

## **Residency Training Verification Process**

The Graduate Medical Education (GME) Office completes the following training verifications for all Residents and Fellows who have participated in an ACGME-accredited residency or fellowship program:

- Training Dates Verifications
- Detailed Training Verifications (of 1 or more programs)
- Licensure Verifications
- FCVS Verifications
- Malpractice Insurance
- Malpractice Claims History
- Public Student Loan Forgiveness (PSLF)
- Loan Deferments
- Duplicate Certificates

Generally, we will respond to requests within 10 business days. However, we do ask that you allow for up to 30 days for verifications during busy season (May - September).

Please note that there is a fee for our verification services if the physician's training was completed more than 12 months ago. The GME Office does not process any requests until the fee has been collected:

- Verification of Training Dates Only - \$100
- Detailed Verification of 1 Program (Training Dates and Final Evaluation) - \$125
- Detailed Verification of 2 or more Programs (Training Dates and Final Evaluations) - \$150
- Malpractice Verification - \$100
- Duplicate Certificate - \$250

Please submit your verification request to the GME Office via the following email:  
[MVHSGME@mvhealthsystem.org](mailto:MVHSGME@mvhealthsystem.org).

In your email, please send the following as PDF attachments:

- your request for training verification
- the physician's signed Authorization and Release form (attached here, if needed)

### **To make a payment:**

The GME Office accepts the following forms of payment (in USD):

- To make arrangement for Credit Card payment, please email to  
[MVHSGME @mvhealthsystem.org](mailto:MVHSGME @mvhealthsystem.org).
- Certified Check
- Money Order

Certified checks and money orders should be made payable to MVHS, Inc. and mailed to:  
Graduate Medical Education Department  
Mohawk Valley Health System  
1658 Champlin Ave.  
Utica, NY 13502

\*If payment is not received within 30 days, your request will be discarded.