

**August 2026 Incoming Trainee Timeline**

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Requirement	Availability	Deadlines	Where to submit?	How to request this information OR Where to find form
<b>Medical License Application</b> <b>Full License or Residency Training License (RTL)</b>	Now	As soon as possible	www.ncmedboard.org <b>Full License:</b> all documentation is submitted to NCMB website  <b>RTL:</b> Begin application on NCMB website; submit materials directly to PC and/or upload to application portal if applicable	www.ncmedboard.org
<b>2 Fingerprint Cards for RTL Applications</b>	Now	As soon as possible	Mail to your Program Coordinator	Contact local police station for appt and cards
<b>Copy of US Social Security Card*</b>	Now	2/27/26	Medhub Portal Page	
<b>Application for Appointment to the Associate Medical Staff</b>	Now	2/27/26	Medhub Portal Page	Medhub Portal Page
<b>Disciplinary Actions/Liability Insurance Form</b>	Now	2/27/26	Medhub Portal Page	Medhub Portal Page
<b>Professional Liability Insurance Form</b>	Now	2/27/26	Medhub Portal Page	Medhub Portal Page
<b>2 GME Reference Form/Evals*</b>	Now	4/30/26	Medhub Portal Page	Medhub Portal Page
<b>OPR Enrollment Packet</b>	Now	4/30/26	Medhub Portal Page	Medhub Portal Page
<b>PECOS Enrollment</b>	Now	4/30/26	Submit through the CMS website	<a href="#">Identity &amp; Access Management System - CMS</a> <a href="#">Warning (hhs.gov)</a>
<b>Professionally taken Passport photo in white coat</b>	Now	4/30/26	Medhub Portal Page	Medhub Portal Page
<b>Duke Card Photo</b>	Now	4/30/26	Duke Card Office	
<b>USMLE (or Equivalent) Transcript - 2 copies</b>	Now	4/30/26	1 copy - sent electronically to NCMB 1 copy - sent electronically to GME Registrar	<a href="#">www.fsbm.org</a>
<b>Copy of ECFMG Certificate (If applicable)</b>	Now	4/30/26	Medhub Portal Page	<a href="http://www.ecfmg.org/certification">http://www.ecfmg.org/certification</a>
<b>Proof of Identity and US Employment Eligibility (I9) and Tax Forms</b>	Now	4/30/26	Submit through Duke Careers Website	E-mail will be sent from Duke SuccessFactors
<b>Benefits Enrollment Overview &amp; Acknowledgement Statement</b>	Now	4/30/26	Medhub Portal Page	Medhub Portal Page
<b>Foreign National Form</b>	Now	4/30/26	Medhub Portal Page	Medhub Portal Page
<b>Duke Life Insurance Beneficiary Form</b>	Now	4/30/26	Medhub Portal Page	Medhub Portal Page
<b>Duke Net ID Activation and MFA</b>	Now	4/30/26	OIT Helpdesk	Email will be sent from Duke OIT
<b>Duke Unified Communications Transition - Pagers</b>	Now	4/30/26	Medhub Portal Page	Medhub Portal Page
<b>Parking Decal Registration Form</b>	Now	5/15/26	Complete the Parking Decal Registration Form (link on MedHub Portal Page)	Medhub Portal Page
<b>Official Medical School Transcript</b>	Now	5/29/26	Return to GME Registrar by Mail <b>OR</b> Email from your medical school registrar to <a href="mailto:gmeregistration@duke.edu">gmeregistration@duke.edu</a>	
<b>Official Transcript of Graduate or Other Professional Degrees (if applicable)</b>	Now	5/29/26	Return to GME Registrar by Mail <b>OR</b> Email from your medical school registrar to <a href="mailto:gmeregistration@duke.edu">gmeregistration@duke.edu</a>	
<b>Life Support Certification</b>	Mid-April	Life Support Cards are due 5 business days prior to your orientation date	Medhub Portal Page	GME Email
<b>Duke Health Confidentiality Agreement</b>	May 1st	5/9/26	Medhub Portal Page	Medhub Portal Page
<b>Professional Expectations</b>	May 1st	5/9/26	Medhub Portal Page	Medhub Portal Page
<b>Agreement of Appointment (Contract)</b>	May 1st	5/8/26	Medhub Portal Page	Medhub Portal Page
<b>Criminal Background Check</b>	June 8th	6/15/26	HireRight Email	HireRight Email
<b>EOHW Health Status Form/Health Placement Appointment</b>		6/26/26	<a href="https://duke.is/bqcxy">https://duke.is/bqcxy</a>	Medhub Portal Page
<b>OSOE Modules and LMS Modules</b>	June 1st	7/24/26	Through LMS or OSOE	GME email
<b>GME Orientation Lectures</b>	June 1st	7/24/26	Through LMS	GME email
<b>GME Learning Modules</b>	June 1st	7/24/26	Medhub Portal Page	Medhub Portal Page