

# Licensing Memorandum

**To:** Post Graduate Training Programs

**From:** Meaghan Cool  
Meaghan.Maxwell@azdo.gov  
Licensing Administrator

**Re:** Post Graduate Permit & Renewal Procedures

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- 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.
- Board Staff 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 1<sup>st</sup>. Applicants are processed in the order they are received. Applications & Renewals received after May 1<sup>st</sup> are not guaranteed to start on July 1<sup>st</sup>.

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

- The Board suggests all programs and applicants wait to contact Meaghan until after 2 weeks of submission of applications & renewals, as multiple status inquiries 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](mailto:Meaghan.Maxwell@azdo.gov) at the beginning of the PGT season March 1st. \*\*

***\*\*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 as a primary source for verification of their permit.
- Per Board Policy the Status Sheet Online shall be updated every Friday by our I.T. team.
- 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 scheduled Board Meeting prior to July 1<sup>st</sup> 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 Accepted from Medical School Only.
  - Form 2 Accepted from Past Program(s) Only.
- 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](mailto:Meaghan.Maxwell@azdo.gov).**

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