

**Texas Medical Board (TMB)
Physician in Training Permit Application Process**

Step	Who	What	When
1	Postgraduate Training Program	<ul style="list-style-type: none"> • Verifies identity. • Verifies graduation or scheduled graduation from medical school prior to training program start date. • Accepts and enrolls applicant in to the program. • Sends TMB the completed PIT Permit Applicant Submission Excel Spreadsheet and Certification by email to: pit.applications@tmb.state.tx.us. • If program is interested in paying the application fees, submit a request to pit.applications@tmb.state.tx.us to be assigned a 3rd party payer ID number or for questions about your password. 	Between 90 and 120 days before program start date
2	TMB	<ul style="list-style-type: none"> • Uploads data from the spreadsheet to TMB database. • Creates TMB personal ID numbers for each applicant. • Returns spreadsheet by e-mail to the program director/designated contact, with the TMB personal ID numbers assigned to each applicant. • If requested, assigns program third party payer ID number and emails instructions to program contact. <p>Note: If the certification that must accompany the spreadsheet is missing or is incomplete, or if the program director is not included in the email the submission <u>will be rejected</u>.</p>	Within 5-7 business days
3	Postgraduate Training Program	<ul style="list-style-type: none"> • Provides each applicant with their TMB personal ID number. • Provides each applicant with their ACGME/AOA/TMB Program ID #. • Provides applicant 3rd party payer ID # and instructions to use it. • Pays for applicants if using bulk payment. • Applications for a physician-in-training permit can be submitted to the board no earlier than 120 days prior to the program begin date in Texas to ensure the application information is not outdated. <p>Note for out of state rotators: If PIT permit is for an out-of-state resident completing rotations in Texas, the out of state program must apply for the permit and not the Texas program. Additionally, the out of state program must ensure that the Texas supervising physician is aware of their responsibility for completing Step 4.</p>	As soon as possible after receipt of the TMB personal ID number
4	Each Texas Licensed physician supervising Texas rotations Required ONLY for applicants completing a rotation in Texas as part of their out-of-state training program.	<ul style="list-style-type: none"> • Submits statement to TMB (pit.applications@tmb.state.tx.us) that certifies: <ul style="list-style-type: none"> ○ the facility at which the rotations are being completed ○ the dates the rotations will be completed in Texas* ○ that the Texas on-site preceptor physician will supervise and be responsible for the applicant during the rotation in Texas • Applications for a physician-in-training permit can be submitted to the board no earlier than 120 days prior to the rotation begin date in Texas to ensure the application information is not outdated. <p>*Rotator permits are limited to the dates of the rotation in Texas. The permit will reflect the name/address of the out of state postgraduate training program and not the Texas program/rotation site.</p>	No later than 60 days before the rotation start date

5	Applicant	<ul style="list-style-type: none"> • Logs on to https://applications.tmb.state.tx.us/PI/ident1.aspx • Completes online application. • Applicant must have their TMB personal ID number; Program ID number; Payment Information/3rd party payer ID ready in order to complete application. <p>Note to payers: You will have 15 days to pay for a transaction once a physician submits an application. After that time, the application will drop and the physician will have to reapply online.</p>	No later than 60 days before the program start date
6	PIT Permit Online Apps	<ul style="list-style-type: none"> • Previous day applications are transmitted daily to TMB, unless applicant applies on a weekend or holiday, electronic file may not be sent until next business day. 	Daily or next business day
7	TMB	<ul style="list-style-type: none"> • Updates TMB database with information from the application file 	Within 3-5 business days of receipt of electronic file
8	TMB	<ul style="list-style-type: none"> • Reconciles incoming applications. A permit is issued if applicable or the application is assigned a licensure analyst. 	Within 7-10 business days of database upload (Step 7)
9	TMB	<ul style="list-style-type: none"> • Sends daily fax report to programs informing programs of the applicants who have been issued a permit. <p>Note: The TMB licenses physician license applicants approximately every two weeks. If a PIT Permit Holder is licensed, you will be sent a fax report advising you of who was licensed along with their license number. The PIT Permit will be terminated the same day an individual is licensed.</p>	Daily, as needed