



Governance

School of Public Health

Graduate Medical Education Policy
on Resident Physician Licensure

Requirements Responsible Unit:

School of Public Health

Adopted: 2/17/2021

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**SCHOOL OF PUBLIC HEALTH GRADUATE MEDICAL EDUCATION
POLICY ON RESIDENT PHYSICIAN LICENSURE REQUIREMENTS**

SECTION 1: PURPOSE & SCOPE.

- 1.1 All residents in training programs sponsored by the West Virginia University School of Public Health must hold at all times during their training either a valid educational training permit or a valid unrestricted license by either the West Virginia Board of Medicine or the West Virginia Osteopathic Board of Medicine.
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SECTION 2: COORDINATION AND DISCIPLINARY ACTION

- 2.1 It is the trainee's responsibility to request the initial permit or license from the appropriate board of medicine and to annually renew this authorization during their training.
- 2.2 Should the resident fail to obtain or renew the appropriate authorization from the appropriate board of medicine, the resident will be immediately suspended from all duties and failure to renew the appropriate authorization to practice medicine in a timely manner may result in termination from the training program.

- 2.3 Applications for training permits should be submitted to the appropriate board of medicine at least one month prior to the contract start date.
 - 2.4 If a resident holding an educational training permit or license is terminated for any reason from any graduate medical education program, the program director is obligated to notify the appropriate board of medicine within five days of termination.
 - 2.5 Residents who seek and are granted permission by their program director to moonlight in any capacity must hold a valid license by the appropriate board of medicine. An educational training permit holder may only practice medicine within the auspices of their training program.
 - 2.6 All residents are required to take, and pass, either USMLE Step 3 or COMLEX Step 3 prior to matriculation into the program.
 - 2.7 Exceptions for extension to these deadlines must be approved by the SPH GMEC and the DIO.
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SECTION 3: DEFINITIONS.

- 3.1 Educational Permit: An educational permit is not a license to practice medicine and surgery in West Virginia. An educational permit only authorizes the holder to practice medicine and surgery within the auspices of his or her training program. Permits are issued for up to a one-year period. Permits are renewable for as long as the permit holder continues to participate in graduate medical training in West Virginia.
- 3.2 Medical License: A medical license is an occupational license that permits a person to legally practice medicine.
- 3.3 Reciprocal Licenses: Residents who are in residency in another state and who wish to complete a training rotation in West Virginia must hold a reciprocal educational permit from the West Virginia Board of Medicine or the West Virginia Board of Osteopathic Medicine. It is the responsibility of the trainee to complete the required paperwork in

order to be recommended for the rotation. The educational permit must be received by the Program Manager at least 30 days in advance of the start date for the requested rotation. Please note: the WV Board of Medicine reciprocal permits are only valid for up to 60 consecutive days and are non-renewable within the same academic year. The WV Board of Osteopathic Medicine requires the trainee to apply via the standard Board of Osteopathic educational permit application.

See websites below for further information.

Doctors of Medicine:
West Virginia Board of Medicine
101 Dee Drive Charleston, WV 25311
(304) 558-2921
<https://wvbom.wv.gov/>

Doctors of Osteopathy:
West Virginia Board of Osteopathic Medicine
405 Capitol Street, Suite 402
Charleston, WV 25301
(304) 558-6095
<https://www.wvbdosteo.org/>

SECTION 4: PROCEDURES FOR OBTAINING LICENSURE.

- 4.1. Once a trainee has accepted his/her offer to a WVU SPH residency program, the Program Manager will outline, in the trainee's onboarding letter, instructions on obtaining an educational permit and/or an unrestricted medical license.

WV Board of Medicine – Educational Permit:

- 4.1.a. The trainee will need to print out and complete Section A of the WVBOM Allopathic Educational Permit Application, along with required

- documentation, and submit it to the Residency Program Manager, no later than May 1st.
- 4.2 Section B will then be completed by the Program Director or Designee, copied for the trainee's file, and submitted to the WVBOM.
 - 4.3 If the Board issues a permit, the applicant and program will be notified via email at the email addresses provided in the application.
 - 4.4 Once the permit is received, the Program Manager will upload the permit into the trainee's Personal Records in eValue.
 - 4.5 Trainees are not allowed to moonlight on an educational permit. See Moonlighting policy for further information.
<https://publichealth.wvu.edu/media/5479/gmec-moonlighting.pdf>
 - 4.6 Permits must be renewed each year by the resident with copies to the Program Manager.
 - 4.7 *As funding permits, the residency program will reimburse for the educational permit.
 - 4.8 Exceptions for extension to this deadline must be approved by the GMEC and the DIO.

WV Board of Osteopathic Medicine Educational Permit:

- 4.9 The trainee shall secure an educational training permit via the on-line application. A copy of the application is to be secured no later than May 1st and given to the Program Manager.
- 4.10 Exception for extension to this deadline must be approved by the GMEC and the DIO.
- 4.11 Once the trainee receives his/her permit, a copy is to be given immediately to the Program Manager where at that time it will be uploaded into the trainee's Personal Records in eValue.

4.12 Trainees are not allowed to moonlight on an educational permit. See Moonlighting policy for further information.

<https://publichealth.wvu.edu/media/5479/gmec-moonlighting.pdf>

4.13 Permits must be renewed each year by the resident with copies to the Program Manager.

4.14 *As funding permits, the residency program will reimburse for the educational permit.

4.15 Should the resident fail to obtain a permit from the appropriate board of medicine, the resident must report to the Designated Institutional Official (DIO), School of Public Health, the circumstances for which this requirement has not been completed.

4.16 Initial Permit (PGY2). The DIO and Program Director will discuss options to proceed which may result in rescinding the offer or deferring to the following year.

4.17 Permit Renewal (PGY3). At that time the resident will be immediately suspended from all clinical duties and failure to renew the appropriate authorization to practice medicine in a timely manner may result in termination, by the Program Director, from the training program.

4.18 If the resident is terminated for any reason from the program, the Program Director is obligated to notify the appropriate board of medicine within five days of termination.

4.19 Once trainee offers have been made, and accepted, the SPH Institutional Coordinator will submit all complete names and other identifiers, to the SOM GME administrative office, so that licensure of physician residents can be tracked for licensure compliance with the appropriate WV medicine board (WV Board of Medicine and/or WV Board of Osteopathic Medicine). The SOM GME office will then report to the SPH DIO both compliance and non-compliance with obtaining and maintaining the necessary education training permit or licensure by the appropriate WV medicine board.