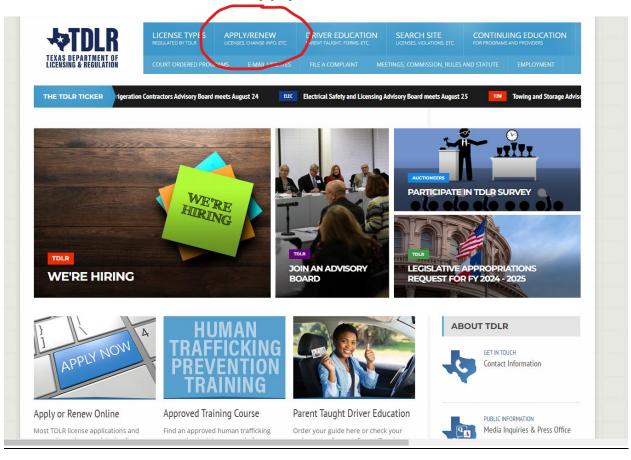
DPM Resident Application Instructions

These instructions provide step-by-step instructions on creating an account and applying for an initial DPM Resident License. <u>If you already have an online account- go to page 9</u>.

• Renewing second- and third-year students can this SOP as a refresher.

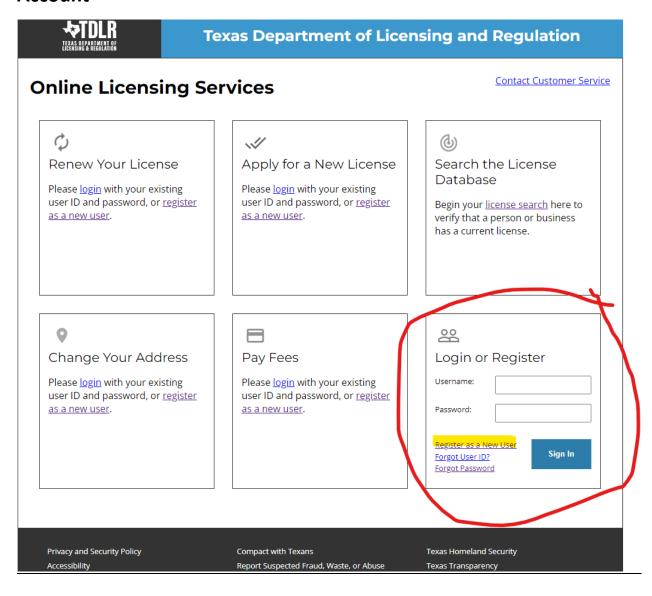
Key Steps:

- 1. GO to our main website: www.tdlr.texas.gov
- 2. Set up a new user account
- 3. GO BACK and enter in with your new user ID and temporary password.
- 4. You will be select your license board and "type under "Apply for a License"
 - Links your license to your online account.
- 5. Click through the questions, upload documents, and pay online.
- Below is a Step-by-Step screen shot of the entire process.
- Go to our website- click on Apply/Renew



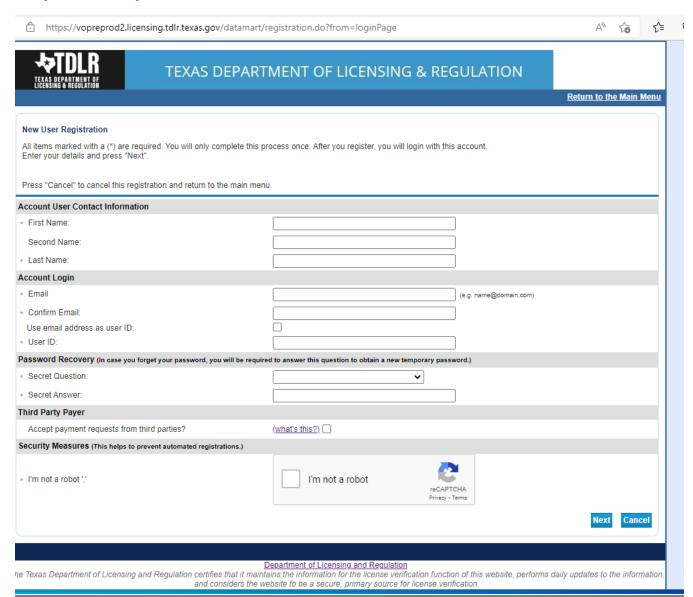


Step 1: Click on the Register as a new user link- Set up a New User Account





Step 2: Enter your information.

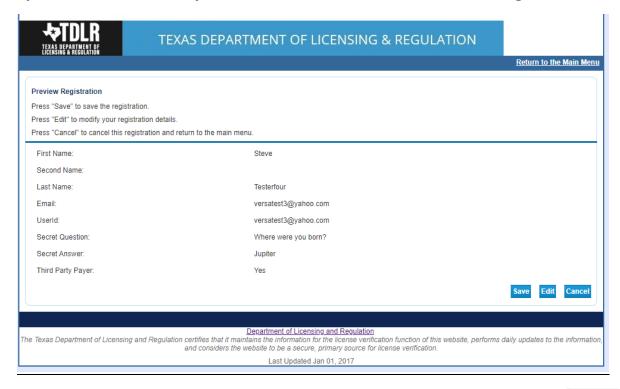


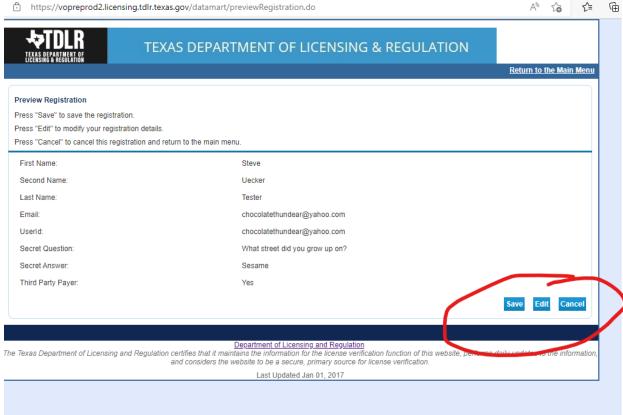


| TEXAS DE TEXAS DE | PARTMENT OF LICENSING & RE | GULATION |
|---|---|---|
| | | Return to the Main Menu |
| Navy Uses Desistantian | | |
| New User Registration | | |
| Enter your details and press "Next". | lete this process once. After you register, you will login with thi | s account. |
| | | |
| Press "Cancel" to cancel this registration and return to the | main menu. | |
| Account User Contact Information | | |
| * First Name: | Steve | |
| Second Name: | | |
| * Last Name: | Testerfour | |
| Account Login | | |
| * Email | versatest3@yahoo.com | (e.g. name@domain.com) |
| * Confirm Email: | versatest3@yahoo.com | |
| Use email address as user ID: | ✓ | |
| * User ID: | versatest3@yahoo.com | |
| Password Recovery (In case you forget your password, you wi | ll be required to answer this question to obtain a new temporary pass | word.) |
| * Secret Question: | Where were you born? | |
| * Secret Answer: | Jupiter | |
| Third Party Payer | | |
| Accept payment requests from third parties? | (what's this?) | |
| Security Measures (This helps to prevent automated registration | ns.) | |
| | | |
| * I'm not a robot '.' | I'm not a robot | TCHA |
| | Privacy - | |
| | | Next Cancel |
| | | |
| | | |
| The Tayes Department of Licensing and Regulation cortifies the | Department of Licensing and Regulation at it maintains the information for the license verification functi | on of this wahsita, performs daily undates to the information |
| | ders the website to be a secure, primary source for license ver | |
| | Last Updated Jan 01, 2017 | |



Step 3: Confirm and edit your information, if needed, before hitting "Save"



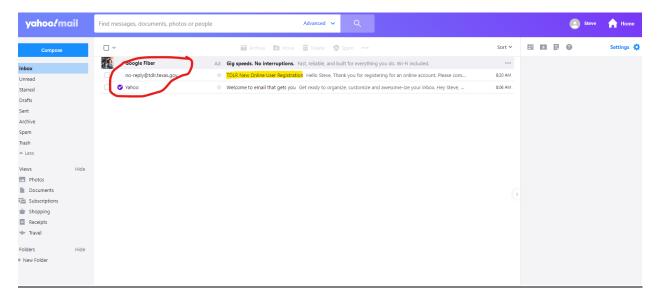




You will receive notification of your temporary password for the account. This can be found at the email address you supplied.



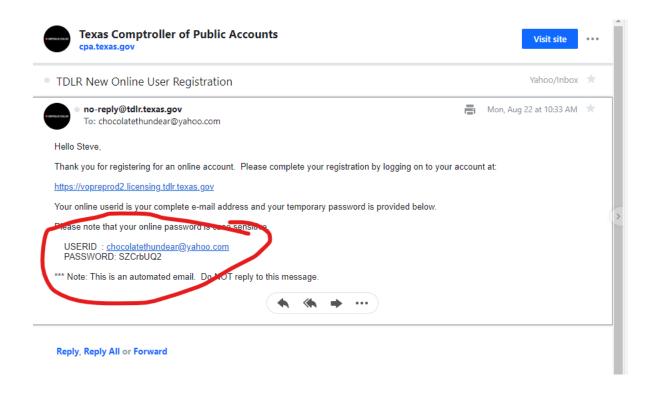
The email will be from TDLR.



You are issued a password- Now you have a user account. Open the email, if it is not there, check your spam folder.

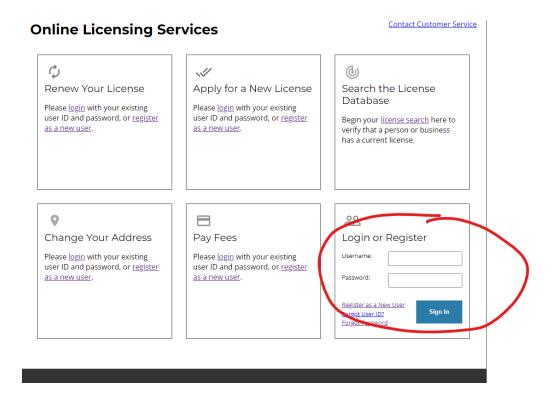


Step 4: Copy the temporary password.

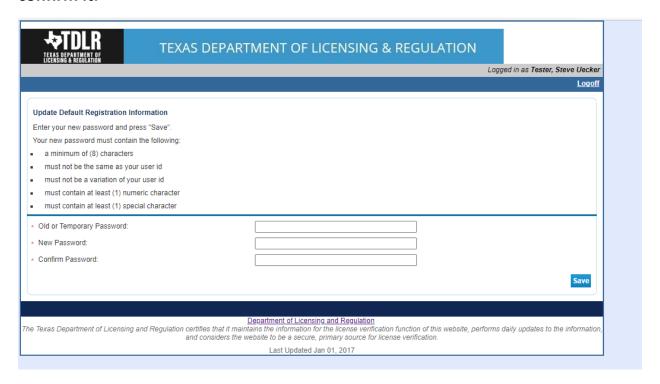


Step 5: Go to Login, enter new user account ID, paste the temporary password.





Step 6: Paste the temporary password again and create your own password and confirm it.



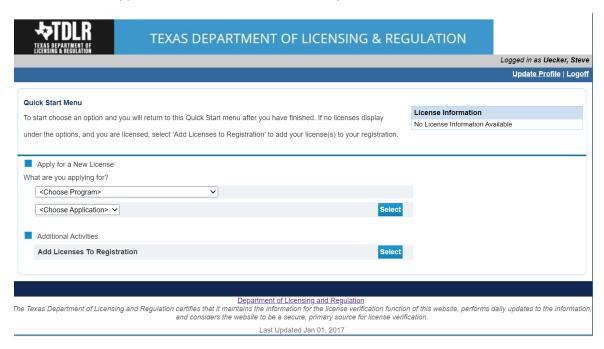


Congratulations! You have an online account.

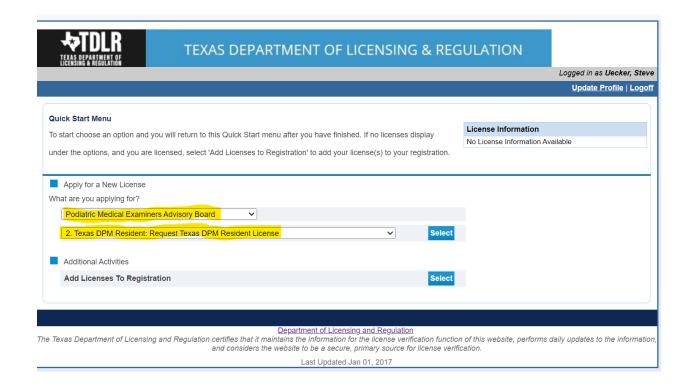
Now, begin your application.

Step 1: After registration and creating an account, sign back in and begin your application:

- Choose Program: Podiatric Medical Examiners Advisory Board
- Choose Application: Texas DPM Resident- Request Texas DPM Resident License



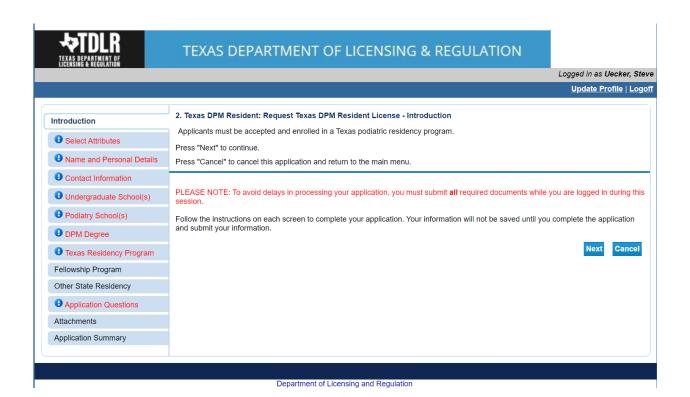




Documents to have ready to upload:

- First year residents MOUs found under Temporary Resident Forms on <u>TDLR</u>
 <u>Podiatry forms page</u>.
 - In addition to required transcripts and test scores asked for, you upload three documents:
 - POD-LIC-006A; Memorandum of Understanding for Approved Residency Program
 - POD-LIC-006B; Certificate of Acceptance to Postgraduate Training
 Program MOU
 - Proof of current CPR
- Second and third year: Your renewal is a much shorter process, much fewer screens. We only need POD-LIC-006B; Certificate of Acceptance to Postgraduate Training Program MOU and current CPR.
 - We have all the other information.







Step 2: Select your residency, and if you are or have a spouse that is in the military.

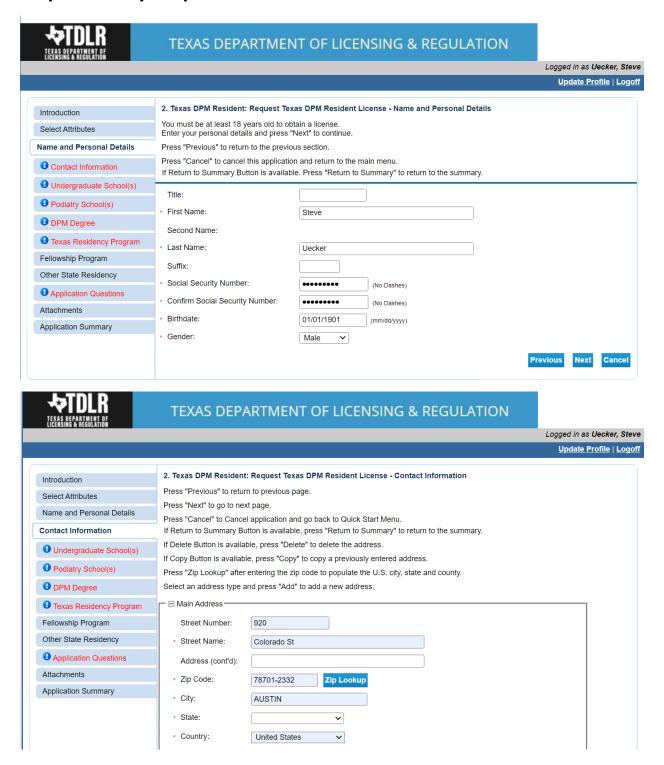
| | | | | Logged in as Uecker, \$ |
|--------------------------------|-------------------------------------|---------------------------------|------------------------|---|
| | | | | <u> Update Profile</u> <u>L</u> |
| ntroduction | 2. Texas DPM Resident: Requ | est Texas DPM Resident L | icense - Select Attrit | butes |
| elect Attributes | Listed below are the license attr | ibutes you may add or delet | e. | |
| | Please choose license attribute | (s) that apply to you now, the | en press "Next" to con | ntinue. |
| Name and Personal Details | Press "Previous" to return to the | previous section. | | |
| Contact Information | Press "Cancel" to cancel this app | olication and return to the ma | ain menu. | |
| Undergraduate School(s) | If Return to Summary Button is a | | * | · · · · · · · · · · · · · · · · · · · |
| _ | license application: Military Statu | | | u. Download and submit <u>form MIL001</u> with your initial |
| Podiatry School(s) | | | | cense expired while on active duty. Then download and |
| DPM Degree | submit form MIL002 with your rer | newal application. Upon veri | fication, your renewal | fee may be waived. |
| Texas Residency Program | Attribute Type: | Institution | | |
| Fellowship Program | | Current License Attribute(s) | Request To Add | |
| Other State Residency | * Attributes: | Attribute(s) | • | HCA Houston Healthcare Kingwood |
| A multipolitical Constitutions | | | 0 | HCA Houston Healthcare West |
| Application Questions | | | 0 | Hunt Regional Medical Center |
| Attachments | | | 0 | John Peter Smith Hospital |
| Application Summary | | | 0 | Scott & White Medical Center - Temple |
| | | | 0 | St. Joseph Medical Center |
| | | | 0 | University of Texas HSC at San Antonio |
| | | | 0 | University of Texas Rio Grande Valley |
| | Attribute Type: | Military Status | | |
| | | Current License Attribute(s) | Request To Add | |
| | Attributes: | | | Military Service Member |
| | | | | Military Spouse |
| | | | | Military Veteran |

The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.

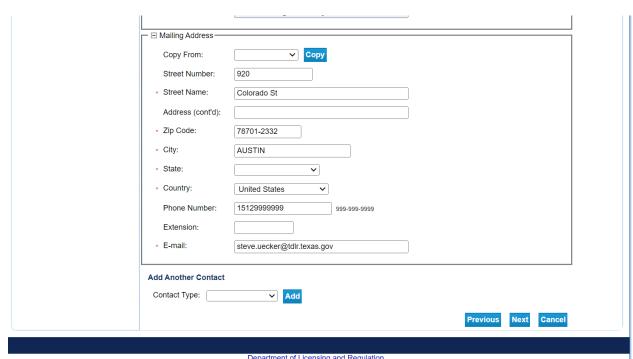
Last Updated Jan 01, 2017



Step 3: Enter your personal information:







Department of Licensing and Regulation

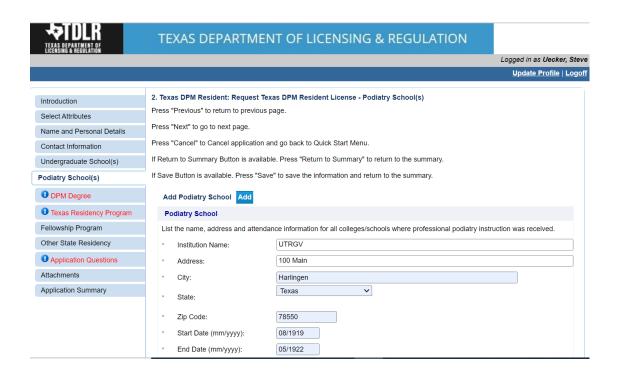
The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.

Step 4: Enter Undergraduate schools, you can add as many as needed.





Step 5: Enter your podiatry school:



Step 6: Enter the institution you obtained your DPM degree from.

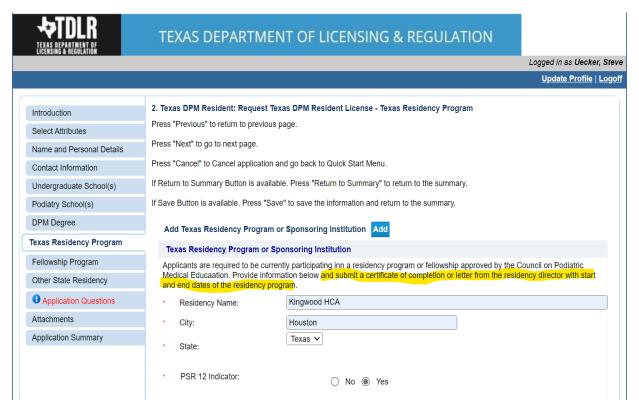




Step 7: Tell us the type of residency (most are PM&S 36; a three year residency covering podiatric medicine and surgery)

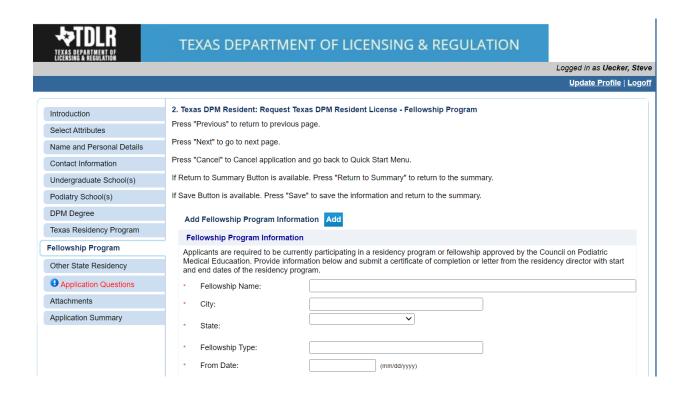
Click "Yes" on the correct program length radial and "No" for the rest of the choices.

- 12,24,36 refer to length of program in months.
- PSR: Podiatric Surgical Residence
- PM&S: Podiatric Medicine and Surgery
- Highlighted text is referring to Form POD-LIC-006B-E found on the program's forms page



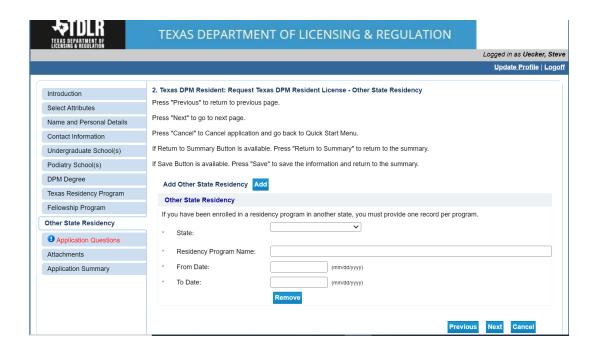


Step 8: Ignore the Fellowship Program page- you are applying for a residency.



Step 9: If you were in another residency – Enter that info on the screen below: LEAVE BLANK IF THE ANSWER IS NO.





Step 10: Answer the following questions either "yes" or "no".





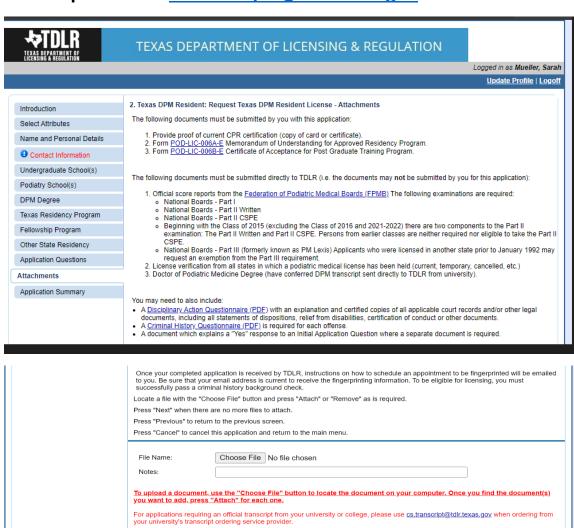
| | If Yes, complete and submit the <u>Disciplinary Action Questionnaire (PDF)</u> using the Attachments screen. |
|--|--|
| | Have you ever had staff privileges in a hospital or other health care facility denied, suspended or revoked, or resigned from a No Yes medical staff in lieu of disciplinary action? |
| | If Yes, please explain on a separate document, and submit the document using the Attachments screen. |
| | Has a claim or action for damages ever been filed against you in the course of practice of podiatric medicine or any other healing art which resulted in a malpractice No Yes settlement, judgement, or arbitration award of over \$70,000.00? |
| | If Yes, please explain on a separate document, and submit the document using the Attachments screen. |
| | Are you now, or were you in the past, addicted to or treated for addiction to chemical or controlled substances, such as No Yes narcotics or alcohol or other substances? |
| | If Yes, please explain in a separate document and include that document on the Attachments screen. |
| | Have you ever been convicted of or pled nolo contendere to a violation of any federal, state, or local law relating to the manufacture, distribution or dispensing of controlled substances, or to drug addiction? |
| | If Yes, complete and submit the Criminal History Questionnaire (PDF) using the Attachments screen. |
| | Have you ever been convicted of, or pled nolo contendere to any offense, misdemeanor or felony of any city, state, the United States, or a foreign country, except violations of traffic laws resulting in fines of \$500.00 or less)? |
| | If Yes, complete and submit the <u>Criminal History Questionnaire (PDF)</u> using the Attachments screen. |
| | Do you have any condition which in any ways impairs your ability to practice podiatric medicine with reasonable skill No Yes and safety? |
| | Previous Next Cancel |
| | |
| The Texas Department of Licensing and R. | Department of Licensing and Regulation equilation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information |
| The Toxas Doparation of Electroling and IV | against of the website, performed and the mornador for the morned vormeditor function for the website, performed daily apaded to the mornador |

and considers the website to be a secure, primary source for license verification.

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Step 11: Upload your documents, forms 006A, 006B and have transcripts sent to cstranscripts@tdlr.texas.gov



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The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information and considers the website to be a secure, primary source for license verification.

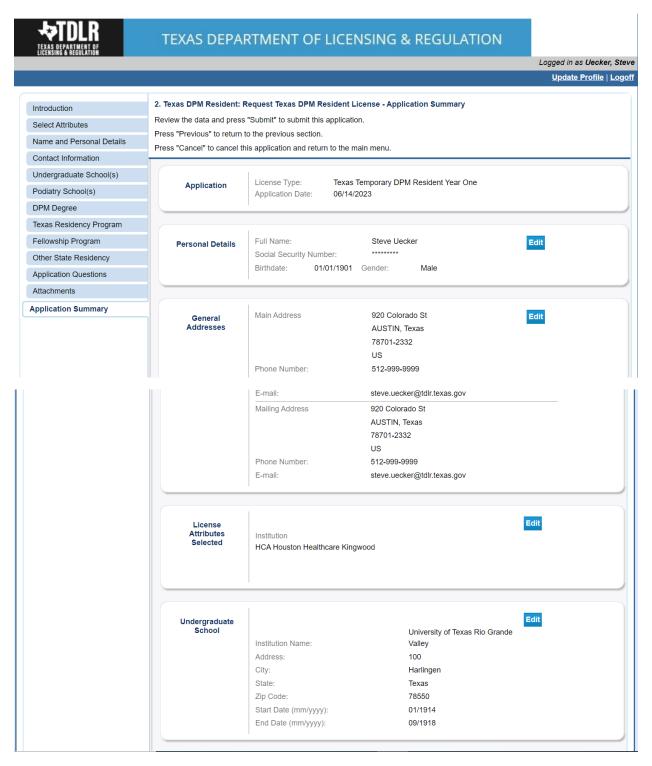
Press "Next" when you have no more documents to attach.

Last Updated Jan 01, 2017

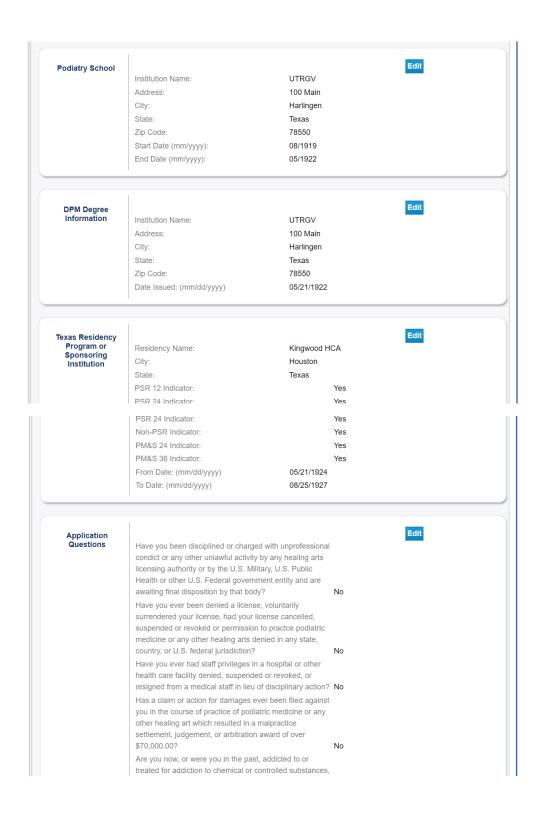


Attach Previous Next Cancel

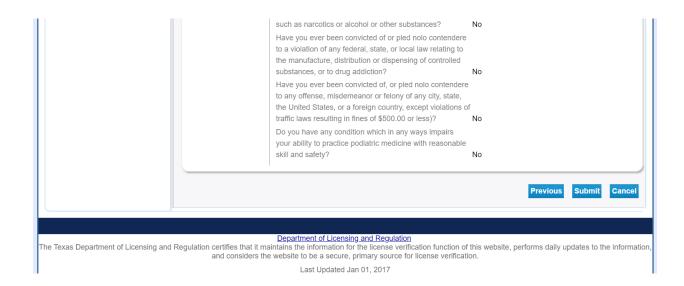
A Summary Page will appear- showing everything you have enteredthis is your chance to edit it.



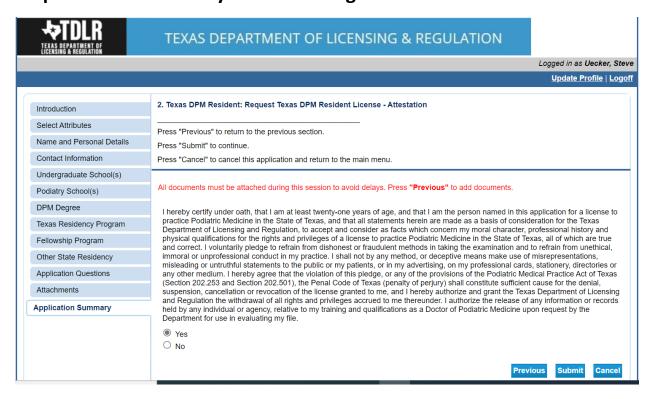








Step 12: Attest that all you are sending is true and correct.





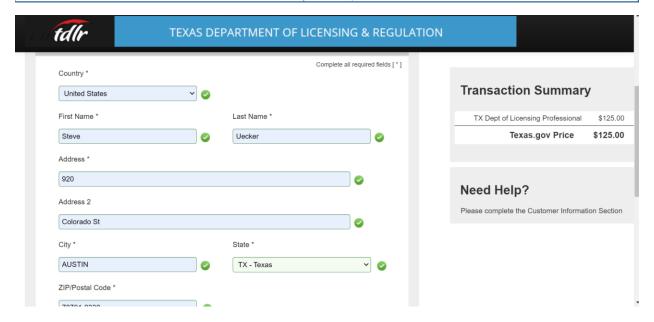
Step 13: Payment. Enter and review payment info on each screen.



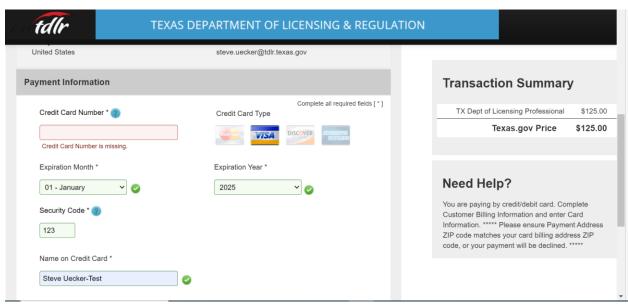


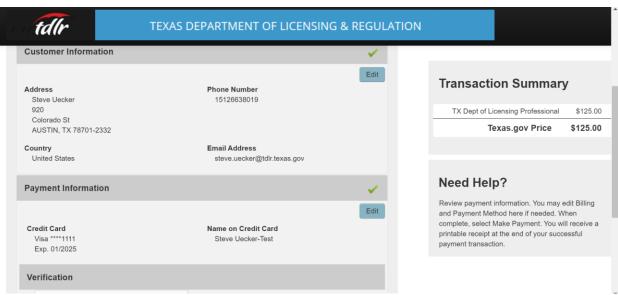




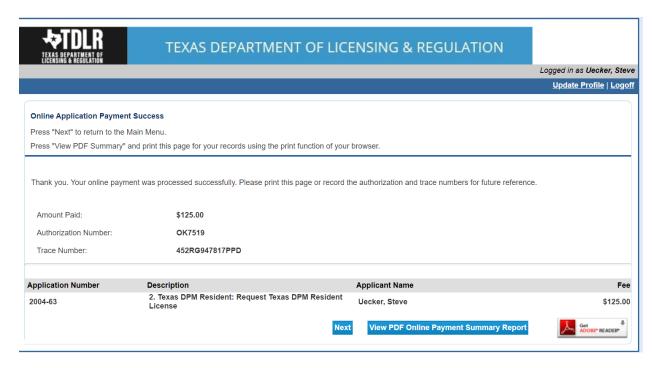












After paying, you will immediately receive an email confirmation.



Payment Receipt Confirmation

'our payment was successfully processed. You may print this receipt page for your records by selecting Print. To complete the transaction, you MUST click Continue to return to the DLR web site.

Fransaction Summary

| Description | Amount |
|-----------------------------------|----------|
| TX Dept of Licensing Professional | \$125.00 |
| Texas.gov Price | \$125.00 |

Customer Information

 Stustomer Name
 Steve Uecker

 Local Reference ID
 452RG947817PPD

 Receipt Date
 6/14/2023

 Receipt Time
 11:40:28 AM CDT

That's it. Congratulations!

Questions? Email the Licensing Department at:

Texas Department of Licensing and Regulation - Forms -General Inquiry Select Podiatry.



