

## **Background and Instructions**

In an effort to improve and streamline the credentialing process, the Accreditation Council for Graduate Medical Education (ACGME), American Hospital Association (AHA), National Association Medical Staff Services (NAMSS), and Organization of Program Director Associations (OPDA) have collaborated to create a standardized “Verification of Graduate Medical Education Training” (VGMET) Form. The VGMET Form captures all information regarding an applicant's education and training and follows a practitioner throughout his/her career, reducing time and costs, avoiding duplicative medical staff efforts, and protecting patient safety.

### **The VGMET Form has Three Sections:**

**Section One:** Verification of graduate medical education training. Completed for all trainees.

**Section Two:** Additional comments as needed.

**Section Three:** Attestation.

### **For Post-2016 Graduates:**

The Form would be completed **once** by the trainee's program director at the time the trainee completes an internship, residency, or fellowship (separate Form for each training program completed).

The signed Form would be placed in the trainee's file as well as photocopied and sent with Cover Letter 2 (below) to hospitals or other organizations requesting training verification.

### **For Pre-2016 Graduates:**

The Form would be completed **once**, if/when a program receives a training verification request. The current program director (often not the program director at the time of graduation) would review the file and complete the Form based on information contained therein. He/she would sign and date the Form and send it to the requesting hospital/requesting entity with Cover Letter 2 (below).

Thereafter, the program director would issue a photocopy of the Form, and a signed and dated Cover Letter 2 attesting that the Form accurately reflects information about the trainee in the file in response to all requests for training verification.

### **Clarification:**

The VGMET Form is not intended to meet the requirements for licensure. Please use this supplied Federation Credentials Verification Service (FCVS) Form for licensure purposes. The FCVS Form can be used if the physician is using FCVS or is seeking licensure independently.

***Cover Letter 1***

**CONFIDENTIAL AND PRIVILEGED  
PEER REVIEW DOCUMENT**

**Re:**

Dear Dr. \_\_\_\_\_ :

The above-referenced individual has applied for medical staff appointment and/or clinical privileges at \_\_\_\_\_. This individual has indicated that he/she received training at your institution.

Your assistance in completing the enclosed form is greatly appreciated. Please fax or e-mail the completed form to \_\_\_\_\_ at \_\_\_\_\_ and \_\_\_\_\_. The individual named above has signed the enclosed authorization and release form that authorizes you to provide this information.

Should you have any questions, please contact this department at \_\_\_\_\_.  
Thank you in advance for your immediate attention to this request.

Sincerely,

Enclosures: (i) Verification of Graduate Medical Education Training Form  
(ii) Authorization and Release Form

*Cover Letter 2*

**VERIFICATION OF GRADUATE MEDICAL EDUCATION & TRAINING  
CONFIDENTIAL AND PRIVILEGED  
PEER REVIEW DOCUMENT**

**Re:**

Dear \_\_\_\_\_ :

The above-referenced physician trained at this institution in this program and during the dates referenced above. The enclosed Verification of Graduate Medical Education Training Form summarizes this individual's performance during that period of training.

This form:

\_\_\_\_\_ was completed at the time the trainee left the program,

or

\_\_\_\_\_ was completed by the current program director, based on a review of the trainee's file, after the trainee had left the program, and is sent to you upon receipt of a signed authorization and release form by the former trainee.

This cover letter attests that the enclosed information contains a complete and accurate summary of the trainee's performance in this program. We are unable to provide information about training or practice after completion of this program, and trust that you will obtain that information from the appropriate programs/institutions.

Sincerely,

Enclosures: (i) Verification of Graduate Medical Education & Training Form

## VERIFICATION OF GRADUATE MEDICAL EDUCATION & TRAINING

**Section I: Verification of training and performance during training**  
*(To be completed for EACH trainee)*

Trainee's Full Name:	DOB:	NPI:
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Program Specialty or Subspecialty:

Preliminary Program: \_\_\_\_\_ Date From/To: \_\_\_\_\_  
 Core Residency Program: \_\_\_\_\_ Date From/To: \_\_\_\_\_  
 Fellowship Program: \_\_\_\_\_ Date From/To: \_\_\_\_\_

Training Program Accreditation:     ACGME     AOA     Other

If marked "other," please indicate accreditation type or list "none:"

Program ID #: \_\_\_\_\_

Did the above-named trainee successfully complete the training program which she/he entered?

Yes     No

In addition to completion of full specialty training, completion of a transitional year or a planned preliminary year(s) would constitute completion of a program.

*(If NO, please provide an explanation in the "Additional Comments" section below or enclose a separate document.)*

Was the trainee subject to any of the following during training?

(i)    Conditions or restrictions beyond those generally associated with the training regimen at your facility;     Yes     No

(ii)    Involuntary leave of absence;     Yes     No

(iii)    Suspension;     Yes     No

(iv)    Non-promotion/non-renewal;     Yes     No

(v)    Dismissal; or     Yes     No

(vi)    Resignation.     Yes     No

*(If YES to any of the above, please provide an explanation in the "Additional Comments" section below or enclose a separate document.)*

Upon completion of the training program, the individual was deemed to have demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice.

Yes    No    N/A

*(If NO, please provide an explanation in the "Additional Comments" section below or enclose a separate document.)*

Did the program endorse this trainee as meeting the qualifications necessary for admission to the specialty's board certification examination?    Yes    No    N/A

If NO, indicate the reason(s):

- This trainee was a preliminary resident.
- Trainee was not eligible for certification.
- Trainee involuntarily or voluntarily left this program before completion. \*
- No certification is available for this subspecialty.
- Other. \*

*\*Please provide an explanation in the "Additional Comments" section below or enclose a separate document.*

*If you wish to include a photo of the resident, please upload here.*

**Section II: Additional Comments**

Please utilize this comment area to provide additional information in response to any of the questions noted above on this form. *(If additional space is needed, please enclose a separate document.)*

### Section III: Attestation

The information provided on this form is based on review of available training records and evaluations.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

GME Title: \_\_\_\_\_

Professional Credentials: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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**NOTE:** THE VGMET FORM IS NOT INTENDED TO MEET REQUIREMENTS FOR LICENSURE. PLEASE USE THIS [LINK](#) FROM THE FEDERATION CREDENTIALS VERIFICATION SERVICE (FCVS) FOR LICENSURE PURPOSES. THIS CAN BE USED WHETHER THE PHYSICIAN IS USING FCVS OR IS SEEKING LICENSURE INDEPENDENTLY.