract):

- IAP66 form and J1 Visa
- Work authorization, Visa, or Alien Registration Card (Green Card)

D.O. RESIDENT APPLICANT CHECKLIST

Applicant Name: _____ Program: _____

Citizenship: U.S. (by birth) U.S. (naturalized) Non-U.S.

Attended non-USA/Canada medical school (Actual/Expected Date of Graduation: _____)

Prior/Current Training (Institution: _____)

TO BE CONSIDERED FOR AN INTERVIEW

ALL Applicants must have on file:

- Transcript
- Deans Letter*
- 3 Letters of Recommendation*
- NBOME scores, if available

* At Program Director's discretion, interview may take place without these items, however all items must be received before ranking/offer.

Applicants who graduated** from Non-USA/Canada medical schools must also have on file:

- California Board Letter ("Postgraduate Training Authorization Letter") or California Medical License
- ECFMG Certificate or License Or Fifth Pathway

** Applicants from Non-USA/Canada medical schools who have not yet graduated at the time of application must have listed items on file by commencement of postgraduate training at CSMC.

Applicants with prior and/or current post-graduate training must also have on file:

- Letter from current Program Director verifying prior training and satisfactory completion of current training.

TO BEGIN POSTGRADUATE TRAINING AT CSMC

ALL Applicants must have on file:

- All items listed in "To Be Considered for an Interview" section above, as applicable
- Primary Source Verification of Graduation from Medical School
- Primary Source Verification of all prior ACGME approved training - Not applicable
- BLS / ACLS / PALS / NALS Certification, as applicable
- Copy of DEA Certificate, if applicable
- Naturalized citizens must present a copy of the Certificate of Naturalization or a valid US Passport (prior to issuance of contract)

Non-US Citizens must also have on file (prior to issuance of contract):

- IAP66 form and J1 Visa
- Work authorization, Visa, or Alien Registration Card (Green Card)

FELLOWSHIP (M.D. or D.O.) APPLICANT CHECKLIST

Applicant Name: _____ Program: _____

Citizenship: U.S. (by birth) U.S. (naturalized) Non-U.S.
 Attended non-USA/Canada medical school (Actual/Expected Date of Graduation: _____)
 Prior/Current Training (Institution: _____)

TO BE CONSIDERED FOR AN INTERVIEW

ALL Applicants must have on file:

- EITHER the program's standard application OR the "California Participating Physician Application" section of the CSMC Medical Staff application.
- Copy of Medical School diploma or transcripts
- 2 Letters of Recommendation
- Letter from Residency Program Director verifying satisfactory performance in current or former residency program
- Copy of USMLE Scores, Part 1
- Copy of USMLE Scores, Part 2
- Copy of USMLE Scores, Part 3
- Copy of Medical license, if available

Applicants from Non-USA/Canada medical schools must also have on file:

- Non-Accredited Programs – Trainee must have a medical license at the start of the training program.
- Accredited Programs - California Board Letter ("Postgraduate Training Authorization Letter") or California Medical License
- ECFMG Certificate or License Or Fifth Pathway

TO BEGIN POSTGRADUATE TRAINING AT CSMC

ALL Applicants must have on file:

- All items listed in "To Be Considered for an Interview" section above, as applicable
- Primary Source Verification of graduation from medical school
- Primary Source Verification of completion of all prior ACGME approved training
- Primary Source Verification of current California Medical License (to be completed by GME Office)
- BLS / ACLS / PALS / NALS Certification, as applicable
- Copy of DEA Certificate, if applicable
- Naturalized citizens must present a copy of the Certificate of Naturalization or a valid US Passport (prior to issuance of contract)

Non-US Citizens must also have on file (prior to issuance of contract):

- IAP66 form and J1 Visa
- Work authorization, Visa, or Alien Registration Card (Green Card)