Checklist
Transition from Postgraduate Training License to Physician’s & Surgeon’s

Guidelines:
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 USMLE within four attempts, or Part I of the 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.

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 PTL transition to P&S application fee required to the Board.

Request for Examination Documentation
- [ ] USMLE Step 3 or LMCC (Canadian) part 1 Official Examination Scores
  - House Staff is to request an electronic copy of their official examination history report to be sent directly to the MBC, if not submitted previously.

Request for License Verification
- [ ] License Verification (if Applicable)
  - 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 they hold or have held a license to practice medicine, including temporary training, or provisional license/s.

Request for Postgraduate Training Documentation
- [ ] Forms PTA/PTB Certificate of Completion of Postgraduate Training
  - Program to complete form & submit to GME only 30 days in advance of the House Staff’s training completion of their current academic year.
  - House Staff to complete the top portion of their form & send to their Stanford Program Coordinator. Program to complete and submit to GME’s 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 the GME Registrar’s office.

- [ ] Form CTV Current Postgraduate Training Verification
  - ACGME accredited program Coordinator is to complete & submit to GME Registrar in advance of House Staff’s training completion to enable House Staff to qualify for reduced fees.
  - House Staff to complete the top portion of the form & send to their Stanford Program Coordinator. Program to complete and submit to GME 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 the GME Registrar’s office.

**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, Stanford program must complete Forms RES1-RES2 & submit with Form EF1-EF2, or Form PSU1-PSU2 to GME Registrar.
- Original single sided forms with wet signatures must be dropped off to the GME Registrar’s office.
- MBC will accept forms electronically signed; programs must use DocuSign; Adobe is not accepted.

**Form PSU Program Status/Change** (If Applicable)
- The Stanford program must complete & submit this form to the MBC & GME Registrar 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.

**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 Requirement:**
- 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.

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<thead>
<tr>
<th>Key: Abbreviation</th>
<th>Details</th>
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<tbody>
<tr>
<td>ACGME</td>
<td>Accreditation Council of Graduate Medical Education</td>
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<tr>
<td>CA</td>
<td>California</td>
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<tr>
<td>FSMB</td>
<td>The Federation of State Medical Boards</td>
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<td>IMG</td>
<td>International Medical Graduate</td>
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<td>LMCC</td>
<td>The Licentiate of the Medical Council of Canada</td>
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<td>P&amp;S</td>
<td>Physician’s &amp; Surgeon’s</td>
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<tr>
<td>PTL</td>
<td>Postgraduate Training License</td>
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<tr>
<td>USMLE</td>
<td>The United States Medical Licensing Examination</td>
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<tr>
<td>USMLE Step 2 CK</td>
<td>Assesses clinical knowledge a care under supervision</td>
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