



How to Request Your Fellowship Certificate of Completion

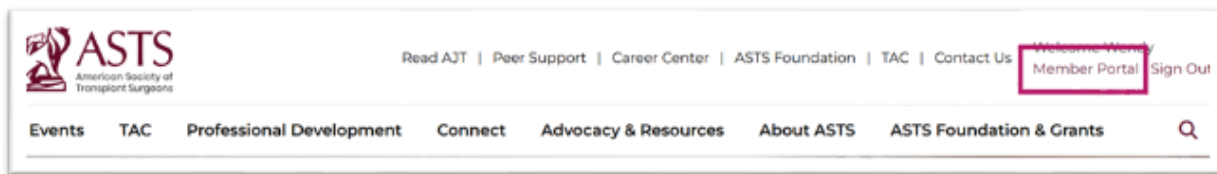
Purpose: This process explains how to submit a Fellowship Certificate of Completion request through the TAC Portal.

Before you begin

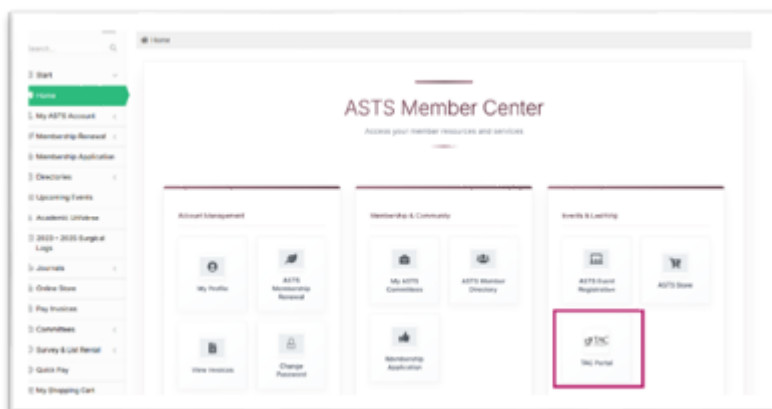
- Access the [ASTS Member Portal](#) using your email address and password
- Download your National Transplant Curriculum Certificate after completing all required fellowship modules
- You will need the ability to download and/or print to upload required reports from your surgical logs

Steps

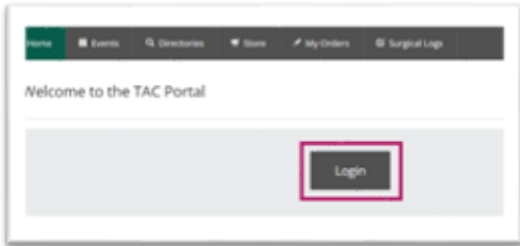
1. Sign in to the [ASTS Member Portal](#) using your email address.
2. Select **Member Portal** after you sign in.



3. In the Member Portal, select the **TAC Portal** tile.



4. Select **Login** to open the TAC Portal automatically.

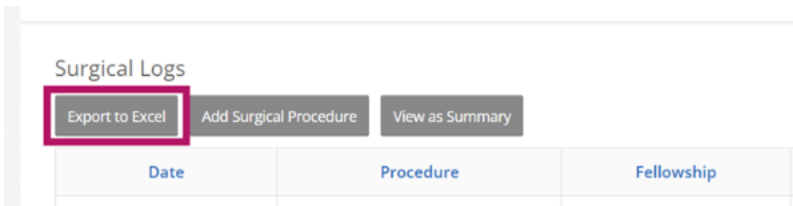


5. On the TAC Portal home page, scroll to the **My Fellowship** section and open your surgical logs.

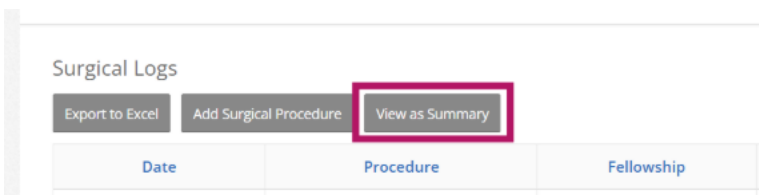


6. Download both of the following reports from your surgical logs:

I. Export your full log report by selecting **Export to Excel**.



II. Create your summary report by selecting **View as Summary**, then choose **Print** on the summary page.





Name	Amount Achieved	Fellowship Volume Requirement
Deceased Donor Procurement Volume		25
HB/HPS - Biliary Volume		15
HB/HPS - Hepatectomy Major Volume		15
Hepatobiliary - Total Volume		25
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

Back Print

Important: You must have both reports available before you submit your certificate request. You should also keep copies for your records.

7. Return to the TAC Portal home page. In the Fellowship tile, select **Complete Form** next to **Submit for Completion**.

*When all requirements and modules are complete, select **Complete Form** as shown below.

Fellow FellowC | Logout

Home Events Directories Store My Orders Surgical Logs

Welcome to the TAC Portal
 To view the fellowship requirements, [click here](#).
 To view the program requirements, [click here](#).

Fellow FellowC
 1234 S. Clark St
 Arlington, VA 22202
 EF.fellowC@ats.org

Upcoming Events
 There are no upcoming events at this time.

My Fellowship
 Fellowship ProgramAA
 Term: 07/2024 - 06/2025
 Specialties: HepatoPancreatoBiliary,Pancreas,Kidney,Liver,Intestine

Name	Action
Surgical Log	Surgical Logs
National Transplant Curriculum	17/35 modules completed
Knowledge Assessment	Complete
Fellow Symposium	Complete
Submit for Completion	Complete Form



Home Events Directories Store My Orders Surgical Logs

Certificate of Completion Submission

Prior to submitting this form, please ensure that your surgical procedures have all been accurately submitted. These numbers must be finalized before you submit this form.

To review your surgical procedures, please go back to the home page of this portal and click on "Surgical Logs."

Fellow Name and Degree

Full Name (first and last name) and Degree (MD, FACS, etc.)

Fellowship Information

Fellowship Training Program Name Fellowship Training Program Director Name

Certificate of Completion

Check here if you would like to receive a paper copy in addition to the electronic copy. (optional)

I would like to receive a paper copy.

Mailing Address - Only provide this information if you would like a paper copy of the certificate

Address (optional) State (optional)

Address Line 2 (optional) Zip (optional)

City (optional)

File Upload

National Transplant Curriculum Certificate (optional)

+ Add Files...

Surgical Log Summary

Surgical Log Summary Surgical Log Excel Report

+ Add Files... + Add Files...

Cancel Submit

What happens next

8. After you submit your Certificate of Completion request, please notify your Program Director. Your Program Director can log in through their TAC Portal account and submit the approval form.
9. After your Program Director has processed the request, please allow 6–8 weeks for the TACC to review and approve your Certificate of Completion request. Processing times may vary depending on submission volume and holidays.
10. Once the TACC approves your request, follow [these instructions](#) to access your digital certificate.

Support/Contact

If you need help with portal access or form submission, contact TAC staff at tacc@asts.org for assistance.