



Application to Transition from a Postgraduate Training License to a Physician's and Surgeon's License Information & Checklist

GENERAL INFORMATION

- This application is only for trainees who hold a current postgraduate training license (PTL) and have successfully completed 36 months of Accreditation Council for Graduate Medical Education (ACGME) accredited postgraduate training that includes four months of general medicine. The three years of postgraduate training must consist of at least 24-continuous months of training within the same program.
Note: The PTL will be valid until 90 days after a resident successfully completed 36 months of accredited training if the resident is currently enrolled in an ACGME-accredited training program in California.
- To transition from a PTL to a physician's and surgeon's license, the applicant must have taken and passed the United States Medical Licensing Examination (USMLE) Step 3.
Note: If you have previously submitted official scores verifying passage of all parts of the Licentiate of the Medical Council of Canada (LMCC) examination, USMLE Step 3 is not required.
- **NotaryCam:** NotaryCam is a company that provides an online notary service that is valid in California and may be used on the Board's application forms. The Board does not mandate the use of this online service. The Board is providing this information as a convenience to applicants. Applicants may obtain further information regarding this online notary service at: <https://www.notarycam.com/>.
- **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 by a licensing board in outside of California, or inability to practice medicine safely.

APPLICATION CHECKLIST

Listed below are the minimum application and supporting materials required to obtain a Physician's and Surgeon's License. This list is not all-inclusive as additional items may be necessary based on responses provided on the *Application* or information obtained from other entities.

Application and Fees

- Application to Transition From a PTL To a Physician's and Surgeon's License, Forms TF1-TF4** Complete all fields, answer all questions and have the application notarized. All four pages must be submitted together.
- Initial License Fee or Reduced Initial License Fee** The initial license fee is \$808.00. Applicants may be eligible for the reduced license fee of \$416.50 if enrolled in an approved postgraduate training program. Completion of the Current Postgraduate Training Verification ([Form CTV](#)) is required.
The license fee includes a mandatory \$25 fee for the [Steven M. Thompson Physician Corps Loan Repayment Program](#). This program encourages recently licensed physicians to practice in underserved locations in California by authorizing a plan for repayment of their educational loans, up to \$105,000, in exchange for their service in a designated underserved area for a minimum of three years.

APPLICATION CHECKLIST (Continued)

Application and Fees (Continued)

- SONG-BROWN FAMILY PHYSICIAN TRAINING ACT**
- Voluntary Fee - \$25.00 (Minimum)**
- You may voluntarily contribute any amount (minimum \$25.00) to the Song-Brown Health Care Workforce Training Act (Song-Brown Program). The Board transfers all funds collected on a monthly basis to the Office of Statewide Health Planning and Development (OSHPD). The Song-Brown Program was established to increase the number of family physicians to provide needed medical services to the people of California. The program encourages universities and primary care health professionals to provide health care in medically underserved areas, and provides financial support to family medicine, internal medicine, OB/GYN, and pediatric residency programs; and family nurse practitioner, physician assistant, and registered nurse education programs throughout California. For further information regarding the program, please visit the OSHPD website at: <https://oshpd.ca.gov/loans-scholarships-grants/grants/song-brown/>.

Examination Documentation

- Official Examination Scores from FSMB: USMLE Step 3**
- Official examination history reports must be requested from the Federation of State Medical Boards (FSMB). Official examination history reports may be requested from the following website at <https://www.fsmb.org/transcripts/>.
- The FSMB must submit the official examination history report verifying passage of Step 3, directly to the Board electronically, to be acceptable.***

Postgraduate Training Documentation

- Certificate of Completion of ACGME/RCPSC/CFPC Postgraduate Training: [Form PTA-PTB](#)**
- A Certificate of Completion of ACGME, RCPSC, or CFPC Postgraduate Training (Form PTA-PTB) is required to verify the completion of three years of accredited postgraduate training required for licensure. If training was completed in more than one program, each program must submit a PTA-PTB form to verify years of training.
- The form must be submitted to the current postgraduate training program for completion. A “yes” response to any of the questions on Form PTA - PTB requires a signed and dated letter of explanation from the current program director.
- The completed form must be submitted directly from the program to the Board to be acceptable. Any letters of explanation must be provided on program letterhead, signed by the program director and mailed directly to the Board.***
- Current Postgraduate Training Verification: [Form CTV](#)**
- If an applicant is currently enrolled in an accredited training program when paying the initial licensing fee, completion of this form is necessary to be eligible for the reduced initial licensing fee. Complete the top section and submit the form to the current training program for completion. The current program director must provide all of the required information and responses on the form, sign and date the form, and affix it with the program seal. If a program seal is not available, the program director must sign in the presence of a notary and the notary seal must be affixed. ***The completed form must be submitted directly from the program to the Board to be acceptable.***

Other Item

- Explanation For Application Question: [Form EXP](#) (If applicable)**
- This form may be used by the applicant to provide a detailed written explanation for a “yes” response to a question on the Board’s application. A separate form is required for each question.