

# 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.

**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