

# June 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<br>Full License or Residency Training License (RTL)          | Now          | ASAP                                                                      | www.ncmedboard.org<br><b>Full License:</b> all documentation is submitted to NCMB website<br><br><b>RTL:</b> 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.<br><br><b>ALL</b> Full License documentation must be sent directly to the NCMB.                                                                                                                                                                                                                                                                                   |
| 2 Fingerprint Cards for RTL Applications                                                 | Now          | ASAP                                                                      | Mail to your Program Coordinator                                                                                                                                                                                                  | Contact local police station for appt and cards                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Copy of US Social Security Card*                                                         | Now          | 4/10/26                                                                   | 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          | 4/10/26                                                                   | Medhub Portal Page                                                                                                                                                                                                                | Medhub Portal Page                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Disciplinary Actions/Liability Insurance Form                                            | Now          | 4/10/26                                                                   | Medhub Portal Page                                                                                                                                                                                                                | Medhub Portal Page                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Professional Liability Insurance Form                                                    | Now          | 4/10/26                                                                   | Medhub Portal Page                                                                                                                                                                                                                | Medhub Portal Page                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 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                                                                                                                                                                                                    | <a href="#">Identity &amp; Access Management System - CMS Warning (bbs.gov)</a>                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Professionally taken Passport photo in white coat<br>Duke Card Photo                     | Now          | 4/30/26                                                                   | Medhub Portal Page<br>Duke Card Office                                                                                                                                                                                            | Medhub Portal Page                                                                                                                  | This photo will have multiple uses (e.g. evaluation system, composites)<br><br>This <b>MUST</b> be a professional passport photo in a <b>white coat with a white background. No exceptions!</b> (available at most kinkos, FedEx locations) Any photos submitted that do not meet this requirement will be returned and <b>could impact your ability to begin training as scheduled.</b>                                                                                                                                                                                                                           |
| USMLE (or Equivalent) Transcript – 2 copies<br>Copy of ECFMG Certificate (if applicable) | Now          | 4/30/26                                                                   | 1 copy - sent electronically to NCMB<br>1 copy - sent electronically to GME Registrar                                                                                                                                             | <a href="http://www.fmg.org">www.fmg.org</a><br><a href="http://www.acfmg.org/certification">http://www.acfmg.org/certification</a> | Upload the same photo to the Duke Card Office<br><br>1 copy to - GME Registration <a href="mailto:gmergistration@duke.edu">gmergistration@duke.edu</a><br>1 copy to - NCMB (electronically)<br><br>Applies to Foreign Medical Graduates only                                                                                                                                                                                                                                                                                                                                                                       |
| 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                                                                                        | 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.<br><br>Your Net ID <b>MUST be activated</b> 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<br>-OR-<br>Email from your medical school registrar to <a href="mailto:gmergistration@duke.edu">gmergistration@duke.edu</a>                                                                       |                                                                                                                                     | Consideration is given that you may not have your Transcript by May 29 for 2026 Med School graduates. If you are not a 2026 Med School graduate, please submit by the deadline.<br><br>Mail transcripts to:<br><b>Graduate Medical Education<br/>Attention: GME Registrar<br/>P. O. Box 2536<br/>Durham, NC 27715</b>                                                                                                                                                                                                                                                                                              |
| Official Transcript of Graduate or Other Professional Degrees (If applicable)            | Now          | 5/29/26                                                                   | Return to GME Registrar by Mail<br>-OR-<br>Email from your medical school registrar to <a href="mailto:gmergistration@duke.edu">gmergistration@duke.edu</a>                                                                       |                                                                                                                                     | 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.<br><br>Mail transcripts to:<br><b>Graduate Medical Education<br/>Attention: GME Registrar<br/>P.O. Box 2536<br/>Durham, NC 27715</b>                                                                                                                                                                                                                        |
| 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 <b>AHA certified and proof of certification is required for hire! No exceptions!</b><br><br>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 8th<br><br>Failure to provide accurate information could result in a non-hire status. <b>Please complete the form as soon as possible after receipt of the email.</b> NO person will be hired or permitted to attend orientation without a satisfactory report.                                                    |
| EOHW Health Status Form/Health Placement Appointment                                     |              | 5/20/26                                                                   | <a href="https://duke.is/bqcxv">https://duke.is/bqcxv</a>                                                                                                                                                                         | Medhub Portal Page                                                                                                                  | Trainees starting <b>June 24th</b> , your appointment must be <b>SCHEDULED</b> by the <b>May 20, 2026</b> , and the last day to be seen by EOHW is <b>June 10, 2026</b> . 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.<br><br>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     | 6/17/26                                                                   | Through LMS or OSEO                                                                                                                                                                                                               | GME email                                                                                                                           | Completed modules are due 5 business days prior to your orientation date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| GME Orientation Lectures                                                                 | June 1st     | 6/17/26                                                                   | Through LMS                                                                                                                                                                                                                       | GME email                                                                                                                           | Completed videos are due 5 business days prior to your orientation date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| GME Learning Modules                                                                     | June 1st     | 6/17/26                                                                   | Medhub Portal Page                                                                                                                                                                                                                | Medhub Portal Page                                                                                                                  | Completed modules are due 5 business days prior to your orientation date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |