**STEP 1**

If you have not done so already, submit the following documents **directly to the MBC:**

A. Application Forms (L1A-L1F)
B. Live Scan Fingerprinting Form
C. Initial Application Fee: $491.00
D. Form L2 (from Medical School)
E. Official Medical School Transcript
F. Certified (by your medical school) Diploma
G. Forms L3A-L3B
H. Form L4
I. Birth Month Licensure Request Form
J. Curriculum Vitae

Do not submit these documents to the GME office. As you have already completed one year of ACGME training, it is imperative that your application is submitted directly to the MBC as soon as possible.

The application forms, including detailed instructions, can be downloaded here: [http://www.mbc.ca.gov/Forms/Applicants/application_us-canada.pdf](http://www.mbc.ca.gov/Forms/Applicants/application_us-canada.pdf)

**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 electronically on your computer.
- 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).

**Live Scan Fingerprints**

- The Live Scan fingerprinting form 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 MBC along with your application. The third copy is for you to keep for your records.

**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 MBC, or you can pay online at: [https://www.breeze.ca.gov/datanet/loginCADCA.do](https://www.breeze.ca.gov/datanet/loginCADCA.do)
- If you choose to pay online, include a copy of the receipt when submitting your application to the MBC.

**Form L2/Transcript/Diploma**

- Form L2 can be found online at the MBC website: [http://www.mbc.ca.gov/Forms/Applicants/application_us-canada.pdf](http://www.mbc.ca.gov/Forms/Applicants/application_us-canada.pdf)
- Complete the top portion of the form and mail, e-mail, or fax to your medical school.
- 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.

**Forms L3A-L3B and L4**

- Forms L3A-L3B must be completed for each year of postgraduate training (internship, residency, and fellowship) completed, whether or not the entire residency was completed. Complete the personal data at the top of the form and mail/fax to your former training program(s). Request that they send the completed forms **directly to the MBC**.
- Form L4 certifies that you are still in training at the time of application. Complete the personal data at the top of the form and submit to your current training program. Request that they send the completed form **directly to the MBC**.
- If you are coming to Stanford as a PGY II, Marcy Kulakow (723-5948) in the GME office will submit Form L4 on your behalf.

**STEP 2**

- 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. USMLE examinations are not necessary. 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/)
Once your California Medical License is issued, you can obtain a DEA certificate by registering online at:

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.

**DO NOT DELAY!**

- California does not issue a training permit or temporary license. The only physician (MD) license is a full, unrestricted license to practice medicine.

- Individuals may not train in Stanford programs using out of state medical licenses.

- 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, an individual completing 2 years of pediatric residency and then starting psychiatry as a PGY I will need a CA medical license.

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**Reimbursements**

Stanford residents are eligible to receive reimbursement of the $491.00 initial application fee and the $416.50 license fee if:

- your license is obtained in order to train at Stanford
- your license is issued no later than September 1st of your initial year of Stanford residency
- you are paid (employed) by SHC

To request a reimbursement, complete the Reimbursement Form found on the GME website:

http://med.stanford.edu/gme/current_residents/reimbursements.html

Your reimbursement will appear on your paycheck for the pay period following the pay period during which the request is submitted.

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

**Step-by-Step Guide for Residents**

**NOTE:** The following guide applies to U.S. and Canadian medical school graduates that have completed at least one year of ACGME training.

California requires that graduates of medical schools in the United States and Canada complete one year of ACGME training to qualify for the CA medical license.

US/Canadian medical school graduates must be licensed by the first day of their third year of training.

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**DEA Registration**

Once your California Medical License is issued, you can obtain a DEA certificate by registering online at: 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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**STEP 3**

- Submit the license fee of $416.50 (payable to Medical Board of California) directly to the MBC by mail or online at: https://www.breeze.ca.gov/datamart/loginCADCA.do

- The license fee is separate and different from the initial application fee. While you are not required to submit this fee with the initial application materials (Step 1), we highly recommend you do so as soon as possible.

- Your license will not be issued until the MBC receives payment of the license fee.

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**Application Status**

You can check the status of your application on the MBC website:

http://www.mbc.ca.gov/

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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

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