

2020 PGY1-PGY3 Checklist for How to Apply for a California Medical License

STEP ONE

The CA medical licensing process should be started upon acceptance into your program at Stanford.

- You must complete the initial application online.

Application Forms (PTL1)

- Complete the forms on your computer
- **PTL1 Address of Record:** The address will be public record, so use your department's address – do NOT use your home or GME address.
- **PTL1 Confidential Address:** Enter your home address so the MBC can contact you.
- **PTL1 #3:** Answer yes if appropriate.
- **PTL2 ACGME Training Programs:** Verify your start date and expected end date with your program. When in doubt our contracts run 365 days.
- **PTL2 #4-10:** Do be honest as any false answer will delay or prevent licensing. Use the Explanation For Application Question (Form EXP) for each Yes response.
- **PTL3 #11-19:** Do be honest as any false answer will delay or prevent licensing. Use the Explanation For Application Question (Form EXP) for each Yes response.
- **PTL4 #20-24:** Do be honest as any false answer will delay or prevent licensing. Use the Explanation For Application Question (Form EXP) for each Yes response. When in doubt disclose the incident. Send certified court document copies sent to the MBC per their Criminal Record history paragraph on PTL4.
- **PTL5:** Requires a recent 2x2 or 2x3 inch photograph & the page which must be notarized. (Passport photos are acceptable) Mail it directly to the MBC or hand into GME to be sent via the MBC secure portal.

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
- The Request for Live Scan Service form may be obtained from the Board's website.
- If you reside outside of California, you must submit two completed fingerprint cards or if visiting California have the Live Scan completed. Criminal records are checked with the California Department of Justice and the Federal Bureau of Investigation and must be received prior to issuance of the PTL.
- One copy is for the MBC, one copy is for you. Submit it along with PTL5 to the MBC or hand into GME to be sent via the MBC secure portal.

Initial Application Fee

- The initial application fee is \$491.00.
- Pay online and keep a copy of your receipt.
- Record your file number for follow up with the MBC.

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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 <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 should be very familiar with the process. Contact your Registrar's office for assistance.

STEP THREE

- Certificate of Completion of ACGME/RCPSC/CFPC Postgraduate Training, **Form PTA-PTB** is necessary *only* if there is prior postgraduate training. Have your current/previous programs complete and submit directly to the MBC.
- Submit a request to have your official USMLE scores (I, II...) sent directly to the MBC: <http://www.usmle.org/transcripts>.
- You will need proof of passing all three parts when applying for a Physician and Surgeon License *after* your completion of 36 months of postgraduate training.
 - 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) directly to The Medical Board of California 2005 Evergreen Street, Suite 1200 Sacramento, CA 95815. The license will not be released until final payment has been received.
- REIMBURSEMENT
<http://med.stanford.edu/content/dam/sm/gme/housestaff/forms/Reimbursement%20Form%20v5b.pdf>

STEP FIVE (completed by GME)

- Marcy Kulakow in the GME office will complete and upload the following form directly to the MBC:
- Form EF**: postgraduate training license enrollment form certifies enrollment in an ACGME residency.