

Foreign Credentials Review

All individuals with a doctoral degree (MD or PhD) earned outside of the U.S., Canada, or Puerto Rico who are considering ABMGG certification must submit their credentials for review. The review will determine the equivalency of the doctoral degree and eligibility requirements to sit for ABMGG certification examinations.

ADVISORY NOTE: The ABMGG Credentials Committee reviews applications based on the eligibility requirements for ABMGG **certification** only, not eligibility to enter a training program. Requirements to be accepted into a program are set by training programs themselves. Individual programs must be contacted for their admissions requirements. The ABMGG does not limit or influence which trainees the programs accept; it only comments on a trainee's *eligibility to sit for the ABMGG certification examination*. It is highly recommended to submit prior to the onset of medical genetics and genomics training in an ABMGG-accredited fellowship or ACGME-accredited residency program.

- The Credentials Review Request form must be submitted to the ABMGG Administrative Office, via email to credentials@abmgg.org.
- The application fee of \$160 is a non-refundable processing fee. Payments should be made by credit card, using the following link: <https://buy.stripe.com/7sI7uR0Jr9LE56UfZj>. Checks must be mailed to the ABMGG Administrative Office at 6120 Executive Blvd, Suite 525, Rockville, MD 20852.
- Credentials reviews may take approximately six to eight weeks.
- The decision of the credentials review is valid for a period of five years from the date of the response letter.
- Please read the requirements below carefully prior to submitting your request.

Required documents for a Laboratory Genetics Specialty:

1. Credentials Review Request Form

2. Transcript:

- a. An **original** transcript of your doctoral degree. If this document is not in English, include an English translation.

3. Diploma:

- a. Copy of doctoral diploma. If this document is not in English, include an English translation.

4. Course-by-Course Review:

- a. A course-by-course review of medical or doctoral degree program by an outside agency. We strongly encourage applicants to send documentation from an outside transcript review organization such as World Education Services (www.wes.org).
Original documentation sent from Agency is required; copies are not acceptable.
NOTE: ECFMG certificate will satisfy this requirement.

5. Curriculum Vitae (CV):

- a. Current dated curriculum vitae with bibliography, including dates and location of undergraduate education, doctoral education, post-doctoral and/or residency training and professional employment.

6. TOEFL-iBT Examination Scores:

- a. Individuals with an earned PhD degree or MD degree from a country other than the U.S., Canada (instruction and dissertation in English), Great Britain, Australia, or Puerto Rico who are interested in applying for certification in the specialties of Clinical Biochemical Genetics or Laboratory Genetics and Genomics, must take the TOEFL-iBT examination. Individuals who received their undergraduate or master's degree in the U.S., Canada (instruction and thesis in English), Great Britain or Australia, but obtained their PhD or MD degrees elsewhere, are not required to take the TOEFL exam.
- b. An ECFMG certificate will also satisfy this requirement
- c. The TOEFL-iBT is a four-part exam; each section of the exam is scored separately.
 - i. Total minimum passing scores for the four-part exam is 85.
 - ii. Applicants must achieve a level of High-Intermediate (20-24) on the speaking portion of the examination.
- d. The official TOEFL-iBT examination scores must be sent directly to the ABMGG Administrative Office by the Educational Testing Service (www.ets.org).
 - i. Applicants must enter the TOEFL code of 8509 on the answer sheet as well as on the Score Report Request Forms (for tests previously taken).
 - ii. Scores will then be sent directly to the ABMGG from Educational Testing Service*.
- e. There are no exceptions to this requirement.

**Educational Testing Service retains TOEFL examination scores for only two years. Applicants for ABMGG certification must have these scores sent to the ABMGG within two years of taking the TOEFL examination; these scores may be sent before the applicant submits any other portions of the credential review application. If it has been more than two years since the test was successfully passed and ETS no longer can provide the scores, a notarized copy of the applicant's TOEFL score document may be submitted.*

Required documents for Clinical Genetics and Genomics (MDs ONLY):

1. Credentials Review Request Form

2. Transcript:

- a. An **original** transcript of your doctoral degree. If this document is not in English, include an English translation.

3. Diploma:

- a. Copy of doctoral diploma. If this document is not in English, include an English translation.

4. ECFMG Certificate:

- a. A copy of the certificate from the Educational Commission for Foreign Medical Graduates (ECFMG); the original is not required.

5. Curriculum Vitae (CV):

- a. Current dated curriculum vitae with bibliography, including dates and location of undergraduate education, doctoral education, residency and/or post-doctoral training and professional employment.

- 6. Verification of residency training in a specialty other than Medical Genetics and Genomics that includes at least 12 months of direct patient care experience.**
 - a. Letter from the director of the graduate medical training program stating the inclusive dates and the amount of time the individual spent in the training program.
 - b. Copy of certificate documenting completion of graduate medical training.

- 7. Verification of board certification from the country in which graduate medical training was received (if applicable.)**

Note: The ABMGG Credentials Committee, after review of submitted documentation, may grant graduate medical training (GME; residency) equivalency for either zero or one year.

If no graduate medical training equivalency is granted, the individual must complete a minimum of 12 months of full-time training in an ACGME-accredited residency program with 12 months direct patient care (other than medical genetics and genomics) prior to entering a medical genetics and genomics residency. Completing an approved combined program in Pediatrics/Medical Genetics and Genomics, Internal Medicine/Medical Genetics and Genomics, Maternal Fetal Medicine /Medical Genetics and Genomics, or Reproductive Endocrinology and Infertility/Medical Genetics and Genomics satisfies the prior GME training requirement for eligibility for the certification examination.

Credentials Review Request Form

Instructions: Complete this form and return it together with the required documents to ABMGG Credentials Committee at credentials@abmgg.org. Incomplete requests or requests received without payment will not be reviewed. Credentials reviews take approximately six to eight weeks. **The decision of the credentials review is valid for a period of five years from the date of the response letter.** A response will be emailed to the email address provided below.

ADVISORY NOTE: The ABMGG Credentials Committee reviews applications based on the eligibility requirements for ABMGG certification only, not eligibility to enter a training program. Requirements to be accepted into a program are set by training programs themselves. Individual programs must be contacted for their admissions requirements. The ABMGG does not limit or influence which trainees the programs accept; it only comments on a trainee's *eligibility to sit for the ABMGG certification examination.*

First Name: _____ Middle: _____ Last: _____

Email Address: _____ Telephone: _____

Indicate below in which area(s) you are interested in training, have been trained, or are currently being trained:

- Laboratory Genetics Specialties [MDs or PhDs]** **Medical/Clinical Genetics and Genomics [MDs only]**

Checklist of Required Documents: *(Detailed description of the requirements is found on the cover sheet)*

ALL requests must include a \$160 non-refundable processing fee, payable here: <https://buy.stripe.com/7sI7uR0Jr9LE56UfZj>.

For Laboratory Genetics Specialties:

- Credentials Review Request Form**
- Transcript:** An original transcript of your doctoral degree.
- Diploma:** Copy of doctoral diploma. If this document is not in English, include an English translation.
- Course-by-course review:** Original documentation sent from the agency is required; copies are not acceptable.
- Curriculum Vitae (CV)**
- TOEFL-iBT Examination Scores:** applicants must have the official TOEFL-iBT examination scores sent directly to the ABMGG Administrative Office by the Educational Testing Service (www.ets.org).
- I have requested my TOEFL-iBT examination scores to be sent to ABMGG.

For Medical/Clinical Genetics and Genomics:

- Credentials Review Request Form**
- Transcript:** An original transcript of your doctoral degree.
- Diploma:** Copy of doctoral diploma. If this document is not in English, include an English translation.
- ECFMG Certificate:** A copy of certificate; the original is not required.
- Curriculum Vitae (CV)**
- Verification of prior Graduate Medical (Residency) Training**
 - A. Copy of certificate documenting graduate medical training.
 - B. Letter from the director of the graduate medical training program stating the inclusive dates and the amount of time the individual spent in the training program.
- Verification of board certification from the country in which graduate medical training was received (if applicable.)**