



Administrative Guideline

Subject: In-Training Assessment Report (ITAR) Completion	
Created: Nov 2025	Revised: new
Reviewed and approved by the Residency Program Committee:	Next review date:

Preceptors are tasked with the timely completion of In-Training Assessment Reports (ITARs) of resident performance. This occurs through One 45.

In a block-based residency program, rotations 1 month or less have a final ITAR only. Rotations greater than 1 month have a midpoint and final ITAR. For longitudinal residency programs, multiple ITARs may be sent out prior to the final ITAR.

It is expected that ITARs will be completed, discussed with residents, and submitted through One45 within 1 week for a midpoint ITAR and 2 weeks for a final ITAR.

Residents are to ensure ITARs are submitted and follow up with preceptors if they are not, following the process below.

ITAR Completion Follow Up Process:

If an ITAR is not submitted within 1 week for a midpoint ITAR or 2 weeks for a final ITAR, the resident should email the preceptor a reminder and copy the Site Administrator (SA) and the Site Director (SD) and/or the Site Assessment and Evaluation Coordinator (AEC) depending on site procedures:

For a midpoint ITAR:

"Dear Dr.. Approximately 1 week ago, a midpoint ITAR was sent to you for completion. However, I have not yet received my midpoint evaluation (ITAR). At your convenience, I would very much appreciate it if you could please complete my evaluation and submit it on One45. The advancement of residents is reliant on timely completion of their evaluations. If you encounter any technical difficulties during the submission process, please reply to this email to let us know. Thank you kindly."

For a final ITAR:

"Dear Dr.. As you'll recall, I completed my rotation with your service approximately 2 weeks ago. However, I have not yet received my final evaluation (ITAR). At your convenience, I would very much appreciate it if you could please complete my evaluation and submit it on One45. The advancement of residents is reliant on timely completion of their evaluations. If you encounter any technical difficulties during the submission process, please reply to this email to let us know. Thank you kindly."

If an ITAR is not submitted within 2 weeks for a midpoint ITAR or 4 weeks for a final ITAR, the resident should alert the SA and SD/AEC. The SD/AEC will contact the preceptor/educational service lead on behalf of the resident to ensure ITAR completion. If the AEC needs support, they can involve the Site Director as required.