



Osteopathic Medical Board of California (OMBC)

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APPLICATION FOR OSTEOPATHIC POSTGRADUATE TRAINING LICENSE INSTRUCTIONS

This application is only for postgraduate resident trainees who are applying for a Postgraduate Training License. To be eligible for a Postgraduate Training License, an applicant must be enrolled in a California Postgraduate residency training program. A Postgraduate Training License (PTL) must be obtained within 180 days after enrollment in an American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) or Accreditation Council for Graduate Medical Education (ACGME) accredited postgraduate training program in California. The PTL will be valid until 90 days after a trainee has successfully completed 36 months of postgraduate training at which point a full and unrestricted physician and surgeon certificate must be obtained in order to continue providing clinical services in California.

MINIMUM REQUIREMENTS

- Applicants must submit a complete application for Postgraduate Training License OMB.22 form that is signed and notarized. Applicants must apply manually by downloading the forms from the Board's website or apply online setting up a "Breeze" account. Online applicants must download and submit the notary form with their online application summary. No digital signatures or faxes are accepted.
- Those applying manually must pay by check or money order, those applying online must pay by credit card. The PTL fee is a \$491 non-refundable application and processing fee plus the non-refundable \$49 for fingerprint processing fee for a total of \$540.
- To be eligible for a PTL, applicants must have their programs submit proof that the applicant is enrolled in an AOA or ACGME accredited postgraduate training program in California using Form OMB 23, which is downloadable from the Board's website.
- Applicants who complete their postgraduate training in multiple programs must complete at least 2 years at one program of the 36 months. They are required to obtain a PTL for any portion of the 36 months residency located in California.
- Applicants who are enrolled in a California residency program in their third year must apply and obtain a Postgraduate Training License to participate in their residency. The fees are the same regardless of the time enrolled in the training program and they are non-refundable. There are no guest residency licenses. All residency trainees must have a Postgraduate Training License to practice in their residency training programs.
- Applicants must have received all of the osteopathic medical school education from and graduated from a U.S. osteopathic medical school accredited by the AOA's Commission on Osteopathic College Accreditation (COCA) and document on the OMB.22 application form.
- To meet the examination requirements, the applicant must have taken and passed the National Board of Osteopathic Medical Examiners, Inc. (NBOME) Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-US) levels 1, 2 Cognitive Evaluation (CE)

and 2 Performance Evaluation (PE)—applicant must request that NBOME send exam scores directly to OMBC.

- Before the OMBC can issue a PTL, fingerprint clearances must be received from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
- Disclosure of a United States Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) is mandatory prior to the issuance of a PTL. Section 30 of the Business and Professions Code authorizes collection of an SSN or ITIN. Section 31 (e) allows the State Board of Equalization and the Franchise Tax Board to share taxpayer information with the Board.

GENERAL INFORMATION

There are two ways to apply for a PTL:

Manually. Applicants must download all of the PTL forms, complete them and submit them by mail with a check or money order; or

Online. Applicants choosing to submit their application online are required to create a “Breeze” account and input application details online and pay online with a credit card. Online applicants are still required to download other required forms including the notary form, which must be notarized and submitted to the Board by mail along with the online application summary. The application is not complete without the notary form and the online application summary. The only online form is the application form OMB.22. The other required forms are only available from the Board’s website. The program enrollment form OMB.23 is downloadable and must be completed and notarized by the residency training program, not the applicant.

Fees. Applicants must pay a non-refundable application and processing fee of \$540 which includes \$491 plus a \$49 fingerprint process fee to OMBC at the time they submit their application. These fees are non-refundable. The fee is the same regardless of the length of time enrolled in a California residency program.

Application Timeline. The application timeline begins with receipt of a completed application and payment of application fee and fingerprint fee. The full process can take up to 6 months to complete.

- Application processing is dependent on receipt of transcripts from school(s), copy of diploma, COMLEX scores, and fingerprint clearance. Please allow ample time to ensure OMBC receives your Postgraduate Training License Enrollment form OMB.23 within 180 days of enrollment in a training program. Failure to obtain a PTL within the 180 days of enrollment in training program will result in you having to cease all practice of medicine within the training program.
- OMBC will only discuss your application status with you and those specific persons whom you designate.
- Signatures on required forms must be wet signatures; digital, fax or other formats are not acceptable.
- Your application is considered complete once the application and processing fee, all required forms, documentation, DOJ and FBI fingerprint clearance have been received and approved by OMBC. Forms submitted that are not deemed by the Board to be complete will be returned to applicants.

- Temporary licenses are not available.

Contact Information Changes

Applicants are responsible to notify the Board, in writing of any address, e-mail, or name changes made during the application process. Failure to do so may cause delay in being issued a PTL.

Military Spouse/ Legal Partner Expedited Processing

To expedite the licensure process, persons honorably discharged from the military must submit a copy of their DD214 or active military must submit copy of their military orders. In addition, those seeking expedited processing due to marriage/legal partnership must submit a copy of their spouse/domestic partner's military orders showing they are stationed at a military installation in California.

Grounds for Denial: Each applicant's credentials for licensure in California are reviewed on an individual basis. The Board has the authority to deny licensure based upon an applicant's act of dishonesty, unprofessional conduct, conviction of a crime, discipline of another state license, or inability to practice medicine safely.

APPLICATION CHECKLIST

FORMS

Application for Postgraduate Training License OMB.22. Please complete and submit directly to OMBC. This form must be signed and notarized. The notary form is downloadable from the Board's website.

Postgraduate Training License Enrollment Form OMB.23. You must send this form to your postgraduate training program and request your training program complete and submit this form directly to the Board.

- ✓ Proof of the applicant's enrollment in an AOA or ACGME accredited postgraduate training program is required.
- ✓ Applicants must download the form and submit the form to their postgraduate training Program Director. The postgraduate training Program Director must complete the form with all of the required information and responses on the form, sign, date and affix training program seal. If program does not have a seal, then program director must sign in the presence of a notary and notary seal must be affixed to the form.
- ✓ Applicant must send one of the three required current photos with this form to their postgraduate training program.
- ✓ Any letters of explanation must be on program letterhead and signed by the program director and mailed directly to the Osteopathic Medical Board of California.
- ✓ The form must be signed by the training program director and mailed directly from the training program to the Osteopathic Medical Board of California, 1300 National Drive, Suite 150, Sacramento, CA 95834. Forms not mailed by training program will not be accepted. Faxed copies or emails will not be accepted.

Postgraduate Training Certification OMB.25 (If applicable). This form is required only if the applicant has completed 1 or 2 years prior postgraduate training, otherwise it is optional.

- ✓ If applicant has no prior postgraduate training, this form is not required for the PTL application.
- ✓ For applicants that participate in more than one postgraduate training program, this form is required to be completed by each postgraduate training program the applicant has completed some period of postgraduate training.
- ✓ This the same form that is required to be completed by the postgraduate training program at the end of the 36 months.

Postgraduate Training Program Update Form OMB.24. (when applicable). The Training Program Director must submit this form to OMBC within 30 days of any change in status of a resident with a PTL.

- ✓ If a trainee moves or transfers to another program, is terminated, resigns, or takes a leave of absence, the training program director must submit to OMBC a Training Update form OMB.24 directly to OMBC.

Verification of Licensure Form OMB.4 (if applicable).

- ✓ This form must be submitted by you to every state in which you are or have been fully licensed (excludes temporary licenses) or otherwise registered to practice as an osteopathic physician and surgeon or other health care provider.
- ✓ Please make additional copies as needed.
- ✓ Each licensing agency must then forward the completed form with their agency seal, directly to the Osteopathic Medical Board of California (OMBC). Fax copies are not acceptable.

FEE

Applicants (or postgraduate training programs) must mail a check for \$540 which includes \$491 application and processing fee and \$49 fingerprint processing fee.

- ✓ Make check or money order payable to the Osteopathic Medical Board of California or OMBC.
- ✓ Application and fingerprint processing fees are nonrefundable.
- ✓ Online applicants must pay by credit card.

PHOTOGRAPHS

- ✓ Applicants are required to submit three (3) recent 2”X 2” (approximate size) passport quality photographs of your head and shoulders only. All three photographs must be identical. No digital or faxed photos or photo copied or other formats are accepted.
- ✓ One photograph must be affixed to your application form OMB.22, and
- ✓ One photo must be affixed to your postgraduate training Enrollment Certification form OMB.23, and
- ✓ One photo must be included that is not affixed to any document that will be used for your official license file.

WRITTEN EXAMINATION VERIFICATION

- ✓ Applicants must contact the National Board of Osteopathic Medical Examiners, Inc. (NBOME) to request a certified copy of your COMLEX-US levels 1, 2CE, 2 PE. scores.

- ✓ Your certified exam COMLEX-US exam scores must be sent directly by NBOME to the Osteopathic Medical Board of California (OMBC). Fax copies are not accepted. Copies of exam scores submitted by applicant are not accepted. Contact NBOME at www.nbome.org

CERTIFIED OFFICIAL OSTEOPATHIC MEDICAL SCHOOL TRANSCRIPT

- ✓ Applicants must contact their osteopathic medical school and request a certified copy of your transcript.
- ✓ The certified official transcript must be sent directly by your school to the Osteopathic Medical Board of California (OMBC). A copy issued to a student is not accepted.

OSTEOPATHIC MEDICAL SCHOOL DIPLOMA

- ✓ Applicants must send a copy of their medical school diplomas with their application.
- ✓ If you ordered your Written Exam Verification (NBOME scores), Transcript, and/or Diploma from Federal Credential Verification Services (FCVS), you must provide the information to us on a separate piece of paper when you submit your application. Failure to do so will result in delayed processing of your application.

FINGERPRINT PROCEDURES

Criminal Record Check clearance from both California Department of Justice and the Federal Bureau of Investigation must be received by OMBC prior to the issuance of a PTL.

Live Scan

Applicants residing in California must use the Live Scan process. If a Live Scan site is not available near you, please contact the OMBC for further instructions.

Live Scan process:

- ✓ Complete the OMBC's "Request for License Scan Services" fill and print form (in triplicate) downloadable from the OMBC website.
- ✓ Take the completed form (in triplicate) to a Live Scan site.
- ✓ Submit the second copy of the form to the Board with your license application.
- ✓ Keep the third copy for your records.

To locate a Live Scan site near you, visit <http://ag.ca.gov/fingerprints/publications/contact.php> or contact OMBC at (916)928-8390. Hours of operation and rolling fees vary at Live Scan sites, so please contact the Live Scan site directly for information.

OR

Fingerprint Cards

Applicants residing outside California must use the manual fingerprint card process. Please contact the OMBC office at (916) 928- 8390 OR e-mail osteopathic@dca.ca.gov to request and obtain fingerprint cards. Please provide your mailing address where you wish the fingerprint cards to be mailed. **Results from the manual process can take up to 16 weeks.**

Manual Fingerprint Process:

- ✓ Contact the OMBC to obtain two fingerprint cards.

- ✓ Complete all applicable areas on both cards (refer to instructions sheet included with the cards).
- ✓ Take the completed cards to a local law enforcement office or a verifiable finger printing service and have your fingerprints rolled.
- ✓ Submit both fingerprint cards to the OMBC with your license application **DO NOT FOLD CARDS.**
- ✓ OMBC will not be able to process your application without both completed fingerprint cards.

PTL will not be issued until fingerprint clearances from both DOJ and FBI are received by OMBC.