

Licensing Memorandum

Date: January 12, 2022
To: Post Graduate Training Programs
From: Meaghan Cool
Meaghan.Maxwell@azdo.gov
Licensing Administrator
Re: Post Graduate Permit & Renewal Procedures

- In accordance with A.R.S. § 32-1829 (1) The Program shall submit payment online using the payment portal for DO & MD PGTS.
- Following submission of payment, the program will email Meaghan Cool all applications and renewals for processing. To aid in a timely and organized process, the board will not accept applications or renewals prior to payment being made.
- Meaghan Cool has total of 60 days to process and issue any application or renewal. *

****Please note that in accordance with A.R.S. § 32-1829(A) and A.A.C. R4-22-104, Staff has up to 30 days to process PGT permits and up to 30 days to review the permit for approval.***

- To ensure all applications have enough time to be processed all applications & renewal must be sent in by May 1st. Applicants are processed in the order they are received. Applications & Renewals received after May 1st are not guaranteed to start on July 1st.

The board is unable to expedite any application ahead of other that are in process.

- The Board suggests all programs wait to contact Meaghan until after 2 weeks of submission of applications & renewals, as multiple status inquires will only delay the process for you as it takes time away from processing.
- The most current status can be found on the programs shared google spread sheet sent by Meaghan Cool via email at Meaghan.Maxwell@azdo.gov at the beginning of the PGT season March 1, 2022. **

*****The list is solely for the coordinator(s) and is not to be shared with any applicants, as it contains personal information confidential in nature.***

- Meaghan will send the program director all status updates, the Board does not email the applicants as it is the programs responsibility.
- Once an application or renewal is issued, the program will receive an issuance email, this can be used a primary source for verification of their permit.
- Per Board Policy the Status Sheet Online shall up updated every Friday by I.T.
- All applicants must disclose any previous arrests regardless of being expunged or dismissed. ***

*****FAILURE TO PROPERLY ANSWER THE QUESTIONS MAY RESULT IN BOARD DISCIPLINARY ACTION OR DENIAL.**

- Applicants with disclosures may require Board review and approval, which may require additional time and attendance at our June 11, 2022 Board Meeting in order to be granted a permit.
- The following documents must be included in the application upon submission or else the file will be rejected and deemed incomplete and therefore must be resubmitted:
 - Complete application, including page 4.
 - Arizona Statement of Citizenship form (2 pages)
 - 2 forms of identity: i.e., Copy of a birth cert, passport, driver's license etc.
 - Copies of COMLEX exams
- The following must be requested and sent to Meaghan directly from the school or program:
 - Form 1 & 2
- The Boards PGT forms have not changed from previous years, all current forms can be found online at AZDO.gov.
- Any payment sent via email or fax will result in the application being rejected.

******Please direct all inquiries for Post Grad Training to only Meaghan Cool at Meaghan.Maxwell@azdo.gov.**

Meaghan Cool is the point of contact for the Board on all PGT matters.