

Instructions

How to use and send the PIT (Physician in Training) Permit Application Spreadsheet

1. Download and save the TMB PIT Permit Application Submission Spreadsheet.
 - a. Double-click on the attachment open the PIT Permit Application Submission Spreadsheet.
 - b. Click on File, then on Save As.
 - c. In the Save As box, select the appropriate location for saving the file.
 - d. Leave the file and file type as it already appears in the dialog box.
 - e. Close the saved PIT Permit Application Submission Spreadsheet.
2. When ready for use, open the spreadsheet, choose File, Save As and name it with the name of your institution, specialty and today's date. Use a new spreadsheet for each submission.

Do not submit an altered version of the TMB spreadsheet or one that has already been processed. An unprocessed spreadsheet will be labeled as PIT Spreadsheet v2016 at the bottom of the page.

All of the data on your PIT Permit Application Submission Spreadsheet will be used to create an electronic application and must match with the applicant's online submission, so be very careful that your data entry is correct. Please advise your applicants to do the same.

3. **You're ready to begin data entry.**
 - a. There are 13 columns or data fields to be collected.
 - b. Enter a row of information for each applicant, with the data for each applicant in the appropriate column.
 - c. Click on cell A2 to begin data entry. Do not skip rows.
 - d. You may move to the next column on the same row by using the TAB key.
 - e. Start a new row for each applicant.
 - f. Information about each column of data is shown below.

ACGME, AOA or TMB Program ID#

Enter the numeric code for the specific program. Do not enter the dashes – only numbers; the dashes should display after entry.

- AOA programs add 503 to the beginning of your program number.
- Out of state rotators use their home program's ACGME or AOA program ID.
- Canadian rotators: you can leave this field blank as the TMB will assign the program ID while processing your submission.

PIT Type

This column contains a drop down list and you must select PIT, ROT or CP.

PIT = Initial PIT Permit

ROT = Rotator Permit (Initial and Subsequent)

CP = Institution Change PIT Permit (use if the applicant has had a PIT permit at another institution and is now joining your institution and the other institution permit is still active)

Important Note: PIT holders changing programs within the same institution do not need to apply for a new PIT permit if the request for a new permit is made before the current permit expires. Follow the "How To" after the end of these Instructions to see if the resident qualifies and do not submit a spreadsheet for these requests.

TMB personal ID

- If the PIT applicant has had a previous application, permit or license with TMB, the applicant should already be assigned a TMB personal ID number.
- Please make every effort to enter this number, if it exists. It will help to avoid duplication in TMB's system and delay in issuing the permit.
- If you do not know the number, you can still send your submission without it.

First Name, Middle Name

- Enter the first and middle names of the PIT applicant.
- This name field may ultimately be overwritten if the PIT applicant supplies a variation of the name when applying online. However, it will be useful to TMB in the event that other fields don't match as expected.
- Do not use periods in the names.

Last Name

- Enter the last name of the PIT applicant. If double last names, you can use a hyphen but it should match how the applicants enters their name online.
- This name field may ultimately be overwritten if the PIT applicant supplies a variation of the name when applying online. However, it will be useful to TMB in the event that other fields don't match as expected.

Legal Name Change form on TMB website: <http://www.tmb.state.tx.us/page/pit-supplemental-forms>

Suffix

- This column contains a drop down list and you may select JR, SR, II, III, IV or V.
- Leave the cell blank if an applicant has no suffix on his or her name.

Degree

- You must select MD or DO. Do not enter any other degree such as MBBS. A MBBS is considered to be the equivalent of a MD degree.

SSN

- Enter the PIT applicant's social security number, if one exists.
- If the applicant receives a SSN after they apply, they must report it to the TMB at: pit.applications@tmb.state.tx.us.
- The entire SSN is needed not just the last four digits.
- Do not enter dashes – only numbers; the dashes should display after entry.

Date of Birth (DOB)

- Enter the date of birth as mm/dd/yyyy.

ECFMG

- If the PIT applicant is an international medical graduate, enter the applicant's ECFMG number.
- Do not enter dashes only numbers.
- Leave the cell blank if the applicant does not have an ECFMG number. Do not enter N/A or zero.

Training Program Start Date*

- Enter the date the applicant will start the training program.
- Use slashes (/) and the format mm/dd/yyyy. An example is 07/01/2015.
- *Out of state and Canadian applicants use, use the start date of the rotation in Texas.

Training Program Completion Date*

- Enter the date the applicant is scheduled to complete the training program.
- Use slashes (/) and the format mm/dd/yyyy. An example is 06/30/2019.
- *Out of state and Canadian applicants use, use the completion date of the rotation in Texas.

H1B Visa Letter Needed – for Texas residents/fellows only

- Select Yes from the drop down list if an INS letter is needed. If not, skip this cell.
- If Yes is entered in this column, an INS letter will be returned with the processed spreadsheet submission.

4. After you have entered a row of data for each applicant, save the PIT Application Submission Spreadsheet one last time and close it.
5. Send the PIT Application Submission Spreadsheet to the TMB at pit.applications@tmb.state.tx.us as an attachment. **Do not send** to an individual's email box.
6. **Requirements for acceptance of the PIT Application Submission Spreadsheet (follow each step to avoid rejection of your submission!):**
 - a. The e-mail must come from the director of medical education, the chair of graduate medical education, the program director, or (if none of the previously named positions is held by a physician) the supervising physician of the postgraduate training program.
 - b. We will also accept the spreadsheet in an e-mail from a staff member, so long as the director of medical education, chair of graduate medical education, the program director, or, if none of the previously named positions is held by a physician, the supervising physician of the postgraduate training program **is copied on the email** and the appropriate selection is indicated in the certification.
 - c. In the body of the e-mail, the following certification statement **must** be included:

I, **(insert name here)**, certify that I am **(select one of the following)**
 the chair of graduate medical education
 the program director
 if none of the previously named positions is held by a physician, the supervising physician of
the postgraduate training program, or
 the **(Housestaff Coordinator or appropriate title)**, that I am acting on behalf of **(insert name here)** who is the **(chair of graduate medical education/program director/supervising physician)**, and that the named individual has authorized me to make the following certification. I am including the named individual in this email.

This information is submitted for **(insert the name and specialty/department of your program)**.

How to Submit Common Permit Requests **Do not send these requests in a spreadsheet!!**

***Expiration Date Extensions *Program Changes within Same Institution *Placing in Research Status**

General Instructions:

For any of the requests covered here, send an email to pit.applications@tmb.state.tx.us with the details listed below.

The program director must be copied on the request. Please do not submit a spreadsheet for these requests.

Request for Permit Expiration Date Extension

Same program and must be requested before permit expires...

Include the following details in the email to pit.applications@tmb.state.tx.us:

- Name of permit holder (exactly as displayed on permit)
- Permit holder's date of birth (mm/dd/yyyy)
- TMB ID#
- New program/expiration date (mm/dd/yyyy)
- Reasons for extension (Ex: make up time off)

Request for New Permit Due to Program Change

Same institution and must be requested before current permit expires...

Include the following details in the email to pit.applications@tmb.state.tx.us:

- Name of permit holder (exactly as displayed on permit)
- Permit holder's date of birth (mm/dd/yyyy)
- TMB ID#
- Current program ID number
- New program ID number
- New program/permit begin date (mm/dd/yyyy)
- New program/permit end date (mm/dd/yyyy)
- Reasons for change (Ex: progression into a sub-specialty)

Note about Website Verification: The website verification system can only display the most current permit issued. A new permit may be issued prior to the begin date, and thus display, although the current permit is still in force. Feel free to verify current permit by phone or in writing.

Request to Place Permit in Research Status

Same institution and we must receive (a) request before research begins and (b) notice before research ends...

Include the following details in the email to pit.applications@tmb.state.tx.us:

- Name of permit holder (exactly as displayed on permit)
- Permit holder's date of birth (mm/dd/yyyy)
- TMB ID#
- Current program ID number
- Research begin date (mm/dd/yyyy)
- Research end date (mm/dd/yyyy)