

**Texas Medical Board (TMB)
Physician in Training Permit Application Process
October 2008**

| Step | Who | What | When |
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| 1 | Postgraduate Training Program | <ul style="list-style-type: none"> • Verifies identity • Verifies medical school graduation (or intended graduation prior to training program start date) • Accepts applicant • Sends PIT Permit Applicant Submission Spreadsheet and Certification (see separate instructions) by email to: pit.applications@tmb.state.tx.us. Do not send spreadsheets to staff's individual email boxes. • If Postgraduate Training Program is interested in paying for PIT applications using bulk payment, submit request to amanda.bloodgood@tmb.state.tx.us to be assigned a third 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 contact, with the addition of 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><u>Note:</u> If the certification that must accompany the spreadsheet is missing or is incomplete, the submission will be rejected.</p> | Within 3-5 business days |
| 3 | Postgraduate Training Program | <ul style="list-style-type: none"> • Provides each applicant with TMB personal ID number • Provides each applicant with their ACGME, AOA or TMB Program ID number • Provides applicant third party payer ID number and instructions if using bulk payment • Pays for applicants if using bulk payment- TOL Bulk Payment <p>Notes: If PIT permit is for an out-of-state resident completing rotations in Texas, use the out-of-state Postgraduate Training Program's ACGME or AOA number, not the one of the Texas rotation site.</p> <p>If PIT permit is for an out-of-state resident completing rotations in Texas, the out-of-state Postgraduate Training Program must ensure that the Texas supervising physician is aware of responsibility for completing Step 4. No permits for physicians rotating in Texas from out-of-state programs will be issued until the information in Step 4 is received and processed.</p> | As soon as possible after receipt of the TMB personal ID number |
| 4 | Texas Licensed physician supervising Texas rotations | <p>Required ONLY for applicants completing rotations in Texas as part of the applicant's out-of-state training program.</p> <ul style="list-style-type: none"> • Submits statement to TMB (pit.applications@TMB.state.tx.us) that certifies: <ol style="list-style-type: none"> 1. the facility at which the rotations are being completed 2. the dates the rotations will be completed in Texas* 3. that the Texas on-site preceptor physician will supervise and be responsible for the applicant during the rotation in Texas <p>*Rotator permits are limited to the dates of the rotation in Texas. The permit will reflect the name and address of the out of state postgraduate training program, not the Texas program where the rotation is being completed.</p> | No later than 60 days before the program start date |
| 5 | Applicant | <ul style="list-style-type: none"> • Logs on to Texas Online- http://www.texasonline.state.tx.us • Selects Online Resources, then Occupational and Professional Licenses • Selects the applicable application: Initial Physician in Training {PIT} Permit Application Institution Change Physician in Training {PIT} Permit Application or Rotator Physician in Training {PIT} Permit Application • Completes online application (Applicant must have their TMB personal ID number; ACGME, AOA or TMB Program ID number; and payment or third party payer ID ready in order to complete application) | No later than 60 days before the program start date |

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| 6 | Texas Online | <ul style="list-style-type: none"> • Sends electronic file of PIT applications for the previous day to TMB <p>Note: If applicant applies on a weekend or holiday, electronic file may not be sent until next business day.</p> | Daily |
| 7 | TMB | <ul style="list-style-type: none"> • Updates TMB database with information from the Texas Online file | Within 1-2 business days of receipt of electronic file |
| 8 | TMB | <ul style="list-style-type: none"> • Reviews applications. A permit issued if applicable or the assigned licensure analyst sends a lacking letter. | Within 5/10 business days of database upload (Step 7) |
| 9 | TMB | <ul style="list-style-type: none"> • Sends daily report to programs, by fax or email, informing programs of the applicants who have been issued a permit. | Daily, as needed |

Note: If your program has authorizations from **every** applicant to allow TMB to correspond with the program about the content of every application (lacking letters, permits etc.) rather than the applicant, please contact us **prior** to submitting your first spreadsheet for instructions to register this authorization with the TMB.