

Resident Checklist for How to Apply for a California Medical License

- STEP ONE**
- If you have not done so already, please **submit the following documents directly to The Medical Board of California (MBC) at 2005 Evergreen Street, Suite 1200 Sacramento, CA 95815.**
 - All documents must be printed single sided.
 - This application is considered a legal document and therefore the MBC will reject applications with cross outs or white outs.
 - Forms L1A-L1F** can be downloaded here or completed online. If you complete the forms online, L1F must be completed and mailed directly to the MBC.
http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/
 - Application Forms (L1A-L1F)**
 - **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 by appointment only.
 - Birth Month Licensure Request Form**
Choose the as soon as application is processed option to insure issuance of the license prior to September 1, 2018.
 - 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.
 - Current CV with Stanford appointment – signed and dated**
 - Initial Application Fee**
 - The initial application fee is \$491.00.
 - Please include a check payable to Medical Board of California with your application.
 - If you choose to pay online, please attach a copy of the receipt with the application.
 - Mail to: The Medical Board of California 2005 Evergreen Street, Suite 1200 Sacramento, CA 95815.
 - 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.

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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>.
 - 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**
 - Forms L3A-L3B** 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.
 - Form L4**: 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.
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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.usdog.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.