July 2026 Incoming Trainee Timeline

Requirement	Availability	Deadlines	Where to submit?	How to request this information OR Where to find form	Additional Information
Medical License Application Full License or Residency Training License (RTL)	Now	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	www.ncmedboard.org	*Your RTL (Residency Training License) application cannot be sent to the NCMB for approval until your program coordinator has received all applicable documents. See your MedHub portal page for your Program Coordinator's contact information. **ALL** Full License documentation must be sent directly to the NCMB.
2 Fingerprint Cards for RTL Applications	Now	As soon as possible	Mail to your Program Coordinator	Contact local police station for appt and cards	
Copy of US Social Security Card*	Now	2/27/26	Medhub Portal Page		*Legal Name is what appears on your Social Security Card. Name changes in our records/systems will be made only with submission of a new Social Security card.
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	For PGY 2s and above that do NOT use ERAS.* Portal Page key will turn color based on resident entering information. Submitted reference letters are reviewed twice weekly. Trainees should submit references to their designee by March 27, 2026. Designee should complete by April 30, 2026
OPR Enrollment Packet	Now	4/30/26	Medhub Portal Page	Medhub Portal Page	This process takes 30-90 days once the application has been submitted to NC Tracks. You may be requested to submit additional documents.
PECOS Enrollment	Now	4/30/26	Submit through the CMS website	Identity & Access Management System - CMS Warning (hhs.gov)	
Professionally taken Passport photo in white coat	Now	4/30/26	Medhub Portal Page	Medhub Portal Page	This photo will have multiple uses (e.g. evaluation system, composites) This **MUST** be a professional passport photo in a **white coat** with a **white background**. No exceptions! (available at most Kinkos, FedEx locations) Any photos submitted that do not meet this requirement will be returned and **could impact your ability to begin training as scheduled.**
Duke Card Photo	Now	4/30/26	Duke Card Office		Upload the same photo to the 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	1 copy to - GME Registration gmeregistration@duke.edu 1 copy to - NCMB (electronically)
Copy of ECFMG Certificate (If applicable)	Now	4/30/26	Medhub Portal Page	http://www.ecfmg.org/certification	Applies to Foreign Medical Graduates only
Proof of identity and US Employment Eligibility (I9) and Tax Forms	Now		Submit through Duke Careers Website	E-mail will be sent from Duke SuccessFactors	GME nor Duke Payroll can advise on your state and federal withholdings. Please consult a tax advisor or IRS Tax Withholding Estimator to estimate your withholdings.
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	Applies to Foreign Nationals only.
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	You will receive an email from OIT about activating your Net ID and installing MFA. Your Net ID **MUST be activated** prior to uploading photo to the Card Office & beginning Learning Modules
Duke Unified Communications Transition - Pagers	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 gmeregistration@duke.edu		Mail transcripts to: Graduate Medical Education Attention: GME Registrar P.O. Box 2536 Durham, NC 27715
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 gmeregistration@duke.edu		You may request one graduate degree in addition to your medical degree to appear on your ID Badge. Additional degrees will be accepted until 5/29. After that date, you will need to wait until 9/1 for additional degrees to appear on your ID badge. Mail transcripts to: Graduate Medical Education Attention: GME Registrar P.O. Box 2536 Durham, NC 27715
Life Support Certification	Mid-April	Life Support Cards are due 5 business days prior to your orientation date	Medhub Portal Page	GME Email	Life Support certifications must be **AHA certified and proof of certification is required for hire! No exceptions!** Taking no-cost classes at Duke is optional and more information about class dates will be sent out in April.
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	YOUR signature only. The GME office facilitates getting all other signatures.
Criminal Background Check	May 1st	5/8/26	HireRight Email	HireRight Email	You will receive an email from HireRight "donotreply@duke.edu (noreply@hireright.com)" by May 1st. This email will direct you to the online form. This document is time sensitive and it is very important that you complete this form fully and accurately. This form must be completed by May 10th Failure to provide accurate information could result in a non-hire status. **Please complete the form as soon as possible after receipt of the email.** NO person will be hired or permitted to attend orientation without a satisfactory report.
EOHW Health Staus Form/Health Placement Appointment		5/20/26	https://duke.is/bqc.xv	Medhub Portal Page	Trainees starting **July 1 or July 8**, your appointment must be **SCHEDULED** by the **May 20, 2026,** and the last day to be seen by EOHW is **June 24, 2026**. You will not be cleared for hire until you have been cleared by EOHW, which requires an in-person. For those who are able to complete the clearance process remotely, EOHW will cancel your in-person appointment. To make your appointment, please contact EOHW at 919-684-3136, option 2. You will need your Duke unique ID to schedule this appointment. Your unique ID is displayed at the top of your portal page in MedHub.
OESO Modules and LMS Modules	June 1st	6/24/26	Through LMS or OSEO	GME email	**Completed modules are due 5 business days prior to your orientation date**
GME Orientation Lectures	June 1st	6/24/26	Through LMS	GME email	**Completed videos are due 5 business days prior to your orientation date**
GME Learning Modules	June 1st	6/24/26	Medhub Portal Page	Medhub Portal Page	**Completed modules are due 5 business days prior to your orientation date**