# Checklist
## Transition from Postgraduate Training License (PTL) to Physician’s & Surgeon’s (P&S)

1. Received credit for either 12 (United States and Canadian medical school graduates) or 24 (international medical school graduates) months of board-approved postgraduate training.

2. Taken and passed Step 3 of the United States Medical Licensing Examination (USMLE) within four attempts, Part I of the Medical Council of Canada Qualifying Examination (LMCC) and Step 3 of the USMLE, or both parts of the LMCC.

3. Application submission can start 6 months prior to completing postgraduate training.

- Only wet signatures & forms completed in their entirety are acceptable.
- Entities listed below are responsible for timely submission of tasks.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Responsible Entity</th>
<th>Tasks/Steps to Take</th>
</tr>
</thead>
</table>
| Application to transition from PTL to P&S | House staff | • Complete online application via BreEZe.  
• The address is public record, so use your Stanford program’s complete address—do NOT use your home or GME address. |
| Application Fee | House staff | • Pay the application fee of $456.50.  
• Submit the BreEZe receipt containing your application #, copy of your CML card along with a completed GME reimbursement form. |
| Official Examination Scores  
USMLE Step 3 or LMCC (Canadian) part 1 | House staff | • Request electronic copy of your official examination history report to be sent directly to the MBC, if not submitted previously. |
| Certificate of Completion of Postgraduate Training Forms PTA/PTB |  
1. Program  
2. GME | • Program to complete form & submit to GME only 30 days in advance of the house staff’s training completion in this academic year.  
• Program to use form EXP to provide explanation of any “yes” responses to any of the questions on form PTA/PTB.  
• GME to submit to MBC. |
| Current Postgraduate Training Verification Form CTV  
If remaining in training |  
1. Program  
2. GME | • ACGME accredited program to complete & submit to GME in advance of training completion to enable house staff to qualify for reduced fees.  
• GME to submit MBC. |
| License Verification  
If applicable | House staff | • Contact all licensing authorities to submit your official license verification directly to the MBC.  
• This license verification is required from US/Canadian licensing authorities in which you hold or have held a license to practice medicine, including temporary training, or provisional license/s. |
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<td>Research During Training Questionnaire Forms RES1-RES2</td>
<td>1. Program</td>
<td>• 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 &amp; submit with Form EF1-EF2, or Form PSU1-PSU2 to GME.</td>
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<td>2. GME</td>
<td>• GME to submit to MBC.</td>
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<tr>
<td>Program Status/Change Form PSU If applicable</td>
<td>Program</td>
<td>• The Stanford program must complete &amp; submit a Program Status Update/Change Form PSU to the MBC &amp; GME within 30 days when a House Staff transfers, is terminated, placed on probation/remediation, resigns, takes a leave of absence, or has any other program change that would affect the House Staff’s anticipated end date of the program.</td>
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