

**The University of Oklahoma
College of Medicine**

Area: Graduate Medical Education

Number: 711

Title: Resident Eligibility, Selection, and Required Documentation

POLICY

Eligibility Criteria for Appointment to PGY1 Positions

Education and Certification Requirements:

Applicants for graduate medical education programs sponsored by the University of Oklahoma College of Medicine and its clinical departments are eligible for appointment if they meet *one* of the following qualifications:

1. Graduates of medical schools in the United States, accredited by the Liaison Committee on Medical Education (LCME) who have passed Step 1 and Step 2 CK of the United States Medical Licensing Examination (USMLE). (No more than three attempts per USMLE step allowed by the state licensing board.)
2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association who have passed Level 1 and Level 2 CE of the COMLEX USA. (No more than three attempts per COMLEX Level allowed.)
3. Graduates of medical schools outside the United States who meet *both* of the qualifications noted below. To assure that eligibility standards are met, prior to ranking or offering a position to an IMG, programs must complete the Resident Eligibility Checklist and submit the completed form to the GME Office. The checklist can be found under GME Documents in MedHub. Failure of the applicant to obtain all required qualifying elements will result in either withdrawal of the residency offer or immediate termination of the residency appointment if an agreement has been signed. These actions will be taken even if the applicant was matched through a program such as the National Resident Matching Program (NRMP).
 - a. Hold a valid Standard Certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) the requirements for which include passing both Step 1 and Step 2 CK of the USMLE. Eligibility requirements can be found at www.ECFMG.org. It is the responsibility of the applicant to complete all ECFMG requirements, visa requirements, and licensure requirements before beginning residency training. Failure to do so may result in withdrawal of the residency offer or immediate termination of the residency appointment.
 - b. Are citizens of the United States or hold either a J-1 visa or a permanent immigrant visa ("green card"). An H-1B visa or Employment Authorization Document (EAD) in

This policy applies to residents, fellows, and other trainees in GME programs. References to residents shall refer to all such

appropriate categories will be considered on a case-by-case basis and must be approved prior to ranking by the DIO.

Note: Non-U.S. Citizens who are graduates of medical schools in the United States are not considered international medical graduates and do not require ECFMG sponsorship, however, they must meet visa requirements as noted above.

Licensure and Federal Eligibility Requirements:

Additionally, all applicants to residency programs will be considered only if, at the time of application, they are eligible for all of the following items:

1. Appropriate licensure in the State of Oklahoma. For allopathic physicians and international medical graduates, refer to Oklahoma Administrative Code Sections 435:10-4-4 through 435:10-4-6 available at the Oklahoma State Board of Medical Licensure website (www.okmedicalboard.org) under Rules, Laws and Policies. For osteopathic physicians, refer to the Oklahoma Board of Osteopathic Examiners website at www.osboe.ok.gov.

Applicants who are US graduates who have completed 1 year of ACGME training in any specialty must obtain a full and unrestricted license to practice medicine. International Medical Graduates must complete 2 years of ACGME training to obtain a full and unrestricted license to practice medicine. Training licenses beyond the first episode of training in a PGY 1 year for US graduates and the PGY 2 year for International Medical Graduates will not be allowed.

As applicants who are currently U.S. senior allopathic or osteopathic medical students will not yet qualify for medical licensure at the time of completing their residency application, verification of their anticipated graduation date via their Dean's letter will be sufficient to include the applicant on the National Resident Matching Program Rank Order List.

2. Participation in Federally qualified health programs such as Medicare and Medicaid. A list of individuals with sanctions that disqualify their participation can be found on the Health and Human Services Office of Inspector General Website at www.oig.hhs.gov.

Issues that may preclude eligibility for the above items include, but are not limited to, prior felony convictions, substance abuse, malpractice judgments or settlements, or disciplinary actions by a state medical board.

Eligibility Criteria for Appointment to PGY2 and Above Positions

In addition to the qualifications noted in the sections above regarding PGY1 positions, initial appointments, and all re-appointments of residents currently in GME programs to levels of training beyond the PGY1 level must also meet the following requirements:

US Graduates: Allopathic (MD) and Osteopathic (DO) applicants or re-appointments at the PGY2 and above must have passed Steps 1-3 of their respective licensure examinations (USMLE for allopathic and COMLEX for osteopathic) and possess an unrestricted license in the State of Oklahoma. Renewal of the Resident Agreement for the PGY2 year is contingent upon passing the respective Step 3 examination. Failure of a current resident to pass Steps 1-3 and obtain an unrestricted license by the expected time of promotion to the PGY2 level will result in termination as determined by the Associate Dean for GME.

1. International Medical Graduates: Applicants or re-appointments at the PGY2 and above levels must have passed Steps 1-3 of the USMLE. Renewal of the resident agreement for the PGY2 year is contingent upon passing the Step 3 examination. International Medical Graduates must complete 2 years of ACGME accredited training to be issued an unrestricted Oklahoma license. Renewal of the resident agreement for the PGY3 year is contingent upon receiving an unrestricted medical license. Failure of an International Graduate to pass Steps 1-3 of the USMLE prior to the beginning of the PGY2 year and obtain an unrestricted licensure by the expected time of promotion to the PGY3 level or above will result in termination as determined by the Associate Dean for GME.
2. Programs must provide a written notice of intent when a resident's agreement will not be renewed, when a resident will not be promoted to the next level of training, or when a resident will be dismissed from the program.

Selection Process

Residents must meet ACGME eligibility requirements in effect at the time of appointment. Residents are selected from among eligible, qualified applicants on the basis of their academic credentials, abilities, aptitude, preparedness, communication skills, and personal qualities including motivation and integrity. The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational services.

For an allopathic applicant to be eligible for ranking within the NRMP or other matching service the applicant must have taken and submitted documentation to the program of a passing score for Step 1 and Step 2 CK.

For an osteopathic applicant to be eligible for ranking within the NRMP or other matching service the applicant must have taken and submitted documentation to the program of a passing score for COMLEX Level 1 and Level 2 CE.

Prior to ranking through NRMP or other matching service, programs must consult with the GME office to ensure all requirements have been met.

1. First Postgraduate Year

First-year residency positions will be offered to U.S. graduating seniors selected through the National Resident Matching Program (NRMP) or other matching service. Most residency programs require applicants to apply through the Electronic Residency application Service (ERAS). First-year residency positions offered to candidates other than U.S. graduating seniors will also be selected through an organized matching program, except in special circumstances allowed by national matching program policies. Programs and applicants for these positions should consult the publications of the NRMP or other matching service for specific requirements and deadlines.

2. Second Postgraduate Year and Above

Appointments for second year and above levels are made in accordance with policies established by each specialty program in compliance with the standards of the NRMP or

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other matching service, Accreditation Council for Graduate Medical Education (ACGME), its Residency Review Committees, and the requirements of the respective American specialty certification boards. Selections for advanced level positions are generally made through an organized matching program when a matching program exists for the specialty or subspecialty. Programs and applicants for these positions should consult the publications of the NRMP or other matching service for specific requirements and deadlines. The PGY level of the initial appointment is determined by the amount of previously completed graduate medical education that is acceptable for credit by the specialty board of the training program to which the resident is appointed and the functional level at which training will be pursued.

All previous GME training must be assessed and verified by the program director prior to appointment and assigning level of training. Whenever there is uncertainty in this regard, the applicant shall obtain from the specialty board a written appraisal of previous training and a statement of additional training requirements that must be met to qualify the resident for certification by that board.

Providing false or misleading statements, or failure to provide complete and accurate information on an application for acceptance to an OU residency program will result in the inability of the resident to meet the OU College of Medicine Eligibility and Selection Policy.

Residents selected for appointment as a resident will not be required by the University of Oklahoma College of Medicine nor any of its training programs to sign a non-competition guarantee or restrictive covenant.

Documentation of Previous Training and Resident Transfers

When residency training has been done in another OU residency program or at an outside institution, the OU College of Medicine program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the resident prior to acceptance of a transferring resident. In addition, prior to accepting a transfer resident, the program must obtain from the resident, and retain written confirmation that the resident understands the impact of the transfer on their eligibility for their intended specialty board's initial certification. Refer to the ACGME specialty-specific program requirements for additional information.

Examples of verification of previous educational experiences could include a list of rotations completed, evaluations of various educational experiences, and procedural/operative experience, or a certificate of successful completion of residency training.

Meeting the requirement for verification before accepting a resident is complicated in the case of a resident who has been simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match. In this case, the "sending" program should provide the "receiving" program a statement regarding the resident's current standing as of one to two months prior to anticipated transfer along with a statement indicating when the summative competency- based performance evaluation will be sent to the "receiving" program.

Any previous training that a transferring resident has completed and been given any credit for by a certifying specialty Board must be discussed with the DIO. The transferring resident will not be given partial credit to promote to the next PGY level early but will be assessed at the end of training and may be allowed to graduate early as long as they meet competency.

Documentation Provided for Interviewed Applicants

An applicant invited to interview for a resident or fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the training program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointment. Information provided must include:

1. Stipends, benefits, professional liability coverage, and disability insurance are accessible to residents and fellows.
2. Institutional policies for vacation and leave of absence, including medical, parental, and caregiver leaves of absence.
3. Health insurance is accessible to residents and fellows and their eligible dependents.

Policy Date: 11/12/1998

Approved By: Graduate Medical Education Committee

Date Revised: 10/14/21; 10/4/2023; 03/14/24; 6/18/26

Date Reviewed: 10/14/21; 10/10/2023; 03/14/24; 06/12/25; 8/13/26