

## Applicant Policy Fact Sheet

*Excerpted From: Housestaff Recruitment and Selection Policy dated 10/8/2018*

### 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 all residencies except those indicated in A.2 and A.3. below:

- 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 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, if exempt from requiring full licensure, a Postgraduate Training Authorization Letter (PTAL) 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 the US licensing jurisdiction in which they are in training  
or
  - iii. Completion of a Fifth Pathway program provided by an LCME-accredited medical school.
- d. Additional eligibility requirements documented in the ACGME program requirements for the specialty.

2. Minimum requirement for Podiatric Medical Residency:

Graduation from a podiatric medical school within the United States or Canada that is accredited by the Council of Podiatric Medical Education (CPME), prior to initiation of training at Cedars-Sinai Medical Center.

3. Applicants who do not meet the above criteria cannot be considered for any graduate medical educational programs at Cedars-Sinai Medical Center.

### B. Selection

1. All physicians-in-training must be selected from among eligible applicants on the basis of residency program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

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. All applicants will have the following on file to be offered an interview:
  - a. Transcript or copy of medical school diploma
  - b. Copy of California medical license, as appropriate, if available.
  - c. For all residents except those addressed by d. e. or f. below:
    - Copy of USMLE scores Parts 1, and if available, Part 2
  - d. For D.O. residents:
    - Copy of NBOME scores, if available.
  - e. For podiatric medicine residents:
    - Copy of Podiatric National Board scores, if available
  - f. For fellows:
    - Copy of USMLE scores Parts 1, 2 and 3
    - The Cedars-Sinai Medical Center Physician Application Form, including attestation questions
2. Applicants who have graduated from Non-USA/Canada medical schools must have the following on file before being offered an interview. Applicants who have not yet graduated from a non-USA/Canada medical school may be interviewed but may not begin the training program until the following is on file:
  - a. Postgraduate Training Authorization Letter (PTAL) or California Medical License
  - b. ECFMG Certificate Or Fifth Pathway
3. At the Program Director's discretion, an applicant may be interviewed but will not be ranked or otherwise offered a position until the following are also on file:
  - a. For Applicants to Residency Programs:
    - i. Dean's letter (not required for podiatric medicine applicants)
    - ii. Three letters of recommendation
  - b. For Applicants to Fellowship Programs:
    - i. Two letters of recommendation
4. Applicants with prior training and/or currently in another program:
  - a. In addition to the documents listed in I.C.1. and 2., applicants must submit a letter from their current program director verifying prior training, including successful attainment of program objectives and learning objectives related to the ACGME general competencies for each training year completed, and expected satisfactory completion of their current training.
  - b. Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident
  - c. If transferring from a program outside of CSMC, prior training must also be verified via primary source.

D. Final acceptance into the program is contingent upon:

1. Satisfactory graduation from a school of medicine, podiatric medicine or dentistry (as appropriate), 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. 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 "California Medical Licensure."
4. Successful completion of a criminal background check
4. Fulfillment of all other documentation requirements, including appropriate visa or work authorization for non-US citizens.

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 in clinical areas at Cedars-Sinai Medical Center.
3. Departments shall pay fees, if any, requested by schools or prior training institutions for verification services.