

## Frequently Asked Questions to the Staff of the Georgia Medical Board Regarding the Permit Process for the Residency Training Permit

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1. **How do I obtain an application for a residency-training permit?** The quickest and easiest way to obtain an application for a residency training permit is by downloading the forms from our website at [www.medicalboard.state.ga.us](http://www.medicalboard.state.ga.us) under **Information for Health Care Professionals**, under **Download Application**. **Click on Residency Training Permit, and then click on Residency Training Application**. A request for an application for residency training permit may also be requested in writing by submitting the following information: your legal name and mailing address, or by contacting the Board directly at (404) 656-3913 or 3914 and requesting an application by phone.
2. **How long does it take to get my Residency Training Permit?** Absent any complicating factors, the average application process takes approximately **10-15 business days** to complete. Once your application is complete, you will be notified in writing of the date your application will be presented to the Board. Please keep in mind that all correspondences relating to a residency- training permit will be sent to the applicant at the Program Director’s business address on file with the Board.
3. **When does a postgraduate training permit expire?** Training permits expire annually **on June 30<sup>th</sup>**, but may at the discretion of the Board, and upon completion of an application and payment of the renewal fee, be renewed annually for the duration of the postgraduate training program for a period not to exceed **seven (7) years**. **A permit holder shall not participate in postgraduate training in this State after the expiration of a postgraduate training permit.**
4. **What should I do if my address changes, while my application is pending?** Board rules require the applicant to notify the Board in writing within 10 days of a change of address while an application is pending. Submit a written request to change your address. Indicate the old address and current address in your request.
5. **Does issuance of a temporary postgraduate training permit mean that I will be granted a license to practice medicine upon completion of the postgraduate training program?** **NO.** Issuance of a temporary postgraduate training permit shall not be construed to imply that the permit holder will be deemed eligible for a license to practice medicine in this State.
6. **If I withdraw from a postgraduate training program and am accepted or appointed to participate in another postgraduate training program, do I have to apply for a new permit?** **YES.** However, the Board will not issue a new postgraduate training permit, if the permit holder’s postgraduate training exceeds seven (7) years.
7. **I have decided not to attend the residency program and want to withdraw my application?** If you decide during the application process that you would like to withdraw your application, it is necessary for you to put this request in writing, sign and date the request. Provide a brief explanation as to why you would like to withdraw your application. **Is my application fee refundable?** Fees paid to the Georgia Medical Board are **non-refundable** whether or not a license, certificate or permit is issued, an application is withdrawn or the application is denied.
8. **What does “primary source verification” mean?** The Medical Board verifies all applicant information as “primary source” verification. This means that we must receive the information **DIRECTLY** from the issuing source.