



EICS FAQ (Frequently Asked Questions)

The purpose of the EICS FAQ is to provide detailed information about the EICS primary source verification process. If you still have questions concerning EICS, please contact us.

	<u>Postal Address</u>	<u>Courier Address</u>
Email: ecfmgics@ecfm.org	EICS	EICS – ECFMG
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Fax: (215) 966-3129	Philadelphia PA 19101-3795	Philadelphia PA 19104
	USA	USA

What if my medical credentials have been verified by ECFMG?

Although EICS is an ECFMG program, it is separate from the ECFMG certification process. Verifications, credentials and fees are not transferable between EICS and ECFMG. You must submit to EICS copies of all credentials required for verification by your medical registration board, even if your final medical diploma has previously been verified by ECFMG for the purpose of ECFMG certification. You must also include full payment of the EICS application fee with your application even if you have an active ECFMG financial account.

What if my medical credentials have been verified by EICS?

If your medical credentials have been verified previously by EICS and you are applying to a subsequent medical registration board that requires EICS verification, you must submit a new application to EICS for that medical registration board. Include your EICS identification number in Item 3 of a subsequent application. The EICS application fee for processing of a subsequent application is US\$50.

When submitting an EICS application for a subsequent medical registration board, only include copies of medical credentials that were not submitted previously to EICS for verification. It is not necessary to submit copies of credentials that have already been verified by EICS.

What is the role of EICS in my application for medical registration?

EICS's role is to obtain primary source verification of medical credentials required by your medical registration board. Please direct any questions concerning other aspects of your application for registration to your medical registration board.

What medical credentials does EICS verify?

EICS will request primary source verification of your medical diploma, medical school transcript, certificate(s) of postgraduate training and certificate(s) of medical registration and licensure. EICS does not verify dental or non-medical related credentials, membership or fellowship certificates associated with professional medical organizations, or letters of recommendation concerning non-postgraduate training positions.

If you are unsure whether to send a credential to EICS, contact your medical registration board or EICS for assistance.

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Do I have to submit original or notarized documents with my application?

Because EICS will be contacting the issuing institutions, it is not necessary to submit original or notarized documents to EICS. Photocopies of documents are acceptable. Photocopied documents must be complete and legible. Oversized documents should be photocopy reduced to 8½ x 11 inches (216 mm x 279 mm).

Do I need to submit translations for non-English language documents?

Non-English language medical diplomas, academic transcripts, postgraduate training certificates and certificates of registration/licensure must be accompanied by English translations prepared and signed by a recognized translator or professional translation service.

Non-English language documents submitted to EICS without English language translations will not be sent for verification. Translations will also not be sent for verification.

Can I pay the EICS application fee by wire transfer?

EICS does not accept payments by wire transfer. Payment of the EICS application fee may be remitted via a credit card (Visa, MasterCard, and Discover) or by money order/bank draft. Applications submitted without payment will be placed on Hold and not processed until payment of the application fee is received by EICS.

In the event your credit card is declined for payment, EICS will notify you and request alternative payment. EICS will continue the verification process, but verification information will not be released to your medical registration board until payment of the application fee is received by EICS.

How long does the EICS verification process take to complete?

EICS verifications are sent via regular post. Completion of the EICS verification process is dependent on regional postal service and internal processing of the issuing institution. The EICS application includes instructions if you wish to arrange to have your credential verifications sent via courier service. You are also advised to contact your institutions to request that they promptly complete and return verifications to EICS.

What if my institution has a fee for verification of my credentials?

Payment of verification fees imposed by the institution is the responsibility of the physician. EICS will notify you if payment of a fee is required by your institution for completion of EICS verification forms. EICS will inform you of the payment details as provided to EICS by the institution.

Can you send me the EICS verifications forms to take personally to my issuing institutions?

To maintain the integrity of the verification process, EICS verification forms are sent directly to and received directly from the issuing institutions. Verification forms cannot be provided to physicians, family members, or friends for the purpose of delivery to or retrieval from issuing institutions.

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Can I speed up the verification of my credentials?

If you would like to arrange for your verifications to be sent via courier service, provide EICS with either a courier service account number or credit card information (card type, card number, expiration date) and a brief statement authorizing EICS to use this information to send your verifications. Specify whether you want pre-paid courier return envelopes sent with your verifications or to have them returned to EICS via regular post.

If you wish to arrange to have your verifications sent via courier service, it is important that you confirm the current street address of your institution, and that you confirm with your designated courier service that the destination country or region is serviced by them.

Will I receive a copy of my EICS Credentials Verification Report?

EICS reports are issued only to your medical registration board. EICS reports are not released to third parties. You will receive notification from EICS when all verifications have been received and the final EICS report has been issued to your medical registration board.

How long do EICS verifications remain valid?

There is no expiration date for EICS verifications.