



Resident Physician Licensure Requirements Policy:

As of July 2019, all residents and fellows in training programs sponsored by the West Virginia University School of Medicine 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. 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. Should the resident or fellow fail to obtain or renew the appropriate authorization from the appropriate board of medicine the resident or fellow will be immediately suspended from all duties by the Program Director or the Designated Institutional Official (DIO) and failure to renew the appropriate authorization to practice medicine in a timely manner may result in termination from the training program.

Applications for training permits should be submitted to the appropriate board of medicine at least one month prior to the contract start date. Residents and fellows have an affirmative duty to report any incident or event that they reasonably believe may impact their training permit or license to the Designated Institutional Official (DIO).

If a resident or fellow holding an educational training permit is terminated for any reason from any graduate medical education program, the program director and the resident/fellow are obligated to notify the appropriate board of medicine within five days of termination.

Residents or fellows who seek and are granted permission by their program director to moonlight in any capacity must hold a valid West Virginia license by the appropriate board of medicine. An educational training permit holder may only practice medicine and surgery within the auspices of their training program. Residents should review and comply with both the [GME Moonlighting Policy](#) and [Board of Governors Rule 1.4](#) when engaging in any moonlighting.

Residents are permitted to complete their entire training program while practicing under an educational training permit. However, all residents must pass *either* USMLE Step 3 **OR** COMPLEX Step 3 and provide the *official* transcript confirming a passing score by the end of PGY-2 year to receive a PGY-3 contract. Given the hard deadline of passing this required Step 3 exam, residents are required to make their first attempt at the Step 3 exam by the **end of PGY-1 year**. Any trainee failing to make a first attempt at the Step 3 exam by the end of PGY-1 year will be placed on professionalism probation until a passing score on Step 3 is obtained and reported. Making the first exam attempt by end of PGY-1 year should allow adequate time to remediate any failures on the exam and limit any Step 3 related delay in resident issuance of a PGY-3 contract. ***Any resident failing to provide official proof of a Step 3 exam passage by end of PGY-2 year will not be able to progress to PGY-3 level.***

Any incoming resident/fellow to our institution that is entering training beyond a PGY-3 level must show official proof of a passing Step 3 score for consideration of entrance into any institutional training program.

Both USMLE Step 3 and COMLEX Step 3 have a maximum of 4 attempts permitted on the Step 3 exam. If a resident is not able to pass the exam by the 4th attempt, they are no longer eligible to register for another attempt at the level 3 exam. Given that the trainee can no longer be in compliance with institutional policy requiring passage of level 3 exam as a criterion to advance to the PGY3 year of training, their employment contract will be terminated.

Exceptions for extension to these deadlines must be approved by the Graduate Medical Education Committee (GMEC) Taskforce and the DIO.

Doctor of Medicine:

West Virginia Board of Medicine, 101 Dee Drive Charleston, WV 25311 (304) 558-2921

Doctor of Osteopathy:

West Virginia Board of Osteopathic Medicine, 405 Capitol Street, Suite 402, Charleston, WV 25301 (304) 558-6095

Visiting residents whose home program is located in a state outside of West Virginia must receive a reciprocal educational permit from the Board of Medicine or Board of Osteopathic Medicine before they will be allowed to participate in any rotations at our institution or its clinical affiliates. The allopathic Board of Medicine offers a special temporary reciprocal permit application. These reciprocal permits are only valid for up to 60 consecutive days and are non-renewable within the same academic year. The Board of Osteopathic Medicine requires out-of-state visiting residents to utilize its regular educational training permit application and specify the dates of the temporary rotation as appropriate. Application for temporary educational permit must be received at least 30 days in advance of the start date for the requested rotation.

Approved by the GMEC Taskforce:

4 October 2018

Revised 4 February 2021

Revised 5 December 2024

Approved by the GMEC:

12 October 2018

Revised 12 February 2021

Revised 13 December 2024