

**UNIVERSITY OF PENNSYLVANIA HEALTH SYSTEM
HOSPITAL OF THE UNIVERSITY OF PENNSYLVANIA
OFFICE OF GRADUATE MEDICAL EDUCATION**

**3400 Spruce Street
Philadelphia, PA 19104**

**Phone: (215) 662-3957
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To: HOUSESTAFF COORDINATORS

From: Renee Rosati
GME

Re: Ordering of Completion Certificates

This memo is to advise you of the procedure for ordering Certificates for the House Staff completing their training programs. All order forms must be forwarded to Renee Rosati in the GME office, for review and approval. After the GME office approves the request the form will be submitted to the vendor for processing.

Enclosed with this memo is the form that is to be used for ordering the certificates. Please note the following:

- All order forms are to be forwarded to Renee Rosati in the GME office for approval.
- Renee will forward the approved/signed original order form to the vendor and a copy of the form will be kept in the GME office.
- Order forms submitted directly to the vendor will not be processed.
- Only one certificate per person will be honored.
- If a second certificate is needed there will be a fee to pay.
- Orders for blank certificates will not be honored. The vendor will perform calligraphy services.
- Allow six weeks for delivery.

If you have any questions or concerns, please do not hesitate to call.
Thank You

Renee Rosati
GME Office