



## **Transfer Policy**

A resident wishing to transfer from one residency program to another must notify the ABOto in writing at least six weeks prior to the date of transfer, and must explain the circumstances of the proposed transfer.

Letters from the current and prospective directors of training must also be submitted:

- The letter from the current Program Director must verify the exact amount of training successfully completed in the program and explain the reason for the transfer. A PGY-1 Rotations List must also be submitted.
- The letter from the prospective Program Director must verify that sufficient residency positions, accredited by the Residency Review Committee for Otolaryngology of the Accreditation Council for Graduate Medical Education (ACGME), exist in the program to provide the transferring resident with the training necessary to meet the requirements of the ABOto for certification.

Failure to comply with the transfer requirements may result in loss of eligibility to participate in the ABOto certification process.