

UW-Madison, School of Medicine and Public Health
Department of Family Medicine and Community Health

Process for Board Recertification Extension Request

The Department of Family Medicine and Community Health includes this statement in faculty appointment letters: Prior to your one year appointment date, you are required to obtain your board certification as a Family Medicine Physician. This requirement must be fulfilled in order to continue your appointment with the UW-Madison, Department of Family Medicine and Community Health.

The Department of Family Medicine and Community Health includes this statement in faculty reappointment letters: Continued employment is contingent upon your possession of a medical license from the State of Wisconsin, appropriate credentials for hospital privileges, and board certification as a Family Medicine Physician. It is your responsibility to maintain these contingencies. Please be advised that the process for credentialing and privileging can take up to four months to complete. Your ongoing appointment is dependent upon your continued medical licensure, hospital privileges appropriate to this position and board certification as a Family Medicine Physician.

Faculty may request an extension for board recertification due to circumstances beyond their control.

The written request should be addressed to the Department of Family Medicine and Community Health HR Committee and should include the following:

- Current board certification end date
- Description of circumstances which led to the request for an extension
- Anticipated board recertification date

The request will be reviewed by the faculty physicians serving on the Department of Family Medicine and Community Health HR Committee. The faculty physicians include a residency clinic faculty physician, a community clinic faculty physician, the Vice Chair for Clinical Care, and the Associate Vice Chair Madison Residency Clinical Operations.