

### **Verification of a Trainee Appointment [Non-GME]**

Trainees can request a verification of their educational appointment prior to their last day. Due to legal and institutional guidelines, AVA-Trainee can only release the following information:

- Trainee title;
- Name of department or program training was received in;
- Start and end date of training program or appointment.

Procedure:

1. The trainee must complete the [Request for Verification of Educational Appointment](#) Form and submit to AVA-Trainee using one of the following methods:
  - By fax to 713-745-5744
  - By email as a pdf to [AVA\\_EAS@mdanderson.org](mailto:AVA_EAS@mdanderson.org)
  - In person at 7007 Bertner Ave, 1MC17.3439 (Use the SB elevators)

NOTE: If the Trainee did not complete the clearance process, a statement will be included on all verification of training letters indicating that the Trainee did not appropriately clear the institution. Requests will be processed within 48 hours of receipt.

If salary/stipend verification is needed, The Work Number can be contacted by phone 1-800-367-2884 (use code – 10578) or on their website at <http://www.theworknumber.com/>.

### **Verifications for Full-time GME Training**

Requests for verification of the dates of a trainee's participation in a GME training program should be forwarded to [gmerverifications@mdanderson.org](mailto:gmerverifications@mdanderson.org).

### **Verifications for Rotating GME Training**

It is MD Anderson's policy not to complete verifications for Rotating Residents/Fellows. Any requests for verification of training for trainees rotating to MD Anderson must be completed by the rotators home institution.