### Checklist

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

1. House staff must have completed Board-approved training for the following periods:
   - **12 months**
     - If from an ACGME (Accreditation Council for Graduate Medical Education)
     - or RCPSC (The Royal College of Physician & Surgeons of Canada)
     - **US/Canadian**
   - **24 months**
     - If from an International Medical Graduate (IMG)
     - **World Directory of approved Medical Schools**

2. 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.**

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<th>Requirements</th>
<th>Responsible Entity</th>
<th>Tasks/Steps to Take</th>
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| Application to transition from PTL to P&S **Forms TF1-TF3** | House staff | • Complete online application via BreEZe or by mail. Must attach a recent 2” x 2” photo of head & shoulder areas only.  
• 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** | 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** | 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 add the seal & submit MBC. |
| **License Verification** | 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. |
## Stanford Graduate Medical Education

### Requirements

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| Research During Training Questionnaire Forms RES1-RES2 | Program 1. Program 2. GME | • 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 Forms PTA-PTB, Forms EF1-EF2, or Forms PSU1-PSU2 to GME.  
• GME to add the “seal” & submit to MBC. |
| Program Status/Change Form PSU If applicable       | Program            | • The Stanford program must complete & submit a Program Status Update/Change Form PSU to the MBC & 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. |