



## BAPTIST MEMORIAL MEDICAL EDUCATION

### DEPARTMENTAL POLICY AND PROCEDURE MANUAL

Effective Date: February 2025	<b>Certificates Policy</b>
Last Review/Revision: June 2025	
Reference :BMME 6000	

**PURPOSE:** To establish a policy for requesting copies of certificates.

**PROCEDURE:**

- Each program must submit a written notice to the GME office of all graduating residents no later than April 30<sup>th</sup>.
- The GME office will authorize the certificates, secure the DIO signature and apply the seal.
- Note that it typically takes 2-4 weeks to secure the necessary signatures.
- The GME office will distribute the certificates to the Program Coordinator once all signatures are obtained.

**PROCESS:**

- In April of each year, the GME office will send an email to all programs asking for the list of residents/fellows who will be graduating in June or July, along with appropriate certificate information.
- Should a trainee lose his\her certificate, another can be reissued at no charge.

“Certificates will not be reissued for change of name. Reprints will only be issued in the name listed when training was completed.”

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