The CA medical licensing process for 1st year interns begins in October. Please submit the following to Marcy Kulakow (723-5948) in the GME office **no later than March 1st**.

1. Application Forms (L1A-L1F)
2. Birth Month Licensure Request Form
3. Live Scan Fingerprints
4. Initial Application Fee: $491.00
5. Current CV with Stanford appointment
6. Note: The MBC will reject an application with crossed-out or white-out errors

Marcy will FedEx your documents to the MBC on your behalf. **Applications submitted directly to the MBC will not qualify for reimbursement of the application fee.**

**Forms L1A-L1F**

- The Live Scan fingerprinting form can be picked up in the GME office or it can be downloaded online at: [http://www.mbc.ca.gov/Forms/Applicants/live_scan.pdf](http://www.mbc.ca.gov/Forms/Applicants/live_scan.pdf)

- To have fingerprints processed on campus, call the Stanford University Department of Public Safety at 725-2499 or visit their website for more info: [http://www.stanford.edu/group/SUDPS/livescan.shtml](http://www.stanford.edu/group/SUDPS/livescan.shtml)

- Alternate locations can be found on the following website: [https://oag.ca.gov/fingerprints/locations](https://oag.ca.gov/fingerprints/locations)

- The Live Scan Operator will complete the Live Scan form and keep one copy. Submit the second copy to the GME office along with your application. The third copy is for you to keep.

**Initial Application Fee**

- The initial application fee is **$491.00**. You can include a check (payable to *Medical Board of California*) when submitting your application to the GME office, or you can pay online at: [https://www.breeze.ca.gov/datamart/loginCADCA.do](https://www.breeze.ca.gov/datamart/loginCADCA.do)

- If you choose to pay online, include a copy of the receipt when submitting your application to the GME office.

**STEP 2**

- Complete the top portion of Form L2 and mail, e-mail, or fax to your medical school.

- Form L2 can be found online at the MBC website: [http://www.mbc.ca.gov/Forms/Applicants/application_form_L2.pdf](http://www.mbc.ca.gov/Forms/Applicants/application_form_L2.pdf)

**STEP 3**

- Request that your medical school send the completed form directly to the MBC along with an **official** copy of your transcript and a **certified** copy of your diploma.

- Your medical school should be very familiar with this process. If you’re not sure who to contact, start with their Registrar’s Office.

**STEP 4**


- Submit a request to have your official USMLE scores (I, II, III) sent directly to the MBC: [http://www.usmle.org/transcripts/](http://www.usmle.org/transcripts/)

- Wait until you have passed all 3 parts, then request the transcript, but...

- **Do not** wait to initiate the license application process. Apply now and send the scores later.

- **Canadian Medical School Graduates:** Canadian licensing examinations are recognized in California. It is not necessary to take the USMLE examinations. Contact the Medical Council of Canada to request that a “Statement of Registration” be sent to the MBC: [http://mcc.ca/documents/certified-statement-registration/](http://mcc.ca/documents/certified-statement-registration/)

- Request that your medical school send the completed form directly to the MBC along with an **official** copy of your transcript and a **certified** copy of your diploma.

- Your medical school should be very familiar with this process. If you’re not sure who to contact, start with their Registrar’s Office.

**Forms L1A-L1F**

- Forms L1A-L1F can be downloaded here: [http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/](http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/)

- You can complete the forms on your computer, however you must print the completed forms and **submit them to the GME office**. Forms submitted online directly to the MBC will **not** qualify for reimbursement.

- L1A #7: Your address is public record, so use your department’s address—do **NOT** use your home address! And of course, be sure to check for mail at your department address!

- L1A #9: Be sure to enter your email address.

- L1E #55: The MBC has access to “sealed” records. Best to disclose everything!! Have court documents sent directly to the MBC. See: [http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/#6](http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/#6)

- L1F requires a recent 2x2 or 2x3 inch photograph which must be notarized (passport photos are acceptable).

- The GME (723-5948) and Pediatric Residency Offices (497-8979) offer notary services. Please call for an appointment.
**STEP 5**
(completed by GME office)

Marcy Kulakow in the GME Office will complete and mail the following forms to the MBC on your behalf to complete your application:

- **Forms L3A-L3B** certify completion of your internship and will be mailed automatically on the last day of your internship. They cannot be mailed until your internship is complete.
- **Form L4** verifies that you are still in training after July 1st and will be mailed at the start of your PGY II year if you are remaining.

**Application Status**

You can check the status of your application on the MBC website: [http://www.mbc.ca.gov/](http://www.mbc.ca.gov/)

**DEA Registration**

Once your California Medical License is issued, you can obtain a DEA certificate by registering online at: [http://www.deadiversion.usdoj.gov/](http://www.deadiversion.usdoj.gov/)

- You will need to have your social security number, California Medical License information, and a credit card (VISA, MasterCard, Discover or American Express) handy in order to complete the online form.
- Be sure to specify “Practitioner” as your Business Activity.
- If you are not sure which drug schedules to select, check with your department.
- In California, there is not a separate Controlled Substance License requirement. Once you have entered your California Medical License info, you can leave the next section related to Controlled Substance Licenses blank.

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**Reimbursements**

Stanford interns are eligible to receive reimbursement of:

- The initial application fee ($491.00) if the application is submitted to the GME office for review no later than March 1st of your internship year.
- The $416.50 license fee if your license is issued no later than September 1st of your PGY II year.
- You will not receive reimbursement if you leave Stanford after your intern year.
- One sitting of USMLE III ($815.00) effective 8/4/2014.
- The $731.00 DEA registration fee (once you submit a copy of the DEA certificate to the GME office).

To request a reimbursement, complete the Reimbursement Form found on the GME website: [http://med.stanford.edu/gme/current_residents/reimbursements.html](http://med.stanford.edu/gme/current_residents/reimbursements.html)

Your reimbursement will appear on your paycheck.

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**Applying to the Medical Board of California for Initial Medical Licensure**

**Step-by-Step Guide for Interns**

**NOTE:** The following guide applies to Stanford Interns that are U.S./Canadian medical school graduates.

U.S./Canadian medical school graduates must be licensed by the first day of their third year of ACGME training*.

**DO NOT DELAY!**

We recommend that you begin the application process early during your internship year because:

- As a Stanford intern, you are eligible to receive reimbursement of the initial application fee ($491.00) if the application is submitted to the GME office for review no later than March 1st of the internship year.
- You can only obtain a DEA certificate once your California Medical License is issued. The sooner your license is issued, the sooner you can obtain your DEA certificate, and the sooner you can write orders.
- Recently, the Medical Board of California (MBC) failed to process a large number of applications within the standard 90 day period. While this situation is being actively addressed, don’t take a chance! Apply NOW!

* Your third year of ACGME training does not necessarily equate to PGY III. For example, if you complete a surgery internship (PGY I), then change your mind and complete a medicine internship (PGY II), the first day of your PGY II year will actually be the first day of your third year of ACGME training.

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**Department of Graduate Medical Education**

300 Pasteur Drive
HC435—MC:5207
Stanford, CA 94305
Phone: 650-723-5948
Fax: 650-723-3045
Web: [http://gme.stanford.edu](http://gme.stanford.edu)

Directions: The GME office is located on the 4th floor of the hospital (H435). Access is via the staircase adjacent to the gift shop.