## Physician in Training Permit Application Process

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<th>Step</th>
<th>Who</th>
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| 1    | Postgraduate Training Program | • Verifies the applicant’s graduation or scheduled graduation from medical school before program start date.  
• Verifies identity of applicants and has accepted/enrolled applicants in to the program.  
• Sends the PIT Permit Application Submission Spreadsheet with required data and Certification to: pit.applications@tmb.state.tx.us.  
• If program is interested in paying fee, submits a request to pit.applications@tmb.state.tx.us to be assigned a 3rd party payer ID# and obtain instructions. Information will be returned sent to requestor in a separate email. | Can begin to submit 120 days before program start date |
| 2    | TMB | • Uploads data from the spreadsheet to TMB database.  
• Creates personal TMB ID #s for applicants.  
• Returns processed spreadsheet submission by e-mail to the program.  
• If the submission is incomplete the submission will be rejected. For example, the certification is missing or if the program director is not included in the email. | 7 business days* |
| 3    | Postgraduate Training Program | • Provides each applicant with their TMB personal ID number.  
• Provides applicant 3rd party payer ID# and instructions.  
• 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board no earlier than 120 days prior to the program begin date in Texas to ensure the application information is not outdated.  

**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. |
| 4    | Each Texas Licensed physician supervising Texas rotations | **Required of out of state rotators completing a rotation as part of their out-of-state training program.**  
The Texas licensed physician submits statement to (pit.applications@tmb.state.tx.us) that certifies:  
  o the facility at which the rotations are being completed  
  o the dates the rotations will be completed in Texas*  
  o that the Texas on-site preceptor physician will supervise and be responsible for the applicant during the rotation in Texas  
The statement must include the rotators name and ID# if known.  
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 and not the Texas program/rotation site. | At least 90-60 days before the rotation start date |
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| 5 | Applicant | - Logs on to https://applications.tmb.state.tx.us/PI/ident1.aspx  
- Completes online application.  
- Applicant must have their TMB personal ID number and payment information to complete application. | No later than 90-60 days before program start date  
More complex applications should allow 120 days for processing. |
|   |   |   |   |
| 6 | PIT Permit Online Apps | - Previous day applications are transmitted daily to the TMB unless they are technical delays or application is filed on a weekend or holiday. | Daily or next business day |
| 7 | TMB | - Updates TMB database with information from the application file | Within 5 business days of receipt of electronic file |
| 8 | TMB | - Reconciles incoming applications. A permit is issued if applicable or the application is assigned a licensure analyst.  
- The processing time frame is increased for applicants that are required to furnish supplemental documentation or whose application will require an escalated review of their application.  
- More complex applications should allow 120 days processing time. | Within 10 business days from Step 7 |
| 9 | TMB | - Sends fax reports to programs with list of the applicants who have been issued a permit.  
- Sends fax reports to programs with list of PIT permit holders who have been issued a licensed and whose PIT permit will be terminated. | Daily and more often during peak times |