

# 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 March 1, 2024. This process will allow applicants to fully submit their applications online without the need to fill out paper applications (unless you do not have a SSN). The board will not accept paper applications moving forward unless a special circumstance arises which must be discussed with licensing staff first (Ex. No SSN at time of application).

- A. **RTP Applications:** The application can be started at <https://gcmb.mylicense.com/egov> and the forms will be located at <https://medicalboard.georgia.gov/licensure-information/resident-training-physician>.
- B. **Payments** of the RTP applications, there will be 2 options:
  1. The applicant themselves can pay with their credit card online to process the application through.
  2. The applicant can click the “pay later” button and it will be the GME office, hospital or school’s responsibility to pay for that applicant in order for the application to be approved.
    - a. If choosing this option, then the school would need to submit a check to the GCMB for all applicants and provide the GCMB with a list of names and demographic information of each applicant so the GCMB staff can apply the payment to the appropriate applicant.
    - b. \*See Visiting Residents below
- C. **\*Visiting Residents:** If you are a visiting resident, please get with your program manager to determine the payment options. As of now visiting residents must pay for their own application.
- D. **Emails:** Please make sure your applicants have an email on file for correspondence purposes; without that their application may not be processed timely.
- E. **SSN Issues:** If an applicant does not have an SSN contact us on the next steps.
  - a. Licensing Manager: [David.harris@dch.ga.gov](mailto:David.harris@dch.ga.gov)
  - b. [Residency.Training@dch.ga.gov](mailto:Residency.Training@dch.ga.gov)
- F. **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.
- G. **Transfer RTP:** If a resident/fellow is going from one program to another (ex. Morehouse to Emory for additional training) we must end the first permit and start a new one on July 1<sup>st</sup>. In order to help with this process please send GCMB the person(s) information and the dates/program information prior to the end of June.
- H. **H1B Letter:** If you need a letter, please send the applicants information and request to [Residency.Training@dch.ga.gov](mailto:Residency.Training@dch.ga.gov)

\*Demographic information needed: Name, DOB, Program Name, Specialty, application number/license number (if applicable) and date of application and start date of program.