Moonlighting Request Steps

1. Moonlighting eligibility & policy posted on GME website
2. Trainee approaches program
3. If program agrees to allow them to pursue moonlighting, program completes Microsoft Form request.
4. GME Office places trainee on non-primary Moonlighting rotation for the AY.
5. GME Office assigns checklist [with imbedded form] which includes:
	1. Required review of eligibility & policy (listed on GME website)
	2. Providing agreement
	3. Box for signed agreement upload
	4. Imbedded form for credentials with uploads & expiration dates (which will be attached to their personnel records)
6. Checklist items are held for review. Once reviewed & approved, the trainee & program will receive an email approval. If moonlighting at BJH, Hailey Laws from DHM will be copied. Approvals only good for the AY.