

# Georgia Composite Medical Board

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## Ref: Resident Training Permit (RTP) Process

The Georgia Composite Medical Board (GCMB) implemented the online application portal for RTP applications beginning July 2025. This process will allow applicants to fully submit their applications online. The board will not accept paper applications moving forward.

- RTP Applications:** The application can be started at <https://gateway.medicalboard.georgia.gov/> and the forms will be located at <https://medicalboard.georgia.gov/licensure-information/resident-training-physician>.
  - The forms will also be located within the applicant's portal where you upload the documents.
- Payments** of the RTP applications, there are 2 options:
  - The applicant can pay by debit card, credit card, or ACH via their licensing portal
  - The applicant can have a third party pay by clicking on the "third party payment" button and putting in the email of the payer. This could be an email to the institution finance office, a GME coordinator, a family member, etc.
- Residents:** If you are a visiting resident, please speak with your program coordinator to determine the payment options.
- GME Office Responsibilities:** Have GME staff upload a list (Excel or word) of all residents and fellows to the NextRequest (<https://gcmb.nextrequest.com/> and choose the **Resident Training Permits** department) portal to include name, what year they are in, and location. This is so ALL documents can be uploaded to the portal, and we can confirm enrollment based off the list provided by the GME.
- Emails:** Please make sure your applicants have an email on file for correspondence purposes; without that their application may not be processed timely.
- SSN Issues:** If an applicant does not have an SSN, they can still complete the online application and fill in the SSN later by sending us proof into <https://gcmb.nextrequest.com/> and choose the **Resident Training Permits** department. Staff will then add the SSN.
- Notary Seals:** If your program or university has a seal to authenticate the forms this can be used in the place of a notary along with a digital signature **BUT** the seal and signature must be readable and verifiable if the document is scanned in, or it will be rejected.
- Transfer RTP:** If a resident/fellow is going from one program to another (ex. Morehouse to Emory for additional training) a new application will need to be completed and attach a letter of good standing from the previous program.
- H1B Letter:** If you need a letter, please send the applicants information and request to <https://gcmb.nextrequest.com/> and choose the **Resident Training Permits** department.

- a. **Applicants must submit a completed application and pay the fee before aH1B letter will be provided by GCMB**
10. **Communication with GCMB staff:** Please do not email staff directly. **Please utilize the applicant portal to upload all required documents** and if you have questions please utilize <https://gcmb.nextrequest.com/> and choose the ***Resident Training Permits*** department so we keep communication on one platform for accountability and quicker response.
11. **How do I know who my license tech is?** By clicking on the “person” icon on your license portal page.