

Checklist

Full Physician's & Surgeon's License

Guidelines:

A trainee who has:

1. Attended and graduated from a U.S., Canadian, or an [International Medical School](#) approved by the Board pursuant to [Business and Professions Code \(BPC\) section 2084](#).
2. Received credit for either 12 (United States and Canadian medical school graduates) or 24 (international medical school graduates) months of Board-approved postgraduate training ([BPC section 2096](#)).
3. Passed all required examinations ([BPC section 2170](#)).

Applicant Must:

Complete online application via [BreEZe](#).

- The address is public record, so House Staff should use their Stanford program's complete address—do NOT use your home or GME address.
- House Staff must pay the required application fee for the Board to review their application.
- Submit the following forms below via Breeze, if applicable:

[Form EXP](#) Explanation of any Application Questions

- Use a separate form to provide detailed explanation for a “yes” response to the question/s on the MBC's PTL application.

[Form TOA](#) Timeline of Activities

- House Staff is to submit a written chronological description of all professional & non-professional activities, from the date of graduation, with no gaps. directly to the Board.
- If House Staff has completed any externships, observerships, or volunteer activities in CA, including detailed description of duties & responsibilities along with the location & name of the supervising physician.

Complete Live Scan Fingerprints Information Form

- Download the MBC [form](#) to fill out personal information only.
- Live Scan finger printing providers can be found at <https://oag.ca.gov/fingerprints/locations>.
- The Live Scan Operator will complete the remainder of the form & keep 1 copy.
- House Staff to mail or upload a copy of their completed Live Scan form along with their application form to their Breeze account.

Request for Examination Documentation

[USMLE](#) or [LMCC \(Canadian\)](#) Official Examination Scores

- House Staff must have passed all USMLE steps 1, 2 and 3 or part 1 of LMCC exams.
- House Staff is to request an electronic copy of their official examination history report verifying their passage of exams to be sent directly to the [MBC](#).

[ecfmg.org](#) **ECFMG Certificate**-Applicable only to International Medical Graduates (IMGs)/non-US/Canadian graduate only.

- House Staff to request & submit their certification report by [ECFMG](#) to [MBC](#).

Request for License Verification

- House Staff is to contact all licensing authorities to submit their official license verification directly to the [MBC](#).
- This license verification is required from US/Canadian licensing authorities in which House Staff holds or has held a license to practice medicine, including temporary training, or provisional license/s.

Request for Medical Education Documentation

Form MED Certificate of Medical Education

- House Staff to complete the top portion of their form & send it to their Medical School Registrar.
- The completed MED form must be sent directly from their school to the [MBC](#).
- House Staff is responsible to follow up to ensure completion of their request.

Certificate of Medical Transcript	Certificated copy of Medical School Diploma
<ul style="list-style-type: none">• House Staff to have their official transcript/s & translation/s if not in English sent by their medical school directly to the MBC.	<ul style="list-style-type: none">• House Staff must have their certified medical school diploma/s & translation/s if not in English sent from your medical school to the MBC.
<ul style="list-style-type: none">• House Staff is responsible to follow up to ensure completion of their request.	

Request for Postgraduate Training Documentation

Forms PTA/PTB Certificate of Completion of Postgraduate Training-Applicable if there is prior Board-approved postgraduate training ACGME/RCPSC/CFPC to verify receipt of 12 months of US/Canadian or 24 months of IMG postgraduate training.

- House Staff is to complete top of the form & send to their previous training program/s.
- Previous program/s to complete their portion of the form & submit to their GME Registrar to submit to [MBC](#).

Form CTV Current Postgraduate Training Verification

- ACGME accredited program Coordinator is to complete & submit the form to GME Registrar in advance of training completion to enable House Staff to qualify for reduced fees.

Forms CODA1-CODA2 Certificate of Completion of CODA Postgraduate Training (If Applicable)

- To qualify for a P&S license in CA, graduates of a U.S./Canadian medical school must receive credit for 12 months of Board-approved postgraduate training accredited by ACGME; RCPSC; or CFPC.
- Program Coordinator is to complete & submit to GME Registrar.
- GME to submit to [MBC](#).

Forms RES1-RES2 Research During Training Questionnaire (If Applicable)

- If program indicates that the House Staff will be completing or has completed a research period as part of their training, program must complete [Forms RES1-RES2](#) & submit with Form [EF1-EF2](#), or Form [PSU1-PSU2](#) to GME Registrar.
- MBC will accept forms electronically signed; programs must use DocuSign; Adobe is not accepted. Or programs must drop off original, single sided forms with wet signature to the GME Registrar's office.

Check Application Status

Breeze

- Once application is reviewed by the MBC, they will list the deficiencies in the House Staff's Breeze account and email a deficiency letter to the House Staff.
- It is the House Staff's responsibility to follow up with the MBC if deficiency letter has not been received after 3 months of application submission.

Initial Renewal Requirements:

- House Staff must have:
 - Received credit for 36 months of Board approved Postgraduate training.
 - At least 24 continuous months of training within the same program.
- Postgraduate Training Program Coordinators must provide completed original, single sided [Forms PTA/PTB](#) with wet signature to the GME Registrar's office.

Key:

Abbreviation	Details
ACGME	Accreditation Council of Graduate Medical Education
CA	California
FSMB	The Federation of State Medical Boards
IMG	International Medical Graduate
LMCC	The Licentiate of the Medical Council of Canada
MBC	Medical Board of California
MCC	Medical Council of Canada
NBME	National Board of Medical Examiners
P&S	Physician's & Surgeon's
PTL	Postgraduate Training License
USMLE	The United States Medical Licensing Examination
USMLE Step 2 CK	Assesses clinical knowledge a care under supervision