

Student Credentialing Policy

1. Purpose

The purpose of this policy is to outline the Medical Partnership's (MP) expectations for completion of credentialing documentation as required by clinical sites affiliated with the Partnership.

2. Scope

This policy applies to all MP students and visiting students at Partnership campus sites and Partnership-affiliated clinical locations.

3. LCME Standard

N/A

4. Policy Statement

Mandatory Credentialing Requirements

Medical students are required to complete all mandatory credentialing documentation (e.g. background checks, immunization records, HIPAA training, mask fit testing, EMR access agreements, site-specific modules, documents, forms etc.) as specified by the MP and each of the clinical sites affiliated with the Partnership.

Credentialing is a professional expectation and a recurring responsibility throughout a physician's medical career. Failure to complete credentialing requirements by the stated deadline will be considered a lapse in professionalism and reported through the Student Professionalism Concern Form.

Credentialing Process and Site-Specific Requirements:

- Students are required to upload their credentialing documentation on both the eValue and ACEMAPP credentialing platforms.
- Clinical sites that utilize either eValue or ACEMAPP for credentialing will have common credentialing documentation (e.g. background checks, drug screen, immunizations) and may have additional site-specific requirements (e.g. training modules, site-specific forms, documents, etc.) that must be completed prior to the start of the rotation.
- The MP Credentialing Office and/or coordinator(s) from the clinical sites will work with students to ensure all appropriate documentation is completed and submitted prior to any on-site experiences.

- The MP Credentialing Office will contact students via email prior to the start of the course with instructions and deadlines for completing the credentialing process.

Importance of Timely Completion of Credentialing & Consequences of Non-Compliance:

- Completing all credentialing requirements by the due date stated in correspondence from the MP Credentialing Office and/or clinical affiliate credentialing coordinators is essential to being able to start clinical rotations on time.
- Students are expected to promptly complete all credentialing requirements and respond to all emails related to credentialing requirements. If students run into issues completing said requirements by the deadline it is their responsibility to communicate this to credentialing office before the deadline.
- **Initial Deadline:**
 - Incoming M1 students: must complete all requirements by the deadlines listed in the pre-matriculation guide.
 - Rising M2 students: must complete all requirements at least **60 days** prior to the start of the M2 year.
 - M3 and M4 students must complete all requirements **45 days** prior to the start of their assigned rotation.
- **First Warning:**
 - M1 students who have not met all pre-matriculation credentialing requirements will receive a notification from the credentialing office and be expected to complete their requirements no later than **14 days** after orientation. Requests for exceptions must be submitted to the credentialing office via email.
 - M2 students who have not met all requirements, and have not communicated with the credentialing office, by the corresponding deadline will be issued a formal warning and given **14 days** to achieve compliance.
 - M3 and M4 students who have not met all requirements by the deadline, and have not communicated with the credentialing office, will be issued a formal warning and given **7 days** to achieve compliance. This includes students enrolled in the Step Study Extension course.
- **Second Warning: (7- or 14 -day grace period):** if credentialing requirements remain incomplete, the student may be deemed **ineligible to participate** in the clinical experience (including Community and Population Health, and Clinical Skills), at the site's discretion, until requirements are met. Missed clinical time due to non-

compliance will be treated as an **unexcused absence** and must be remediated at the discretion of the Course/Clerkship Director.

- Students who fail to meet their credentialing requirements by the deadlines noted above and have not received an exemption from the credentialing office, will receive a second, and final warning, and be expected to complete their credentialing documentation within 24 hours.
- **Third Warning:**
 - A third warning from the credentialing office will be considered a professionalism lapse and be reported as a professionalism concern through the Student Professionalism Concern Form.
 - Failure of M3 and M4 students to achieve compliance **30 days** prior to the start of a rotation may result in:
 - Delayed progression or removal of the student from the clinical rotation

Ongoing Compliance: Students are responsible for maintaining current status for all required certifications (e.g., CPR), vaccinations, and background checks throughout their clinical training. Lapses will result in immediate removal from clinical duties until rectified.

Repeated failure to achieve and maintain compliance with credentialing requirements may trigger referral to the Student Promotions Committee for review and result in academic probation, delayed graduation, or other disciplinary action review by the Promotions Committee.

5. Definitions

N/A

6. Responsibilities

Credentialing Office

7. Related Policies and Information

N/A

8. Reviewed By

Office of Academic Affairs

9. Reviewed Date and Review Cycle

July 30, 2025