



## Approving your fellows Certificate of Completion in the TAC Portal

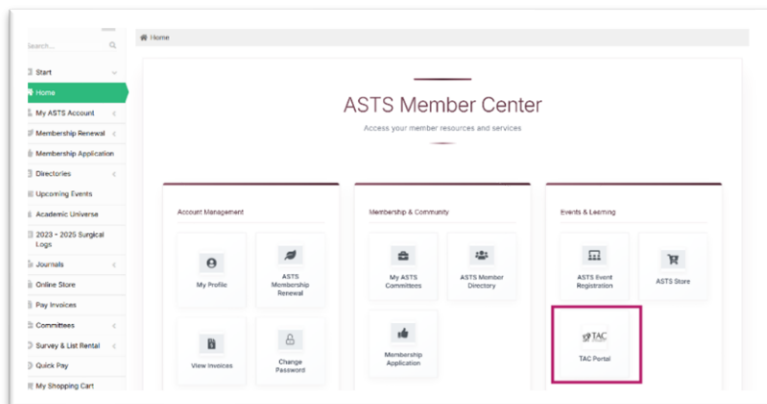
To complete a Certificate of Completion request started by a fellow, the Program Director should follow the steps below.

**Before you begin:** Have your ASTS login email ready, and make sure you are completing the approval form for the correct fellow.

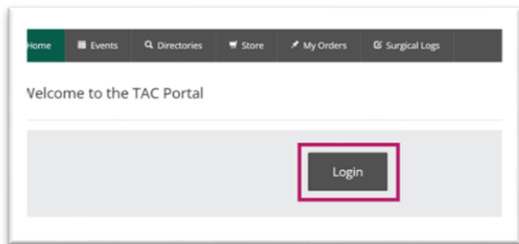
1. Go to the [ASTS Member Portal](#) and sign in with your email address.
2. After signing in, look for and select **Member Portal**.



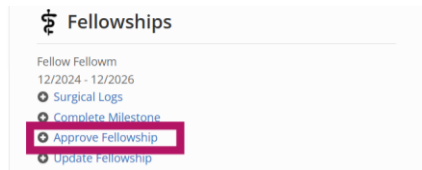
3. In the Member Portal, find the **TAC Portal** tile and select it.



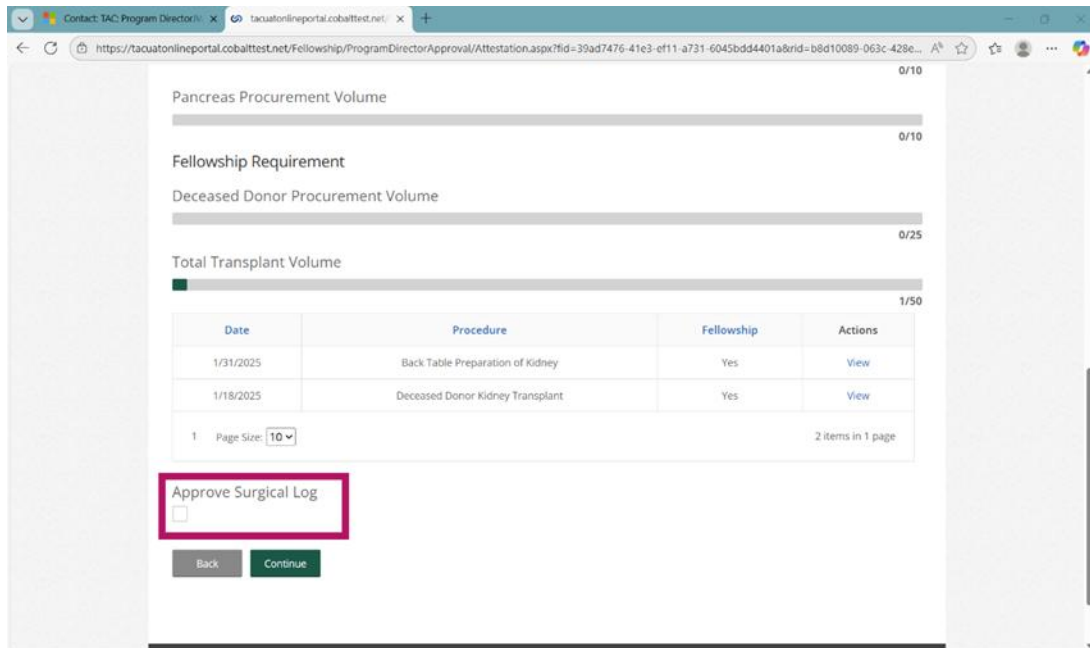
4. Select **Login**. This will take you directly into the TAC Portal.



5. On the TAC Portal home page, scroll down to the **Fellowships** section. Find the fellow whose approval form you need to complete, then select **Approve Fellowship** below that person's name.



6. Review the fellow's case volumes carefully. If everything looks correct, check the box next to **Approve Surgical Log**, then select **Continue**.



7. Fill in the required fields, then select **Submit**.



### Program Director Approval Form

Fellows are eligible to receive a certificate of completion when they successfully complete a twenty-four-month TACC Accredited Abdominal Transplant Surgery Fellowship and fulfill requirements for organ systems in which their fellowship program is accredited to train. This includes organ systems for which the program is accredited at the time that the fellow matches with the program OR organ systems for which the program receives accreditation within the twenty-four months of the fellow's TACC accredited training.

#### Fellow Information

Name of Fellow

Fellowship Institution

#### Fellowship Training Program Director Approval

Do you verify that this fellow has successfully completed a two-year fellowship at this institution?

I recommend that the fellow be awarded a Certificate of Completion in:

- Kidney
- Liver
- Pancreas
- Intestine
- Hepatobiliary
- Hepatopancreatobiliary
- I do not recommend approval in any organ specialty.

#### Program Director Signature

Please enter your full name as your digital signature.

Date of Submission:

#### Comments

If you did not recommend approval in an organ that the fellow met volumes for AND matched into, please explain why here. [optional]

#### Additional Comments

Other comments [optional]

- Once you submit the Program Director approval form, TACC will review the request and notify the fellow when the Certificate of Completion request has been processed.



If the request is approved, the fellow will receive instructions on how to access the Certificate of Completion. They can then follow [these instructions](#) to download the certificate through the TAC Portal.