

## Resident Transfers 101

The resident transfer process is described in [CPME 330, Procedures for Approval of Podiatric Medicine and Surgery Residencies](#), beginning on page 26.

- Residents may transfer or change residency programs **at any time** during training, provided all required documentation is submitted. Transfers are not restricted to the start of the academic year, and a resident transferring into a program is not required to obtain approval from the program they are leaving. Program directors must submit the appropriate documentation to CPME when a resident leaves their program and when a new resident enters their program.
- If there is a gap between programs, the resident's training may need to be extended. All residents must complete at least **36 total months of training**.
- Transfer residents can only move into an **open position**, regardless of their year in training.
- The **accepting program must submit the required documentation and pay a [transfer fee](#)**. If the fee is not paid within 30 days—or if CPME is notified more than 31 days after acceptance—**additional fees may apply**.

### Types of Transfers or Movement Between Residency Programs

#### 1. Residents Repeating First Year of Training are not considered transfer residents.

A resident who has completed one or more years of training and wishes to **restart** training in a different residency program as a first-year resident is not considered a resident transfer. As such, logs and completed rotations will not transfer into meeting the requirements of the new program and the resident will have a new date of completion for residency training.

#### 2. Residents Repeating Second Year of Training

A resident who has completed two years of training and wishes to repeat the second year of training as a transfer resident must also complete the third year of training, regardless of the overall length of training completed. The program may not request early graduation of the resident, even if the resident meets all the training requirements.

#### 3. Resident Transfer in the Third Year of Training

Residents must spend at least 11 months of training in the program that awards the certificate of completion. This policy will not impact residents who must transfer due to program closure.

#### 4. Residents Re-entering Training Programs are not considered transfer residents.

A resident who possesses a certificate in any category and wishes to re-enter residency training must begin as a first-year resident and complete three full years of training.

## Documentation Required for Transfer

For residents repeating the first year of training, the program must submit the [Notification of Resident Repeating First Year of Training](#) form to [CPME](#).

For other resident transfers, the program must submit the [Resident Transfer Request](#) form. This form must include a block training schedule for the resident which includes the length, location, and date for each scheduled rotation for the remainder of their time in the accepting program.

Program directors of releasing institutions are required to provide copies of completed assessment forms to the director of the program accepting a resident transfer, regardless of the reason the resident left the previous residency program.

Once all documentation and payment have been submitted and reviewed by the Chair of the Residency Review Committee, CPME staff will issue a formal letter approving the resident transfer. This letter will include the anticipated completion date of the resident. The resident may not be issued a certificate of completion prior to the expected graduation date listed in the transfer approval letter.

If the Council's procedures for resident transfers are not followed, the resident involved may not be granted a certificate of completion by any residency, and the Council may extend probationary accreditation.

