## Incoming Trainee Timeline - July 1 and 8, 2024

	DEADLINES	Requirement	Where to submit?	How to request this information OR Where to find form	Additional Information
			www.ncmedboard.org Full License: all documentation is submitted to NCMB		*Your RTL (Residency Training License) application cannot be sent to the NCMB for approval until your program coordinator has
			website	www.ncmedboard.org	received all applicable documents. See your MedHub portal page for your Program Coordinator's contact information.
		Medical License Application	RTL: Begin application on NCMB website; submit materials directly to PC and/or upload to application portal if applicable		ALL Full License documentation must be sent directly to the NCMB.
	As soon as possible As soon as possible	Full License or Residency Training License (RTL) 2 Fingerprint Cards for RTL Applications	Mail to your Program Coordinator	Contact local police station for appt and cards	INCIVID.
					*Legal Name is what appears on your Social Security Card. Name changes in our records/systems will be made only with submission
	2/28/25 2/28/25	Copy of US Social Security Card* Application for Appointment to the Associate Medical Staff	Medhub Portal Page Medhub Portal Page	Medhub Portal Page	of a new Social Security card.
	2/28/25 2/28/25	Disciplinary Actions/Liability Insurance Form Professional Liability Insurance Form	Medhub Portal Page Medhub Portal Page	Medhub Portal Page Medhub Portal Page	This process takes at least 60-90 days once the application has
	4/21/25	OPR Enrollment Packet	Medhub Portal Page	Medhub Portal Page	been submitted to NC Tracks. You may be requested to submit additional documents.
					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.
	4/21/25	2 GME Reference Form/Evals*	Medhub Portal Page	Medhub Portal Page	Trainees should submit references to their designee by March 28, 2025. Designee should complete by April 21, 2025
					This photo will have multiple uses (e.g. evaluation system, composites)
ŧ					This MUST be a professional passport photo in a white coat with a
dus br					white background. No exceptions! (available at most Kinkos, FedEx locations) Any photos submitted that do not meet this
olete a	4/21/25	Professionally taken Passport photo in white coat	Medhub Portal Page	Medhub Portal Page	requirement will be returned and could impact your ability to begin training as scheduled.
luo o	4/21/25	Duke Card Photo	Duke Card Office 1 copy - sent electronically to NCMB		Upload the same photo to the Duke Card Office 1 copy to - GME Registration gmeregistration@duke.edu
inees t	<u>4/21/25</u> <u>4/21/25</u>	USMLE (or Equivalent) Transcript - 2 copies Copy of ECFMG Certificate (If applicable)	1 copy - sent electronically to GME Registrar Medhub Portal Page	www.fsmb.org http://www.ecfmg.org/certification	1 copy to - NCMB (electronically) Applies to Foreign Medical Graduates only GME nor Duke Payroll can advise on your state and federal
for Tra	4/21/25	Proof of identity and US Employment Eligibility (19) and Tax Forms	Submit through Duke Careers Website	E-mail will be sent from Duke SuccessFactors	withholdings. Please consult a tax advise on your state and rederan Estimator to estimate your withholdings.
mon a	4/21/25	PECOS Enrollment	Submit through the CMS website	Identity & Access Management System - (hhs.gov)	
railable	4/21/25 4/21/25	Benefits Enrollment Overview & Acknowledgement Statement Foreign National Form	Medhub Portal Page Medhub Portal Page	Medhub Portal Page Medhub Portal Page	Applies to Foreign Nationals only.
A	4/21/25	Duke Life Insurance Beneficiary Form	Medhub Portal Page	Medhub Portal Page	
					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	Duke Net ID Activation and MFA	OIT Helpdesk	Email will be sent from Duke OIT	
					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.
	4/21/25	DUH GME Verification of Previous Training Form	Email to GME Registration Complete the Parking Registration Form (link on	Medhub Portal Page	Complete the parking form in qualtrics to register for your parking
	5/14/25	Parking Permit Form	MedHub Portal Page)	Medhub Portal Page	permit 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.
			Return to GME Registrar by Mail <u>-OR-</u> Email from your medical school registrar to		Graduate Medical Education, Attention: GME Registrar, P.O. Box 2536, Durham, NC 27715
	5/30/25	Official Medical School Transcript	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 5/30.
					After that date you will need to wait until 9/1 for additional
			Return to GME Registrar by Mail		degrees to appear on your ID badge.
		Official Transmitt of Conductor on Other Defensional Democra (if	<u>-0R-</u>		Graduate Medical Education, Attention: GME Registrar, P.O. Box
	5/30/2025***	Official Transcript of Graduate or Other Professional Degrees (if applicable)			
	5/30/2025***		<u>-OR-</u> Email from your medical school registrar to		Graduate Medical Education, Attention: GME Registrar, P.O. Box 2536, Durham, NC 27715 Life Support certifications must be <u>AHA certified and proof of</u>
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Available to Trainees starting May 1st Available to trainees in	Life Support Cards are due 5 business days prior to your orientation date 4/30/25 4/30/25 4/30/25 5/3/25 5/3/25 5/3/25 July 1 - complete modules by June 24th July 8 - complete videos by June 24th July 8 - complete videos by June 24th July 1 - complete videos by June 24th July 1 - complete videos by June 24th	Life Support Certification Ule Support Certification Oute Health Confidentiality Agreement Professional Expectations Agreement of Appointment (Contract) Criminal Background Check Criminal Background Check EDHW Health Staus Form/Health Placement Appointment OESO Modules and LMS Modules	-OR: Email from your medical school registrar to genergistration@duke.edu Medhub Portal Page Medhub Portal Page Medhub Portal Page Medhub Portal Page HereRight Email	Medhub Portal Page Medhub Portal Page HireRight Email Medhub Portal Page GME email	Graduate Medical Education, Attention: GME Registrar, P.O. Box 2536, Durham, NC 27715 Ulfe Support certifications must be <u>AttA certified and proof of</u> <u>certification is required for hirel No exceptional</u> . Taking no-cost classes at Duke is optional and more information about class dates will be sent out in April. YOUR signature only. The GME office facilitates getting all other <u>signatures</u> . You will receive an email from HireRight "donotraphy@duke.edu (horephy@hireright.com") by May 12t. This email will direct you to the online form. This document it line sensible and it is sery 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 inted or permitted to attend orientation without a satisfactory report. Trainees starting July 1 or 8, your appointment must be <u>SCHEOULED</u> by the <u>May 15, 2025</u> , and the last day to be seen by EDHW 3 June 2023. 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 remetely. EDHW will cancel your in-person appointment. To make your appointment, please contact EOHW at 919-684. 3156, option 2, You will med your buce unque ID to techeduc this appointment. Your unique ID is displayed at the top of your portal page in Meditub.
Availiable to trainees in	Life Support Cards are due 5 business days prior to your orientation date 4/30/25 4/30/25 4/30/25 5/3/25 5/3/25 5/3/25 July 1 - complete modules by June 24th July 8 - complete videos by June 24th	Life Support Certification Ule Support Certification Oute Health Confidentiality Agreement Professional Expectations Agreement of Appointment (Contract) Criminal Background Check Criminal Background Check EDHW Health Staus Form/Health Placement Appointment OESO Modules and LMS Modules	-OR: Email from your medical school registrar to genergistration@duke.edu Medhub Portal Page Medhub Portal Page Medhub Portal Page Medhub Portal Page HereRight Email	Medhub Portal Page Medhub Portal Page HireRight Email Medhub Portal Page GME email	Graduate Medical Education, Attention: GME Registrar, P.O. Box 2536, Durham, NC 27715 UIE Support certifications must be <u>AHA certified and proof of</u> <u>certification is required for hird No exception1</u> . Taking no cost classes at Duke is optional and more information about class dates will be sent out in April. YOUR signature only. The GME office facilitates getting all other <u>signatures</u> . 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 it is sensitive and it is seny 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. Ploses complete the form as soon as possible after receipt of the email. No person will be need to permitted to attend orientation without a satisfactory report. Trainees starting Jaly 1 or 8, your appointment must be <u>SEGEDUADED</u> by in <u>May 145, 2005</u> , and the last day to be seen by <u>EGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last day to be seen by <u>SEGEDUADED</u> by the <u>May 145, 2005</u> , and the last