

# How to Apply for a California Medical License (revised 02/2020)

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## **STEP ONE**

- If you have not done so already, please **complete the online Application For Physician's and Surgeon's License, Forms L1A-L1F**
- Application Forms (L1A-L1F)**
  - **L1A #7:** The address will be public record, so use your department's complete address including mail code – do NOT use your home or GME address.
  - **L1A #9:** Enter your email address so the MBC can contact you.
  - **L1E #55:** When in doubt disclose the incident. Have court documents sent directly to the MBC.
  - **L1F:** Requires a recent 2x2 or 2x3 inch color photograph which must be notarized. (Passport photos are acceptable) **The GME and Pediatric Residency Offices offer free notary services. Please call for an appointment. The SFCU offers free notary for customers. UPS offers the service for a fee. <https://www.notarycam.com/> offers a virtual service for \$25 per page. We do not reimburse notary fees.**
- Live Scan Fingerprints**

Download the forms online at [http://www.mbc.ca.gov/Forms/Applicants/live\\_scan.pdf](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 <https://police.stanford.edu/livescan.html> . Use the MBC provided forms as they contain necessary information for processing of the fingerprints.
  - 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 L1F.
  - The third copy is for your records.
- Initial Application Fee**
  - The initial application fee is \$491.00. Keep 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 MED** and mail, email, or fax directly to your medical school.
  - **Form MED** can be found online at the MBC website at <https://www.mbc.ca.gov/Download/Forms/ps-med.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 Registrar's office is familiar with the process.

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- **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>.
  - Apply for your license now even if you have not completed Step III. Then request the transcripts once you have passed Step III.
    - Canadian Medical School Graduates: Canadian licensing examinations are recognized in California. It is not necessary to take the USMLE exams.
    - Visit the Medical Council of Canada website at <https://mcc.ca/services/file-transfer-and-access-service/>
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- **STEP FOUR**
  - Submit the final license fee of \$416.50 online or send a check/money order (payable to Medical Board of California) Include your file number from the MBC's deficiency letter with your payment to the MBC The Medical Board of California 2005 Evergreen Street, Suite 1200 Sacramento, CA 95815.
- **STEP FIVE**
  - **Forms PTA-PTB** must be completed for each year of postgraduate training (internship, residency, and fellowship) whether or not the training was completed. Complete the personal data at the top of the form and mail/fax to your former training program(s). Request that they send the completed forms directly to the MBC. It must be the original form and not a copy.
  - **Form CTV**: verifies that you are still in training at the time of application. Complete the personal data at the top of the form and submit to your current training program. Request that they send the completed form directly to the MBC. It must be the original form and not a copy.
- **DEA REGISTRATION**
  - ✚ Once you have a California Medical License, you can obtain a DEA certificate by registering online at [https://www.deadiversion.usdoj.gov/online\\_forms\\_apps.html](https://www.deadiversion.usdoj.gov/online_forms_apps.html)
  - ✚ 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 requires physicians with a DEA certificate to register for Cures 2.0 at [https://www.dca.ca.gov/licensees/cures\\_update.shtml](https://www.dca.ca.gov/licensees/cures_update.shtml)
  - ✚
- **REIMBURSEMENT**
  - ✚ Reimbursement information and forms can be found at <http://med.stanford.edu/gme/housestaff/all-topics/reimbursements.html>