

Request to Remove a Training Program Liaison (TPL) from EVNet

Designated Institutional Officials (DIOs) must notify ECFMG when a Training Program Liaison (TPL) is no longer active at their institution. Completion and submission of this form serves to provide ECFMG with such notification and will result in the TPL identified in Section A of this form being removed from the Exchange Visitor Network (EVNet), ECFMG's web-based portal for TPLs. Once removed, the TPL will no longer have access to exchange visitor (J-1) physician information.

SECTION A

Institution Name: _____

6-digit ACGME Sponsoring Institution ID: _____

Name of TPL to Be Removed: _____

Effective Date of TPL Removal: _____

Should this individual's TPL duties be assigned to an existing TPL at your institution? Yes No

If yes:

- Please indicate the name of the existing TPL here: _____
- Should the duties be transferred to the existing TPL on the same date that the departing TPL is removed? Yes No

If **no**, please complete and submit a *Request to Add a New Training Program Liaison (TPL)* form as soon as possible.

(See <https://www.ecfm.org/evsp/request-new-tpl.pdf>)

SECTION B

Name of Designated Institutional Official (DIO): _____
(Type or print)

DIO E-mail: _____ DIO Telephone: _____

DIO Signature:

Date:

Please complete and submit this form to: EVNetAdmin@ecfm.org.