

Checklist

Postgraduate Training License

Guidelines:

1. A PTL is issued to a House Staff who is enrolled in an ACGME program.
2. Has graduated from a Board-approved medical school ([US/Canadian](#), or [World Directory of approved Medical Schools](#)).
3. Has passed USMLE Steps 1 & 2 CK or part 1 of LMCC/Canadian exams.

PTL must be obtained within 180 days of enrollment in an accredited training program.

All clinical activities must cease if the PTL is not issued within the period of grace.

4. PTLs will be valid for 36 months.
5. The PTL can be extended (but not renewed) for an additional 90 days using Form [PSU1-PSU2](#) after 12 months of training if:
 - US/Canadian or
 - 24 months of training if IMG

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 applicable forms:

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.

Fingerprint Cards Outside CA

- House Staff residing outside of CA must submit complete a fingerprint card or have their electronic fingerprints completed at a [CA Live Scan facility](#).
- The Board will mail House Staff's fingerprint card once the Board receives their electronic Breeze application & appropriate [processing fees](#).

Request for Examination Documentation

USMLE or LMCC (Canadian) Official Examination Scores

House Staff is to request an electronic copy of their official examination history report verifying passage of their USMLE steps 1 & 2 CK or part 1 of their LMCC exam/s to be sent directly to the MBC.

ecfm.org ECFMG Certificate Applicable only to IMGs/non-US/Canadian graduate

House Staff to request & submit their certification report by ECFMG to MBC.

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

Request for Postgraduate Training Documentation

Form EF PTL Enrollment Form

- House Staff to complete the top portion of their form & send to their Stanford Program Coordinator. Program to complete the remainder of the form and submit to GME Registrar verifying House Staff's enrollment in a CA ACGME accredited postgraduate training program.
- 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.

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