

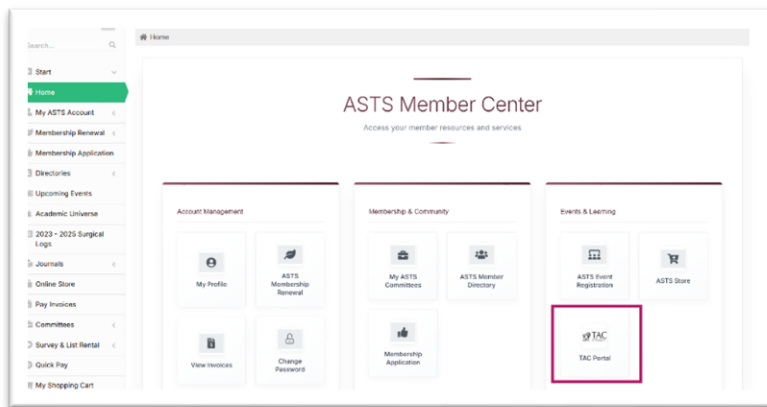
## Instructions for Requesting Certificate of Completion in TAC Portal

To request a Certificate of Completion, the fellow must first follow these steps:

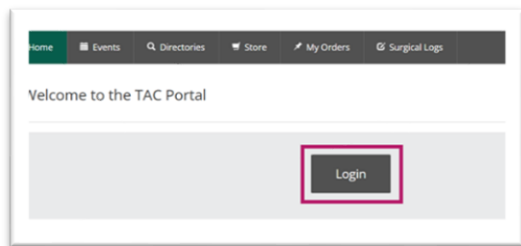
1. Login through the [ASTS member portal](#) with your email address.
2. Once logged on to the ASTS portal, you will click on “Member portal.”



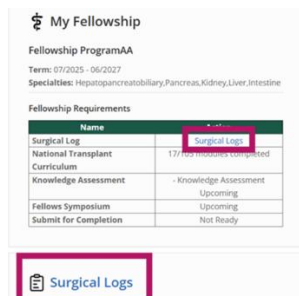
3. Once you are in the member portal, you will click on the TAC Portal tile.



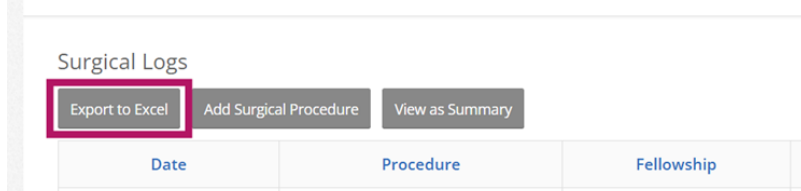
4. After that, please click the “Login” button and it will automatically log you into the TAC Portal.



5. Once you are redirected to the homepage of the TAC Portal, please scroll down on the homepage of the portal to the “My Fellowship” section. Go to your surgical logs.

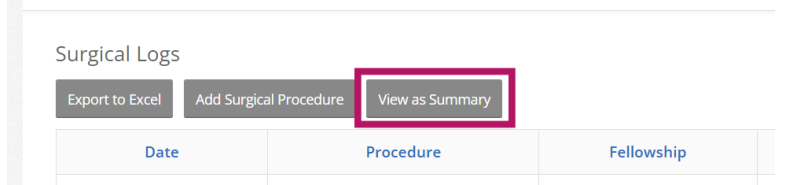


6. Once you are there, please do the following:
  - I. Download your full log report by clicking “Export to Excel”



i.

- II. Download your summary report by clicking “View as Summary” and then “Print” once you are on the summary page.



i.

Name	Amount Achieved	Fellowship Volume Requirement
Deceased Donor Procurement Volume		25
HB/HPB - Biliary Volume		15
HB/HPB - Hepatectomy Major Volume		15
Hepatobiliary - Total Volume		35
HPB - Non-Transplant Pancreas Volume		15
HPB - Total Volume		50
Intestine Transplant Volume		10
Kidney Transplant Volume		40
Liver Transplant Volume		45
Living Donor Nephrectomy Volume		12
Pancreas Back Bench Volume		10
Pancreas Procurement Volume		10
Pancreas Transplant Volume		10
Total Transplant Volume		50

ii.



*You will need these two copies for your certificate of completion request. You should also keep these documents for your own records.*

7. Once you have downloaded these two reports, please return to the home page of the TAC Portal. Go to the Fellowship tile and click on “Complete Form” next to the “Submit for Completion” section.

**My Fellowship**

Fellowship ProgramAA

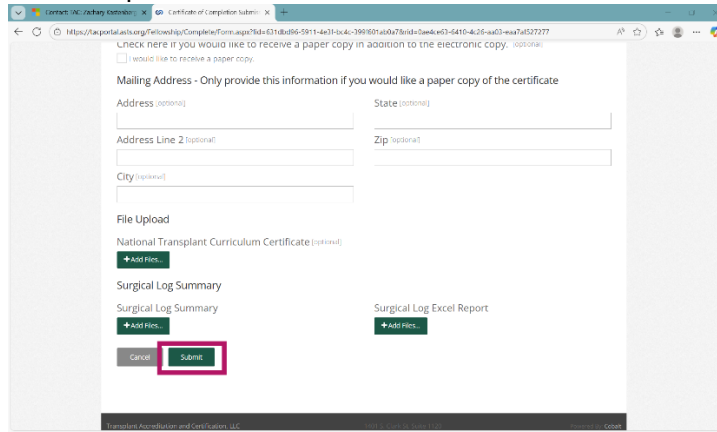
Term: 07/2025 - 06/2027

Specialties: Hepatopancreatobiliary,Pancreas,Kidney,Liver,Intestine

**Fellowship Requirements**

Name	Action
Surgical Log	<a href="#">Surgical Logs</a>
National Transplant Curriculum	114/105 modules completed
Knowledge Assessment	Complete
Fellows Symposium	Complete
Submit for Completion	<a href="#">Complete Form</a>

8. Complete the requested information and then click “Submit.”



The screenshot shows a web browser window with a form titled "Certificate of Completion Submission". The form includes a checkbox for "would like to receive a paper copy". Below this is a section for "Mailing Address" with fields for "Address", "State", "Address Line 2", "Zip", and "City". A "File Upload" section follows, with three "Add Files..." buttons for "National Transplant Curriculum Certificate", "Surgical Log Summary", and "Surgical Log Excel Report". At the bottom of the form are "Cancel" and "Submit" buttons, with the "Submit" button highlighted by a red rectangle.

9. Once you have submitted the Certificate of Completion request, your Program Director will be able to submit the Program Director approval form directly through the TAC Portal.
10. Once your Certificate of Completion request has been processed, please follow [these instructions](#) to access the certificate through the TAC Portal.