The CA medical licensing process for 1st year interns begins in October. Please submit the following to Debbie Valdez (723-5948) in the GME office no later than March 2nd.

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

Debbie 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**

- Forms L1A-L1F can be downloaded here: [http://www.mbc.ca.gov/applicant/application_us-canada.pdf](http://www.mbc.ca.gov/applicant/application_us-canada.pdf)
- 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.

**Live Scan Fingerprints**

- 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/applicant/live_scan.pdf](http://www.mbc.ca.gov/applicant/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: [http://ag.ca.gov/fingerprints/publications/contact.htm](http://ag.ca.gov/fingerprints/publications/contact.htm)
- 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 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 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 1**

- Request that forms L1A-L1F be completed by an official notary public certified by the MBC.
- Your medical school must agree to submit your application to the MBC.
- Take USMLE Step 1/2 scores (if applicable) online at: [https://www.usmle.org](https://www.usmle.org)
- Do not wait until you have Step 1/2 scores to complete the process. Applications will not be processed.
- Canadian candidates must understand that Canadian medical schools are not recognized by the MBC. If you are planning to take the U.S. Medical Licensing Examination (USMLE), contact the MBC: [http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/#6](http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/#6)
- Alternate locations can be found on the following website: [http://ag.ca.gov/fingerprints/publications/contact.htm](http://ag.ca.gov/fingerprints/publications/contact.htm)
- Submit the Live Scan operator signed fingerprint form 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/applicant/application_us-canada.pdf](http://www.mbc.ca.gov/applicant/application_us-canada.pdf)
STEP 5 (completed by GME office)

The GME office will 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 on Stanford payroll as an ACGME trainee.

Application Status

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

- 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.

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 2nd 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/documents/ReimbursementForm.pdf

Your reimbursement will appear on your paycheck for the pay period following submission of the application.

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.

STANFORD
SCHOOL OF MEDICINE
Stanford University Medical Center

Step-by-Step Medical Licensing for Interns

Step 5: DEA Registration

**NOTE:** The following forms will be mailed to the MBC for you and must be addressed NOW!

U.S./Canadians will need to obtain a Controlled Substance License.

DO

We recommend that you process early because:

- As a Stanford graduate, you will receive reimbursement if your license is submitted no later than your PGY II year.
- You can check your status on the MBC website:
  http://www.mbc.ca.gov/

- You can submit your applications no later than the last day of your internship.
- Recently, the Medical Board of California (MBC) failed to meet its budgetary goals for the 3rd year (2015), so the reimbursement timelines are uncertain. We recommend you address these forms as soon as possible.

* Your third year interns will actually be in PGY II internship. Your medical license will equate to PGY II training.*