

# Georgia Regents University

## House Staff Policies and Procedures

**Policy**  
**HS 6.0 House Officer Licensure**

**Source**  
**Graduate Medical Education Office**

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**1.0 Purpose**

To provide guidelines regarding licensure of interns, residents and fellows training in an approved ACGME Residency Program at Georgia Regents University

**2.0 Procedure**

A Temporary Postgraduate Training Permit is mandatory for participation in all postgraduate medical training Programs in the State of Georgia, unless the individual holds a regular license to practice medicine in Georgia prior to participating in postgraduate medical training program.

**2.1 Requirements for Issuance of Temporary Postgraduate Training Permit**

The Board will not consider an application until it is complete and the Board has received all the required documentation, signatures, seals, and fees (no strikeouts, whiteout, fax, or copies will be accepted). For application and instructions please contact the Graduate Medical Education office at (706) 721-7005.

2.2.1 Internship or Residency Program accredited by the ACGME or AOA

2.2.2 Clinical Fellowship Program at an Institution with a Residency Program accredited either by ACGME or the AOA that is in a clinical field the same as or related to the clinical field of the Fellowship Program.

2.2.3. Notarized copy of medical diploma indicating evidence of graduation from a medical or osteopathic school approved by the ACGME, the AOA or the Liaison Committee on Medical Education

2.2.4 Graduates of a foreign medical school must submit notarized valid certificate issued by ECFMG or notarized fifth pathway program certificate established in accordance with AMA criteria and passing ECFMG qualifying medical component examination.

2.2.5 Certification from the Program Director on a form provided by the Board verifying applicant's appointment to participate in a postgraduate training program may be obtained from the Graduate Medical Education Office at (706) 721-7005.

2.2.6 House Officers on a H-1B Visa requiring a Temporary Postgraduate Training permit must submit their application to the GME Office at least 2-4 months prior to their start date.

2.2 Non ACGME approved Programs must have prior approval from the Graduate Medical Education Committee (GMEC) and the permit holder is required to pay the initial and renewal fee before starting postgraduate training.

2.3 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 the State of Georgia.

2.4 The Board shall have the authority to refuse, issue, renew, suspend, revoke, or limit a Temporary Postgraduate Training permit based upon any of the grounds or violations enumerated in OCGA 43-1-19 and 43-34-37. Nothing in this rule shall be construed to prevent the Board from denying or conditionally granting an application for a Temporary Postgraduate Training permit. Authority: OCGA 43-34-20; 43-34-24; 43-34-47

2.5 A permit holder who withdraws from a postgraduate training Program and is accepted or appointed to participate in another postgraduate training program must apply for a new Postgraduate Training permit as provided in Rule 360-2-09(3); however, the Board will not issue a new Postgraduate Training permit as provided herein if the permit

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holder's postgraduate training exceeds seven years.

2.6 Renewal of Temporary Postgraduate Training Permits

All Temporary Postgraduate Training permits expire annually on June 30<sup>th</sup>. Renewal application and fee required by the Board must be submitted to the Board before the permit holder can continue in the postgraduate training program. Renewal fee does not indicate acceptance of the renewal application or that any permit requirement has been fulfilled. The GME Office will submit all applications to the Board for approval prior to start date of contract.

2.7 To be eligible for renewal, the permit holder must furnish satisfactory evidence that he/she continues to participate in the postgraduate training program indicated on the completed Program Directors certification form. Send completed form to the GME Office for approval. The GME Office will forward to the Composite State Medical Education Board.

2.8 Failure to renew a Postgraduate Training permit by the expiration date shall result in a penalty for late renewal as required by the Board. Postgraduate training permits that are not renewed within one month of expiration shall be revoked for failure to renew and a new application with the appropriate fee shall be required.

2.9 A permit holder shall not participate in postgraduate training in this State after the expiration of a postgraduate training permit.

2.10 Program Director Requirements

If there is a change in Program Director the new Program Director must notify the Board on the form approved by the Board and a copy on file in the GME Office.

[http://www.gru.edu/mcg/residents/documents/CHANGE\\_OF\\_PROGRAM\\_DIRECTOR\\_FORM.pdf](http://www.gru.edu/mcg/residents/documents/CHANGE_OF_PROGRAM_DIRECTOR_FORM.pdf)

Pursuant to Article 2, Chapter 34 of Title 43 of the Official Code of Georgia Annotated, each Institution designates a licensed physician who qualifies as a Program Director to fulfill the responsibilities of reporting to the Board the following within 15 days of the event:

2.10.1 Permit holder's withdrawal or termination from or completion of a postgraduate training program and the reasons for such termination or withdrawal

2.10.2 Occurrence of any of the events identified as grounds for disciplinary action or as violations enumerated in O.C.G.A. 43-1-19 and 43-34-37 or a practice restriction taken against a permit holder .or any disciplinary action regarding quality of care and/or ability to practice with reasonable skill and safety,

2.10.3 Any permit holder who has an unauthorized absence from the Program for any length of time in excess of two weeks and the reason.

2.10.4 At the completion of the Program year, Program Directors must provide the Board with a list of permit holders participating in the Program Director's postgraduate medical training program who are recommended or advancement to the next level.

2.10.5 At the completion of the Program year, Program Directors must report to the Board whether a permit holder participating in the Program Director's postgraduate medical training Program has failed to advance in the Program for performance or behavioral reasons.

2.11 This attestation by the Program Director places direct responsibility on the Program Director when there is a change in the training status of any resident who has a Temporary Training Permit (termination, absence from the program, failure to progress academically in training).

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12/05 10/07 2/08 12/09 10/10 2/11 1/13 10/14

6.0

2 of 3

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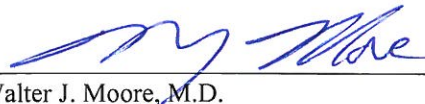
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- 2.12 Failure to notify the Composite State Board of Medical Examiners (CSBME) of a House Officers' status according to the Temporary Training Permit legislation will have negative consequences for the Program Director and the Program Director "shall be subject to disciplinary action by the Board."
- 2.13 Complete rules, effective August 18, 2004, may be viewed at: <http://medicalboard.georgia.gov/>



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Date 12/12/14



Walter J. Moore, M.D.  
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Date 12/5/14

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