

## Housestaff Renewal/Re-appointment Process

*Note: Community and Family Medicine in O'Fallon will order trainees' IL licenses.*

1. The Program Coordinator should submit a re-appointment request form to the GME office at least 6 months prior to the housestaff member's current contract end date or by the specified date/deadline indicated on the GME Key Dates Calendar. Please make sure that the re-appointment request form is fully completed, the information indicated on the form is accurate and the required supporting documentation is attached, such as a CV or ERAS application and visa information (if applicable). Please ensure that the current personal address for the housestaff member is indicated on the re-appointment form when it is submitted to the GME office.
2. The re-appointment request is processed in the GME Office. *(Please do not instruct housestaff members to contact the GME office to determine when or if their re-appointment has been processed. Program Coordinators should contact the GME office to inquire about the status of re-appointment packets).*
3. Re-appointment letters are generated via Docusign for signature by the program director, dean of GME and finally the trainee with the program coordinator copied. The program coordinator will review the letters for accuracy.
4. Renewal paperwork such as license renewal applications, medicaid and visa renewal documents are emailed to the program coordinator for dissemination to trainees as they will ensure each form is completed by the trainee and returned to the GME office in a timely manner. ***For J1 visa holders, please make sure that the bottom portion of the I-644 Form is completed by the current Program Director before it is returned to the GME Office, if the person is changing programs, the form must still be signed by current program director).***
5. Copies of renewed licenses and the housestaff MO license pocket cards will be sent via inter-office mail to the Program Coordinator upon receipt. The Program Coordinator should disburse MO License pocket card to housestaff. BNDD certificates are available online.

**Note: Please remember re-appointment requests will not be processed if required paperwork is not attached to the re-appointment request form.**