

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO**  
**Paul L. Foster School of Medicine**  
**GRADUATE MEDICAL EDUCATION**  
**Policy**

**TITLE:** Verification of Training Requests

**PURPOSE:** To provide guidance and clarification regarding the process for resident and fellow verification of training requests.

**REVIEW:** This policy will be reviewed every two years by the Graduate Medical Education Committee (GMEC).

**POLICY STATEMENT:** This process will assist in expediting verification requests, avoid delays, prevent duplicate requests and avert inconsistencies.

All verification requests **submitted to the GME office** will be handled as follows:

1. All verification requests must be submitted electronically ([GME.FosterSOM@ttuhsc.edu](mailto:GME.FosterSOM@ttuhsc.edu)) and include an Authorization for Release of Information form and Verification Form.
2. All completed verification requests will be emailed or faxed to the requestor, unless specified otherwise. After the GME office has confirmed the verification fee with the requestor, the requestor will be responsible for submitting the appropriate verification fee via the portal.
3. It is the responsibility of the program director to complete verification requests for residents/fellows who are currently training in their program.
4. It is then the responsibility of the GME office to complete verification requests for all former residents/fellows who have trained at the institution. This includes partial or completed training periods.
5. In accordance with ACGME, all program verifications will be completed within 30 days of payment receipt.
6. '***Loss History***' requests are considered '***Professional Liability Insurance coverage***' requests. GME staff will provide the credentials office email: [malpracticeverification@ttuhsc.edu](mailto:malpracticeverification@ttuhsc.edu) .The requestor is responsible for emailing the credentials office to obtain information.

## GME Training Verification Fee

### **Simple Verification:**

\$30.00 Fee

2-3 pages requiring verification

No disciplinary action

### **Complex Verification:**

\$50.00 fee

3 or more pages requiring verification

any disciplinary action

Notary required

[Payment Online](#)