

POLICY: Licensure Policy

Procedure: UCSF Fresno requires that all trainees have either a Postgraduate Training License (PTL) or a California Physician's and Surgeon's Certificate.

Effective January 1, 2020, a PTL will be required for all U.S. MD/DO/IMG residents participating in an ACGME accredited postgraduate training program in California, who have less than thirty-six months of postgraduate training, in order to practice medicine as part of their training program. A PTL must be obtained within 180 days after enrollment in an ACGME accredited postgraduate training program in California and will not be required to be renewed. Any current residents participating in an ACGME accredited postgraduate training program at the time the law goes into effect, and who is not eligible for licensure, will need a PTL by June 30, 2020, to continue in the training program.

A PTL is valid for up to 39 months, which includes the 90-day grace period. There are circumstances that can change the length of the PTL (i.e. previous training credit, leave of absence, probation, break in training, any rotations for which no credit was awarded, etc.). The Program Director must submit a Postgraduate Training Program Update form PSU1 (<https://www.mbc.ca.gov/Download/Forms/ps-psu.pdf>) for MD residents or OMB.24

(https://www.ombc.ca.gov/licensees/training_program_status_update_form_24.pdf) for DO residents, documenting any changes in status of the trainee within 30 days.

Trainees may apply to transition their PTL to a California Physician's and Surgeon's Certificate 90 days prior to completing their 36 months of ACGME accredited training. If a Physician's and Surgeon's Certificate is not obtained within 90 days of completing the 36 months of training, the physician must cease all clinical training in California.

DMD/DDS residents must have their DDS or DMD degree from a university-based dental education program accredited by the Commission on Dental Accreditation (CODA). Residents then have a written and clinical examination requirement.

Postgraduate Training License (PTL) Application Resources

Eligibility for a Postgraduate Training License is as follows:

- MD residents must show completion and passing of Step 1 and both components of Step 2 (Clinical Skills and Clinical Knowledge) of the USMLE examination,
- DO residents 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),
- You must have received all of your medical school education from and graduated from a:
 - U.S or Canadian medical school accredited by the Liaison Committee for Medical Education (LCME), the committee on Accreditation of Canadian Medical Schools (<https://lcme.org/directory/accredited-u-s-programs/>); or
 - The foreign medical school which has been evaluated by the Educational Commission for Foreign Medical Graduates (ECFMG), the foreign medical school is listed on the World Federation for Medical Education (WFME), the Foundation for Advancement of International Medical Education and Research (FAIMER) World Directory of Medical Schools joint directory, or the World Directory of Medical Schools (<https://search.wdoms.org/>); or
 - A foreign medical school that has been approved by the Medical Board of California (Board) https://www.mbc.ca.gov/Applicants/Schools_Recognized/,

- U.S. osteopathic medical school accredited by the AOA's Commission on Osteopathic College Accreditation (COCA)
- Acceptance into a residency program.

MD Candidates (U.S. and International) – PTL application and checklist material may be obtained from the Medical Board of California website (<https://www.mbc.ca.gov/Forms/>). Forms should be downloaded from the website to ensure the most current form is completed. There are two ways to apply for a PTL:

1. Manually – Download all of the PTL forms, complete them and submit them by mail with a check or money order. The PTL fee is a \$491 non-refundable application and processing fee which includes the fee for the fingerprint process; or
2. Online – When choosing this option, applicants are required to create a “Breeze” account and input application details online and pay online with a credit card in the amount of \$491 which includes the fee for the fingerprint process and is non-refundable. When applying online, you must also mail the appropriate Notarized Signatory page (Form PTL5) with your photo attached, to the Board. The application is not complete without the notary form and the online application summary.

DO Candidates – PTL application and checklist material may be obtained from the Osteopathic Medical Board of California website (https://www.ombc.ca.gov/licensees/postgraduate_trainlic.shtml). Forms should be downloaded from the website to ensure the most current form is completed. There are two ways to apply for a PTL

1. Manually – Download all of the PTL forms, complete them and submit them by mail with a check or money order. The PTL fee is a \$540 non-refundable application and processing fee which includes the fee for the fingerprint process; or
2. Online – When choosing this option, applicants 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 (OMB.26), 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.

Postgraduate Training License Fees (MD and DO) – Not Reimbursable		
	PTL Application Fee (w/fingerprint processing) <i>Not paid by GME</i>	Forms Required
M.D. (U.S. and International Grad)	\$491	PTL1-PTL5 (completed by resident) EF (completed by training program)
D.O. (U.S. Grad)	\$540	OMB.22 (completed by resident) OMB.23 (completed by training program)

Transition from a Postgraduate Training License (PTL) to a Physician’s and Surgeon’s License (PTL Holders Only) Resources

Eligibility for a California Physician’s and Surgeon’s Certificate as follows:

- Medical residents’ completion of 36 months of a Board-approved program accredited by either the Accreditation Council for Graduate Medical Education (ACGME), Royal College of Physicians and Surgeons of Canada, or College of Family Physicians of Canada, for all applicants regardless of whether the medical school attended was domestic or international;
- Successfully complete 24 consecutive months of training in the same program;
- Must have taken and passed Step 3 of the USMLE examination and/or the COMLEX Level 3 CE and PE for DOs.

MD Candidates (U.S. and International) – The application and checklist to transition from a PTL to a Physician’s and Surgeon’s License may be obtained from the Medical Board of California website <https://www.mbc.ca.gov/Forms/>. Forms should be downloaded from the website to ensure the most current forms are completed. There are two ways to apply:

1. Manually - Download all of the Transition from a PTL to a Physician’s and Surgeon’s License Application forms, complete them and submit them by mail with a check or money order. The initial license fee is a \$808. Applicants may be eligible for the reduced license fee of \$416.50 if enrolled in an approved postgraduate training program. For the reduced license fee, the trainee’s program must complete the Current Postgraduate Training Verification Form (CTV); or
2. Online – When choosing this option, applicants are required to create a “Breeze” account and input application details online and pay online with a credit card. The forms that must be submitted by the program will still need to be downloaded and submitted by the program (Form PTA-PTB and Form CTV- for the reduced fee). The initial license fee is \$808 however, applicants may be eligible for the reduced license fee of \$416.50 if enrolled in an approved postgraduate training program. Form CTV would be required in this instance. When applying online, you must also mail the appropriate Notarized Signatory page (Form TF4) with your photo attached, to the Board. The application is not complete without the notary form and the online application summary.

DO Candidates – The application and checklist for Osteopathic Physician’s and Surgeon’s Certificate may be obtained from the Osteopathic Medical board of California website https://www.ombc.ca.gov/forms_pubs/. Forms should be downloaded from the website to ensure the most current forms are completed. Currently the forms for transitioning your PTL to a full Osteopathic Physician’s and Surgeon’s Certificate are not available online.

Transition from PTL to Physician’s License Fees (MD and DO) – Reimbursable		
	License Fee <i>Paid by GME</i>	Forms Required
M.D.(U.S. and International Grad)	\$808* (not enrolled when applying) or reduced rate of \$416.50 (enrolled when applying)	TF1-TF4 (completed by resident) PTA-PTB (completed by training program) CTV (completed by training program for reduced rate)
D.O. (U.S. Grad)	TBD	OMB.25 (completed by training program) Other forms completed by the resident are to be determined
*GME will only reimburse the MD license fee for the reduced rate of \$416.50 and the DO license fee for the prorated rate (amount TBD).		

OMFS Candidates

Dental licensure application material may be obtained from the Dental Board of California website and https://www.dbc.ca.gov/applicants/become_licensed_dds.shtml. Forms should be downloaded from the website to ensure the most current form is completed. A California dental license may be obtained by successfully completing one of the following:

1. Licensure after Successful Completion of the WREB Examination - https://www.dbc.ca.gov/applicants/wreb_exam.shtml. Must have successfully passed the WREB examination after January 1, 2005; original or duplicate success card is required. Photocopies are not acceptable. Must also have passed Parts I and II of the National Board Written Examinations. Original score card is required; photocopies are not acceptable.
2. Licensure by Credential - https://www.dbc.ca.gov/applicants/licensure_by_credential.shtml. Must have a current license in another state that is not revoked, suspended or otherwise restricted.
3. Licensure by Residency - https://www.dbc.ca.gov/applicants/licensure_by_residency.shtml. Individuals may qualify for dental licensure on the basis of completion of a minimum of 12 months of a general practice residency or advanced education in general dentistry program approved by the ADA's Commission on Dental Accreditation (CODA) - not OMFS
4. Licensure by Portfolio - https://www.dbc.ca.gov/applicants/licensure_by_portfolio.shtml. Effective November 5, 2014, individuals may qualify for dental licensure on the basis of passing the Portfolio Examination while enrolled in a dental school program at the California Dental Board approved dental school and meet the requirements listed on the site.

DDS/DMD Grads		
	Application Fee <i>Not Paid by GME</i>	License Fee <i>Paid by GME</i>
WREB Examination	\$400* (effective Oct. 19, 2017)	Initial fee prorated depending on applicants birth month; \$650 every 2 years thereafter
Residency	\$800* (effective Oct. 19, 2017)	Initial fee prorated depending on applicants birth month; \$650 every 2 years thereafter
Portfolio	\$400* (effective Oct. 19, 2017)	Initial fee prorated depending on applicants birth month; \$650 every 2 years thereafter
Credential	\$525* (effective Oct. 19, 2017)	Initial fee prorated depending on applicants birth month; \$650 every 2 years thereafter
<i>*There is an additional Fingerprinting Fee of \$49. If you use Live Scan, you are not required to submit the fee to the Dental Board.</i>		

Forms Requiring Signatures/Institutional Seal

Specific forms require a signature from the Program Director and require the institutional seal:

A. MD ONLY - PTA-PTB

- Forms PTA-PTB certify the required months of training an individual has completed in a specific program.
- Training Dates: The program is required to indicate the training dates (start and expected completion) of the applicant on the PTA form. If these dates do not correlate with the traditional July-June cycle (excluding between 1st and 2nd year of training) and/or the program has answered “yes” to any of the questions, the program must attach a letter of explanation.
- General Medicine Requirement: The program must certify the licensure applicant has successfully completed a minimum of four (4) months of general medicine training as part of the postgraduate training program accredited by the ACGME. This is verified by the Program Director’s signature and by checking the “yes” or “no” box.
- Program Director Signature: The PTA and PTB forms may not be signed by the Program Director until on or after the actual completion date of the required training period. The completed form must be submitted directly from the program to the Board to be acceptable.
- Institutional Seal: The PTB (second page) form requires the institutional seal to verify the information submitted is valid.

B. MD ONLY – CTV

- Form CTV certifies to the Medical Board of California the licensure applicant is currently a resident in-training and is, therefore, eligible for a reduction in the initial license fee.
- Training Dates: The program is required to indicate the training dates (start and expected completion) of the applicant on the CTV form.
- Program Director Signature: The CTV needs to be signed by the Program Director, there is no timeline that prohibits a PD from signing this form. The completed form must be submitted directly from the program to the Board to be acceptable.
- Institutional Seal: The CTV requires the institutional seal to verify the information submitted is valid.

C. MD ONLY – PSU1

- Form PSU1 is used if the trainee transfers to another program, is terminated, resigns, takes a leave of absence or has any other program change. The form is required from the Program Director within 30 days of the status change.
- Training Dates: The program is required to indicate the training dates
- Program Director Signature: The PSU1 form needs to be signed by the Program Director. The completed form must be submitted directly from the program to the Board to be acceptable.
- Institutional Seal: The PSU1 form requires the institutional seal to verify the information submitted is valid.

D. MD ONLY – EF

- The EF form is the enrollment form that certifies that a trainee is enrolled in an ACGME approved program.
- Training Dates: The program is required to indicate the training dates (start and anticipated completion).
- Program Director Signature: The EF form needs to be signed by the Program Director. The completed form must be submitted directly from the program to the Board to be acceptable
- Institutional Seal: The EF form requires the institutional seal to verify the information submitted is valid.

E. DO ONLY – OMB.23

- OMB.23 form certifies a resident is enrolled in and ACGME or AOA accredited training program.
- Training Dates: The program is required to indicate the expected training dates (start and end). The end date should reflect the date the applicant is expected to meet the required training months.
- Program Director Signature: The OMB.23 form needs to be signed by the Program Director. The completed form must be submitted directly from the program to the board to be acceptable.
- Institutional Seal: The OMB-23 form requires the institutional seal to verify the information submitted is valid.

F. DO ONLY – OMB.24

- OMB.24 form is used if the trainee transfers to another program, is terminated, resigns, takes a leave of absence or has any other program change. The form is required from the Program Director within 30 days of the status change.
- Training Dates: The program is required to indicate training dates of the trainee and answer the questions on the status of the trainee.
- Program Director Signature: The OMB.24 form needs to be signed by the Program Director. The completed form must be submitted directly from the program to the board to be acceptable.
- Institutional Seal: The OMB.24 form requires the institutional seal to verify the information submitted is valid

G. DO ONLY – OMB.25

- OMB.25 form certifies successful completing of the required number of training months and the required four (4) months of general medicine.
- Training Dates: The program is required to indicate training dates (start and end). The end date should reflect the date the licensure applicant met the required training months.
- Program Director Signature: The OMB-25 form may not be signed by the Program Director until on or after the actual completion date of the required training period. The completed form must be mailed directly from the program to the Board to be acceptable.
- Institutional Seal: The OMB-25 requires the institutional seal to verify the information submitted is valid.

Payment/Reimbursement Process for License Fees

The amount of payment/reimbursement varies depending on whether the license is issued by the Medical Board of California, California Osteopathic Medical Board, or Dental Board of California. For MDs and DOs transitioning their license from a PTL to a full license, reimbursement applies to the current license fee. Application fees and license renewals are not reimbursed. For DDS and DMD reimbursement applies to application fees only

A. MD-US and IMG and DO-US Grad Only (Transitional License Only)

- Checks will be made directly to the appropriate medical board on behalf of the resident and the GME office will disburse them in the following ways:
 - Provide your program coordinator with a completed application. The program coordinator should provide a copy of the application to the GME office and pick up the check;
 - The license fee may be reimbursed to the applicant via MyExpense for applicants who submitted payment online or paid the Board directly (i.e., check or money order). Detailed instructions for granting proxy on MyExpense will be sent directly to the resident at the appropriate time.

B. DDS/DMD Grad (Full License)

- The License fee for DDS/DMD grads will be reimbursed to applicant via MyExpense. Detailed instructions for granting proxy on My Expense will be sent directly to the resident at the appropriate time;
- Reimbursement for medical licenses will be requested when the program submits PTA/B and CTV. No additional documents required unless specifically requested

Full/Renewal Licensure

UCSF Fresno expects all trainees to receive and renew their licensure as soon as possible and within indicated deadlines. Trainees are professionally responsible for receiving and maintaining a current, valid medical or dental license. Practicing without a valid license may lead to disciplinary action. California state law specifically prohibits licensed physicians, and those required to have a license to continue training, from practicing without a valid license. It is the expectation of the UCSF Fresno residency training programs to require trainees to meet the state law and have no clinical contact if they do not have a valid license. Residents who continue to train without a valid license may be fined by their medical/dental board in amounts ranging from \$100 to \$2500 depending on the severity of the violation.

Verification of PTL, Full Licensure, or Renewal and Procedure for No License or Expired License

The GME office tracks the status of licensure for all house staff (training, full, and renewal) through the residency management system. Program coordinators and residents should monitor expiration dates through the residency management system. The GME office will verify licensure and/or renewals during business days (Mon-Fri, excluding holidays). If licensure is not received, or if the licensure is not renewed on the last business day prior to the expiration or the timeframe to receive a license, the GME office will notify the program of the following options (program must notify GME of their decision):

1. A designee from the program may verify licensure status during non-business days and allow the house staff to continue with clinical work;
 - If a valid license is not issued, the house staff must be pulled from all clinical duties by 11:59 pm the day of the expiration or prior to being required to have a license (see timelines above).
2. The house staff restricted to non-clinical duties, may use vacation if available, or other appropriate leave, which may include suspension without pay or termination from the residency training program. The program should follow the leave process for reporting requirements and notification regarding board eligibility and the effects of leave.

All medical residents (U.S. and International) are required to pass USMLE Step III, NBOME/COMLEX (for DOs who choose to take the exam) before promotion to their PGY2 year of residency. If a resident does not have his/her required paperwork for licensure submitted to the residency coordinator by their 33rd month of training, consequences may include one or more of the following:

- Delay or cancellation of appointment or promotion;
- Disciplinary action for non-academic deficiency;
- Salary may be continued only in the amount of vacation time not used.

OMFS residents need to pass Parts I and II of the written National Board Dental Examinations as soon as possible (eligibility begins when they received their DMD or DDS degrees). The program director expects them to complete by December of their PGY1 year.

(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)