

NEW HOUSE STAFF OFFICER APPOINTMENT CHECKLIST

Please check that the appropriate items have been included and verified with the application. After completing this form, please sign, date and return with the attached documents:

- Completed and signed JMH Appointment Form
- Copy of ERAS Application or a JMH Graduate Medical Education Application
- Copies of three letters of recommendations
- Copy of USMLE; National Board Exams; or FLEX examinations results
- Original Training license application(medical, osteopathic, dental, podiatry) and copies of all or any of the below listed in a-c
- State of Florida training or unrestricted medical license
- If applicable, explanation to any questions answered “yes”
- Out of State Medical Licenses and Licensure Verification
- Copy of School of Medicine Certificate of Graduation(and translation) or original letter certifying graduation date
- Copy of Curriculum Vitae
- Copy of Current ECFMG Certificate, if foreign graduate

If not a us citizen:

- Visa status, please mark the one that applies, submit copy of proof of immigration status:
 - J1
 - H1-B
 - Permanent residency
 - Work-permit
- Current/valid Basic Life Support-Mandatory, please note that other training such as ACLS(is required for all ICUs units) , NALS, PAL, etc may be required depending on specialty

Resident/fellow name: _____

Program and Specialty Name:_____

Name and Signature of Coordinator or person submitting appointment form

Name _____ Signature_____

Date: _____