

# UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE

## Office of Graduate Medical Education

POLICY: Trainee Eligibility and Selection Policy	
Approved by: GMEC	Page(s): 1 of 5
Approval date: 11/7/2023	Reviewed date: 10/5/10; 5/10/16; 11/1/18; 5/8/19; 5/29/20
Effective date: 7/1/1994	Revised date: 8/6/09; 10/2/12; 6/2/14; 5/10/16; 11/1/18; 5/20/19; 5/29/20; 10/20/22; 10/10/23

From the ACGME Institutional Requirements (IV.B.1.): The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with the ACGME common program requirements, and must monitor each of its ACGME-accredited programs for compliance.

Eligibility: Applicants with the following qualifications are eligible for appointment to residency or fellowship programs at the UFCOM-J, as documented in the Eligibility Requirements section of the ACGME Common Program Requirements (III.A.), the CODA Accreditation Standards for Advanced Specialty Education Programs (4-2, 4-3, & 4-4), and the Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies (3.6):

### ACCREDITED TRAINING PROGRAMS

#### Allopathic and Osteopathic Physicians

##### Medical School Criteria

1. Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or
2. Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA); or
3. Graduation from a medical school outside the United States or Canada who holds a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment.

##### Additional Criteria

4. Candidates for residency appointment must have passed USMLE Step 1, 2 CK, and 2 CS if available, or COMLEX Level 1, 2 CE, and 2 PE if available prior to appointment.
5. Candidates for fellowship appointment must have passed the requirements above, as well as USMLE Step 3 or COMLEX Level 3 prior to appointment.

##### Program Specific Criteria Considerations

6. All prerequisite post-graduate clinical education required for initial entry or transfer into an ACGME-accredited residency program must be completed in an ACGME-accredited residency program, AOA-approved residency program, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada, or in a residency program with ACGME International (ACGME-I) Advanced Specialty Accreditation <https://apps.acgme.org/ads/Public/INTL>.
  - a. Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.
7. Fellowship programs must select applicants as allowed by the program's specific review committee requirements. Fellowship programs must receive verification of each entering fellow's level of competence in the required specialty using the ACGME, CanMEDS, or ACGME-I Milestones evaluations from the core residency program.
8. Fellowship programs may select candidates for interview who do not meet the above criteria. The Residency Review Committee will allow exceptions to the fellowship eligibility requirements for individuals who meet all of the following additional qualifications and conditions. The clinical competency committee must evaluate the individual's performance within 12 weeks of matriculation.
  - a. Program director and fellowship selection committee evaluation of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty; and,
  - b. Review and approval of the applicant's exception qualifications by the GMEC; and,
  - c. Verification of the ECFMG certificate

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### Dentists

#### Dental School Criteria

1. Dentists with the following qualifications are eligible to enter specialty education programs accredited by the Commission on Dental Accreditation:
  - a. Graduates from predoctoral dental programs in the U.S. accredited by the Commission on Dental Accreditation; or
  - b. Graduates from predoctoral dental programs in Canada accredited by the Commission on Dental Accreditation of Canada; or
  - c. International dental schools that provide equivalent educational background and standing as determined by the program
  - d. Candidates applying to the six-year MD program must meet UF College of Medicine's eligibility requirements

### Podiatrists

#### Podiatry School Criteria

1. Graduates of colleges in podiatric medicine accredited by the Council on Podiatric Medical Education
2. Pass the National Board of Podiatric Medical Examiners Part I, Part II write and Part II CSPE

### NON-ACCREDITED TRAINING PROGRAMS

#### Applicants should

1. Hold a medical license in the State of Florida and be eligible to bill for services
  - a. Programs have the option to accept trainees with a training license and not bill for services.
  - b. Applicants who are not eligible for licensure should contact the program director of the training program to ensure they meet program specific eligibility requirements.
2. Not be included on any federal or state excluded parties lists
3. J-1 visa sponsorship is not an option for trainees in a non-accredited training program. All applicants must hold an employment eligible status as noted in the general appointment requirements items 1 or 2.

### GENERAL APPOINTMENT REQUIREMENTS

#### All medical graduates must be one of the following:

1. United States citizen; or
2. Lawfully employable (i.e., valid EA, PR or RA card – see definitions below); or,
3. Eligible for an ECFMG sponsored J-1 Visa; or,
4. Eligible for H1B sponsorship – Temporary employment with dual intent to seek permanent resident status
  - a. Current UFCOM-J H1B visa holder eligible to transfer to a subspecialty fellowship and maintain H1B Visa Status; or,
  - b. Medical graduate who holds an H1B visa from another employer and therefore eligible to port their H1B to a UFCOM-J fellowship program if they meet the exceptional criteria as outlined below. Applicants to a UFCOM-J residency program are not eligible for H1B visa sponsorship due to the processing timeline outlined by Immigration Compliance Services.
  - c. Departments are required to pay all costs associated with porting the current H1B visa to UF, as well as gathering all visa petition paperwork; or,
5. Eligible for O1 sponsorship – Temporary employment for individuals with extraordinary ability or achievement in science demonstrating three of the following:
  - a. Nationally or internationally recognized prizes or award for excellence in their specialty; or,
  - b. Membership in associations in the specialty which require outstanding achievements of their members, as judged by recognized national or international experts in their disciplines or fields; or,

# UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE

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- c. Published material in professional or major trade publications or major media about the beneficiary related to their work in the specialty; or,
- d. Judge of the work of others in the same specialization; or,
- e. Original scholarly scientific achievement; or,
- f. Authorship of scholarly articles in the specialty, published in professional journals or other major media; or,
- g. Employment in a critical or essential capacity for organizations and establishments that have a distinguished reputation; or,
- h. Commanded high salary or will command a high salary or other remuneration for services.

All programs must select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, biologic sex, sexual orientation, self-identified gender and expression, marital status, national origin, political opinions or affiliations, genetic information, or veteran status as protected under the Vietnam Era Veteran's Readjustment Assistance Act. All applicants, regardless of medical school origin, should meet the same high-quality standards as predetermined by the program director.

All programs must participate in the National Resident Matching Program (NRMP) or other matching platform when available.

All programs designated in the NRMP main match are required to post all positions through the match, as to follow the NRMP **All-in Policy** as of 7/1/2012. UFCOM-J supports the All-in Policy for its programs and fellowships that are designated as All-in. Fellowship program directors who want to request an exception to the All-in Policy must receive approval from the Senior Associate Dean for Graduate Medical Education prior to any verbal or written offer being made outside the match.

When applicants apply through the Electronic Residency Application Service (ERAS) or other application system, the applicant may indicate one of the following visa types as their current status:

- F1 Student Visa – this individual is currently in the US attending a US medical school. This individual is eligible for a J-1 visa through ECFMG, pending graduation from medical school, unless the individual has applied for permanent resident status
- B1 Temporary Business Visitor Visa – this individual is in the US as a tourist. If this person graduated from an international medical school, they would qualify for a J-1 Visa through the Exchange Visitor Sponsorship Program
- B2 Visitor for Pleasure Visa – this individual is in the US as a tourist. If this person graduated from an international medical school, they would qualify for a J-1 Visa through the Exchange Visitor Sponsorship Program
- E3 Specialty Occupation for Australian citizens
- EA Employment Authorization Card holder – is eligible for appointment regardless of medical school type
- H1B Specialty Occupation – is eligible for appointment to subspecialty training programs
- J1 Exchange Visitor Sponsorship Program – is eligible for appointment to accredited residency or fellowship training programs
- PR Permanent Resident Card holder - is eligible for appointment regardless of medical school type
- RA Resident Alien Card holder - is eligible for appointment regardless of medical school type

# UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE

## Office of Graduate Medical Education

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Refugee Asylum Granted asylum in the United States – these individuals are eligible for appointment without any Visa sponsorship if they have their letter granting the asylum or refugee/asylum stamp in their passport.

### Program Eligibility Requirements

All programs must follow the ACGME Eligibility Criteria specified in their respective program specific requirements, if applicable. If a resident is not eligible per the institutional criteria above and the program wants to pursue a fellow's eligibility using the ACGME Fellow Eligibility Exception criteria, the program director must submit the ERAS application and any other supporting documentation to the DIO. The request for consideration must be approved by the GMEC before ranking the applicant.

### ECFMG Certification

ECFMG Certification is required of all International Medical Graduates, with the exception of Canadian medical school graduates and international dental graduates. Certification provides assurance to the residency and fellowship program directors that the IMG has met minimum standards of eligibility required to enter such programs. ECFMG Certification is one of the eligibility requirements to take Step 3 of the United States Medical Licensing Examination (USMLE), and is required by most states to obtain an unrestricted license to practice medicine in the United States. USMLE no longer accepts completion of a Fifth Pathway certificate program in lieu of an ECFMG certificate for Step 3 eligibility requirements.

### Institutional H-1B Visa Sponsorship Policy

The University of Florida College of Medicine-Jacksonville (UFCOM-J) will, at its sole discretion and in conformity with the guidelines set forth in this policy, sponsor an H-1B petition for foreign nationals who seek employment/appointment at the UFCOM-J. Programs review the UF Immigration Compliance Services website ([H-1B Specialty Occupations, DOD Cooperative Research and Development Project Workers, and Fashion Models | USCIS](#)) regarding current H-1B requirements, cost, feasibility, and processing timelines is required prior to initiation of the H-1B visa petition process.

The H-1B Visa is specific to a single employer (sponsor) and allows the person to be employed in the U.S. under this visa type for six (6) total years.

### H-1B Visas for Clinical Residencies and Fellowships

Unlike the J-1 Exchange Visitor visa, the primary focus of the H-1B visa is employment, not training. Individuals enrolled in UFCOM-J residency and fellowship programs are trainees in medical educational programs. Except in unusual circumstances benefiting the institution, an H1B visa is not an option for residents or fellows. The most appropriate visa category for trainees is the J-1.

The H-1B visa category may be used for clinical residencies and fellowships in graduate medical education (in lieu of J-1) under the following limited circumstances:

- a. Where the foreign national is a graduate of a U.S. medical or dental school; or,
- b. Where the foreign national currently holds an H-1B for clinical graduate medical education (at another institution); or,
- c. Rare or unique circumstances that must be reviewed and approved by the Senior Associate Dean for Graduate Medical Education or designee on a case-by-case basis prior to being added to the program's rank order list

Other conditions include the following:

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- The H-1B category will be used only where the individual has enough time left on their H1B to complete the program within the six-year time limit of the H-1B.
- H-1B Visas are prohibited from employment/moonlighting at non-UFCOM-J facilities, since the visa is employer specific. H-1B beneficiaries can maintain multiple H-1B petitions at the same time. Modifications to the duties specified in the original petition or additional pay must be submitted to USCIS for approval.
- Costs related to obtaining and maintaining an H1B visa are the responsibility of the program. The Office of Graduate Medical Education can provide the current costs and breakdown upon request.
- The H-1B petition requires sponsorship by an employer. Only representatives of the UF ICS are authorized to sign all documents submitted to the USCIS and other state and federal agencies in which University of Florida is identified as the employer/petitioner. Any petitions submitted without the prior authorization and signature of a designated representative of the UF ICS may result in a request to the government for official withdrawal of the petition.