CHANGE OF PROGRAM LIMITED LICENSE
PLEASE COMPLETE NO LATER THAN MARCH 1, 2018 IN ORDER TO AVOID DELAY

All UMMS Residents and Fellows who are finishing or leaving a UMASS residency or fellowship and beginning a new training program within UMASS must log into the BORM license renewal web site and complete a Change of Program Limited License Application by March 1, 2018. A credit card number will be needed, and GME reimbursement will not be processed until EVERYONE in your program has submitted their renewal or contacted GME with an acceptable explanation for delay. If you log in and find a regular renewal license form that does not indicate your new program, please do NOT complete the form. Contact GME immediately.

FEE: The Office of Graduate Medical Education will reimburse the $100 registration fee for limited license only. Each resident must submit a completed W-9 form to GME for reimbursement.

Full License Information (see separate sheet for additional information about full licenses): All residents and fellows who will be applying for an initial full MA license should apply by mid-February in order to guarantee approval by July 1. Forward copies of the following to GME:

1. Full license application
2. Wallet card
3. Fed DEA certificate – REQUIRED!
4. MA DEA certificate – REQUIRED!
5. Subsequent renewals

IMPORTANT as you complete the online application

• YOU MUST ANSWER TWO QUESTIONS CONCERNING YOUR CURRENT PROGRAM:
  o Was your previous training a pre-requisite for your new program (yes or no)
  o IF YES, have you completed your previous training program? YOU MUST ANSWER “YES” even if you won’t finish until the end of June. The Board will not renew your license if you answer “NO”

• FOR ALL CHANGE OF PROGRAMS: Your current program director must complete an evaluation on you and return it to GME IN A SEALED ENVELOPE WITH HIS/HER SIGNATURE ACROSS THE SEAL.

• If you are not in good standing and/or have been subject to past or pending disciplinary action, you and your program director must write a letter of explanation (Please call Deb Rollo in GME x6-2903).

• These questions refer to the period since you signed your last application, not since your limited license was actually issued.

• If you have answered “YES” to any of the questions, you will receive further instructions. A supplement page will pop up for you to answer the Yes question.
• **Maternity Leave** is considered a Leave of Absence and should be noted as a “YES” to the question on Leave of Absence. A **Paternity Leave** of two (2) weeks or less is not considered by UMMS to be a Leave of Absence unless your program requires the time to be made up. If you will need to extend your training, you should answer “YES.” Your program director must write a letter stating the leave and the dates (This should be the same as what you report).

• Regarding the question on licenses in other states – List only new FULL licenses that are in other states, there is no need to list MA.