Resident Transfer Checklist

Required of the Program Director **Releasing** the Resident

To be submitted in a timely manner to the program accepting the resident:

- Training schedule
- Signed assessments for all rotations completed
- Verified resident logs from the resident’s starting date to the date of release from the program

To be submitted in a timely manner to the program accepting the resident:
- Notification to the council within two weeks of the resident’s departure

Required of the Program Director **Receiving** the Resident

To be submitted within **30 days** of the resident’s official acceptance:

- Formal letter
  - Name of resident
  - Name of releasing institution
  - Confirmation that all materials submitted by the releasing institution have been reviewed
  - Type of residency program completed (if resident is returning from private practice. This includes RPR, PPMR, POR, PSR–12, PSR–24, PM&S–24, PM&S–36, and PMSR)
  - Dates of training at releasing institution
  - Residency sponsored by the releasing institution
  - Year/month into which the resident is transferring
  - Category into which the resident is transferring (PMSR or PMSR/RRA)
  - Confirmation that the resident is transferring into an open position
  - If the transfer constitutes an increase in positions, the request must include an application for **Authorization of Increase in Residency Positions**.
  - The resident has passed parts I and II of the APMLE exam
  - Evidence that the cumulative training will include a minimum of three months in internal/family medicine + infectious disease + two medical subspecialties.

- Transfer fee
  - $250 – if CPME is notified within 30 days of acceptance
  - $1000 – if CPME is notified after more than 31 days of acceptance

- Comprehensive training schedule for the remainder of the resident’s training. The schedule must include the length, location, and date for each rotation.