

Incoming Trainee Timeline - August 1, 2024

DEADLINES	Requirement	Where to submit?	How to request this information OR Where to find form	Additional Information
As soon as possible As soon as possible	Medical License Application Full License or Residency Training License (RTL) 2 Fingerprint Cards for RTL Applications	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	*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.
2/28/25	Copy of US Social Security Card*	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.
2/28/25	Application for Appointment to the Associate Medical Staff	Medhub Portal Page	Medhub Portal Page	
2/28/25	Disciplinary Actions/Liability Insurance Form	Medhub Portal Page	Medhub Portal Page	
2/28/25	Professional Liability Insurance Form	Medhub Portal Page	Medhub Portal Page	
4/21/25	OPR Enrollment Packet	Medhub Portal Page	Medhub Portal Page	This process takes at least 60-90 days once the application has been submitted to NC Tracks. You may be requested to submit additional documents.
4/21/25	2 GME Reference Form/Evals*	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 have their reference submitted to their designee by 3/28/2025.
4/21/25	Professionally taken Passport photo in white coat	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.
4/21/25	Duke Card Photo	Duke Card Office		Upload the same photo to the Duke Card Office
4/21/25	USMLE (or Equivalent) Transcript - 2 copies	1 copy - sent electronically to NCMB 1 copy - sent electronically to GME Registrar	www.fsmb.org	1 copy to - GME Registration gregistration@duke.edu 1 copy to - NCMB (electronically)
4/21/25	Copy of ECFMG Certificate (if applicable)	Medhub Portal Page	http://www.ecfm.org/certification	Applies to Foreign Medical Graduates only
4/21/25	Proof of identity and US Employment Eligibility (I9) and Tax Forms	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.
4/21/25	PECOS Enrollment	Submit through the CMS website	Identity & Access Management System - (hhs.gov)	
4/21/25	Benefits Enrollment Overview & Acknowledgement Statement	Medhub Portal Page	Medhub Portal Page	
4/21/25	Foreign National Form	Medhub Portal Page	Medhub Portal Page	Applies to Foreign Nationals only.
4/21/25	Duke Life Insurance Beneficiary Form	Medhub Portal Page	Medhub Portal Page	
4/21/25	Duke Net ID Activation and MFA	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
4/21/25	DUH GME Verification of Previous Training Form	Email to GME Registration	Medhub Portal Page	The DUH GME Verification form needs to be completed by your previous institution and emailed directly to GME Registration. If you're applying for an RTL, this requirement will be waived.
5/14/25	Parking Permit Form	Complete the Parking Registration Form (link on Medhub Portal Page)	Medhub Portal Page	Complete the parking form in qualtrics to register for your parking permit
5/30/25	Official Medical School Transcript	Return to GME Registrar by Mail -OR- Email from your medical school registrar to gregistration@duke.edu		Consideration is given that you may not have your Transcript by May 30 for 2025 Med School graduates. If you are not a 2025 Med School graduate, please submit by the deadline. Graduate Medical Education, Attention: GME Registrar, P.O. Box 2536, Durham, NC 27715
5/30/2025***	Official Transcript of Graduate or Other Professional Degrees (if applicable)	Return to GME Registrar by Mail -OR- Email from your medical school registrar to gregistration@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 5/30. After that date you will need to wait until 9/1 for additional degrees to appear on your ID badge. Graduate Medical Education, Attention: GME Registrar, P.O. Box 2536, Durham, NC 27715
Life Support Cards are due 5 business days prior to your orientation date	Life Support Certification	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.
4/30/25	Duke Health Confidentiality Agreement	Medhub Portal Page	Medhub Portal Page	
4/30/25	Professional Expectations	Medhub Portal Page	Medhub Portal Page	
4/30/25	Agreement of Appointment (Contract)	Medhub Portal Page	Medhub Portal Page	YOUR signature only. The GME office facilitates getting all other signatures.

Available now for trainees to complete and submit

Available to trainees starting in April

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Available to Trainees starting in June	6/16/25	Criminal Background Check	HireRight Email	HireRight Email	<p>You will receive an email from HireRight "donotreply@duke.edu (noreply@hireright.com)" by June 5th. 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 June 17th</p> <p>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.</p>
	6/27/25	EOHW Health Staus Form/Health Placement Appointment	https://duke.is/bqcxv	Medhub Portal Page	<p>Trainees starting August 1, your appointment must be SCHEDULED by the June 27, 2025, and the last day to be seen by EOHW is July 25, 2025. You will not be cleared for hire until you have been cleared by EOHW, which requires an in-person visit. For those who are able to complete the clearance process remotely, EOHW will cancel your in-person appointment.</p> <p>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.</p>
	7/25/25	OESO Modules and LMS Modules	Thourgh LMS or OSEO	GME email	Completed modules are due 5 business days prior to your orientation date
	7/25/25	GME Orientation Videos	Thourgh LMS	GME email	Completed videos are due 5 business days prior to your orientation date
	7/25/25	GME Learning Modules	Medhub Portal Page	Medhub Portal Page	Completed modules are due 5 business days prior to your orientation date