

## Postgraduate Medical Education: Completion of Training Certificate

The PGME Office issues a certificate to recognize the successful completion of your residency and / or fellowship training. A certificate is not issued to individuals who come to McMaster to complete an elective.

The PGME certificate is a special document embossed with the crest and seal of McMaster University and includes the signatures of the Chancellor, President McMaster University; the Vice-Chancellor, McMaster University; Dean & Vice President, Faculty of Health Sciences; Assistant Dean, Postgraduate Medical Education; Department Chair; and the Program Director.

You will receive separate certificates for each program successfully completed; a single certificate does not record multiple programs. Certificates will be issued when you have finished all your postgraduate training at McMaster University.

### Name of the Trainee

Your name on the certificate will appear as you are registered with the PGME Office (see the PGME Registration site on medportal / McPost). The PGME Office conforms with the College of Physicians and Surgeons of Ontario. It is the responsibility of the trainee to ensure that the appearance of their name in Medportal/McPost record is correct prior to the issuance of the PGME certificate.

### Obtaining the Certificate

(Of note: Some programs have made arrangements to distribute their certificates and collect the photo ID badges. Also, trainees that are completing **residency** training in a specialty or subspecialty on June 30, and are leaving the university, will receive their certificate(s) at the graduation dinner if they choose to attend.)

You can obtain your certificate in one of the following ways:

1. Pick up the certificate in person at the PGME Office. You will be required to return your PGME photo identification badge at the time you pick up your certificate.  
PGME Office hours: Monday to Friday from 8am to 4pm
2. Send another individual to collect it on your behalf. The authorized individual must:
  - Provide a signed letter of authorization from the trainee naming the individual who is going to pick up the certificate.
  - Provide photo identification
  - Return the trainee's PGME photo identification badge.

### 3. Delivery

Fees: cash or cheque, payable to McMaster University

- Within Canada \$10.00 CAD
- To USA \$25.00 CAD
- To International Destinations \$35.00 CAD

You must submit payment and your PGME Photo ID badge to the PGME Office. On receipt certificate will be couriered to the address listed with the PGME Office.

Please note that the courier service will require a signature of the receiving party. If undeliverable, the Courier Depot may hold the package for 5 days before returning it to the PGME Office. It will then be subject to further payment for another delivery.

### Replacement Certificate

1. If your original certificate has been lost, destroyed or damaged or
2. If your original certificate was not claimed:

***Please note that PGME Office will only hold certificates for one calendar year from the date of completion of training. You may wish to check with PGME to verify if your certificate was ever picked up.***

- Payment of \$60.00 CAD per certificate, cash or cheque payable to McMaster University the PGME Office
- Completed: [Request for Replacement Certificate Form](#)
- See courier instructions above
- Allow approximately 3 – 4 weeks for processing

### PGME Certificate Copies

Your certificate is a legal document therefore, the PGME Office does not issue multiple copies of certificates.

If you require proof of completion of training you may take your original certificate to any local Notary Public and they can provide you with a certified copy. (Please note that a Notary Public is a public official who can authenticate documents with a notarial seal. Many lawyers are also Notaries).