

Intern Checklist for How to Apply for a California Medical License

STEP ONE

The CA medical licensing process for 1st year interns begin in October.

- All documents must be printed single sided.
- This application is considered a legal document and therefore the Medical Board of California (MBC) will reject applications with cross outs or white outs.

Please submit the following to Marcy Kulakow in the GME office no later than March 1, 2018 to be FedExed directly to the CMB.

(Applications submitted directly to the MBC will not qualify for GME reimbursement of the application fee.)

Application Forms (L1A-L1F)

- **Forms L1A-L1F** can be downloaded from:
http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/
- You may complete the forms on your computer, however you must print them for submission to the GME office.
- **L1A #7:** The address will be public record, so use your department's address – do NOT use your home or GME address.
- **L1A #9:** Enter your email address so the MBC can contact you.
- **L1C #16** -Must answer YES & include your current residency.
- **L1E #55:** When in doubt disclose the incident. Have court documents sent directly to the MBC.
- **L1F:** Requires a recent 2x2 or 2x3 inch photograph which must be notarized. (Passport photos are acceptable)
The GME and Pediatric Residency Offices offer notary services. Please call for an appointment.

Birth Month Licensure Request

Choose the as soon as application is processed to insure issuance of license prior to September 1, 2018 so that you can get reimbursed by GME.

Live Scan Fingerprints

- Download the forms online at http://www.mbc.ca.gov/Forms/Applicants/live_scan.pdf
- Fingerprints may be processed on campus by calling the Stanford University Department of Public safety at 650.725.2499 or visit their website for more information
<http://www.stanford.edu/group/SUDPS/livescan.shtml>
- Alternate providers can be found at <https://oag.ca.gov/fingerprints/locations>
- The Live Scan Operator will complete the Live scan form and keep one copy.
- Submit the second copy to the GME office along with your application.
- The third copy is for your records.

Initial Application Fee

- The initial application fee is \$491.00. Please include a check payable to Medical Board of California with your application to GME.
- If you choose to pay online, please include a copy of your receipt.

Current CV with Stanford appointment

- Sign and date the last page

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- STEP TWO**
 - Complete the top portion of **Form L2** and mail, email, or fax directly to your medical school.
 - **Form L2** can be found online at the MBC website:
http://www.mbc.ca.gov/Forms/Applicants/application_form_L2.pdf
 - Request that your medical school send the completed form directly to the MBC along with an official copy of your transcript and a certified copy of your diploma.
 - Your medical school should be very familiar with the process. Contact your Registrar's office for assistance.
 - STEP THREE**
 - Take USMLE III exam if you have not done so already. To learn more visit <http://www.usmle.org/step-3>.
 - Submit a request to have your official USMLE scores (I, II, III) sent directly to the MBC:
<http://www.usmle.org/transcripts>.
 - Request the transcripts once you have passed all three parts, but do apply for your license now even if you have not completed all three parts.
 - Canadian Medical School Graduates: Canadian licensing examinations are recognized in California. It is not necessary to take the USMLE exams.
 - Contact the Medical Council of Canada to request [that a "Statement of Registration" be sent to the MBC](#). To learn more visit <http://mcc.ca.documents/certified-statement-registration>.
 - STEP FOUR**
 - Submit the final license fee of \$416.50 (payable to Medical Board of California) to Marcy Kulakow in the GME office **no later than June 30, 2018**. Marcy will FedEx your payment to the MBC.
If not, please send directly to The Medical Board of California 2005 Evergreen Street, Suite 1200 Sacramento, CA 95815.
 - STEP FIVE** (completed by GME)
Marcy Kulakow in the GME office will complete and mail the following forms directly to the MBC:
 - Forms L3A-L3B**: certifies completion of your internship. They will be sent to the CMB after your internship is completed the end of June.
 - Form L4**: verifies that you are still in training after July 1, 2018. They will be sent to the CMB at the beginning of July.
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- DEA REGISTRATION**

Once you have a California Medical License, you can obtain a DEA certificate by registering online at: <http://www.deadiversion.usdoj.gov/>

 - You need: social security number, California Medical License, and a credit card to complete the online form.
 - Select "Practitioner" as your Business Activity
 - Check with your department for the drug schedules
 - California does not have a separate Controlled Substance License requirement. Leave the section related to Controlled Substance Licenses blank.
 - REIMBURSEMENT**
http://med.stanford.edu/gme/current_residents/reimbursements.html for reimbursement information and forms.