

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