

California Medical Licensure: A Resource for UCSF Fresno House Staff

UCSF Fresno requires all trainees with less than 36 months of postgraduate training to have a Postgraduate Training License (PTL) within 180 days after enrollment in an ACGME accredited postgraduate training program or by June 30, 2020 for current, unlicensed residents (as of January 1, 2020) during the transition period. Please review UCSF Fresno's [Licensure Policy](#) for details and UCSF Fresno's online resources at: <https://www.fresno.ucsf.edu/housestaff-portal/licensedearesources/>.



Required Items/Forms	Notes
Application for a Postgraduate Training License Information & Checklist	Includes minimum PTL requirements, general information, and application checklist.
Form PTL1-PTL5* Application for a Postgraduate Training License	Complete all fields, answer all questions. All five pages must be submitted together. Application will be notarized at the license fair. Your address is public record – use your department's address, not your home address.
Form EXP* Explanation for Application Question	Use this form to provide a written explanation for a “yes” response to any questions on the application. A separate form is required for each question.
Form TOA* Timeline of Activities	Use this form to list all activities from the date of medical school graduation. Not required if the applicant has graduated within the last six months.
Application Fee*	A fee of \$491 is due with application submission. Applicants should provide a check or money order payable to the “Medical Board of California.”
Photos*	Three 2”x2” passport quality photos will be available at the License Fair. Photos are required on the application documents before they can be notarized. Contact GME for photos if you don't attend the fair.
Fingerprints*	Complete the Live Scan form in the application packet. Fingerprinting will be available at the License Fair. Take cash or check in the amount of \$20, payable to “Live Scan Fresno.” Credit cards won't be accepted.
Form MED Certificate of Medical Education	Complete the applicant information at the top of the form and send to your medical school. Ask them to complete the form and mail a transcript directly to the Board.
Medical School Transcript & Diploma	You must have an original official medical school transcript and certified copy of your medical school diploma mailed directly from your medical school to the Board.
Official Examination Scores	USMLE transcripts should be requested and sent directly from the FSMB. Only an electronic submission from the FSMB will be accepted.
ECFMG Certification Status Report (for IMGs)	Must be requested and mailed directly from ECFMG to the Board.
Form PTA-PTB Certificate of Completion of ACGME/RCPSC/CFPC Postgraduate Training	This form is only necessary if there is prior postgraduate training. The form must be submitted directly from the applicants' previous programs to the Board.
Form EF Postgraduate Training License Enrollment Form	This form will be completed by your current UCSF Fresno program and must be mailed directly from the program to the Board. UCSF Fresno requires the University seal; form shouldn't be notarized.
*Highlighted items should be included in the application packet residents take to the License Fair. Applicants will have the opportunity to review their application with the Medical Board of California representative (for MDs only) at the License Fair.	
Check with your program coordinator to verify who is responsible for mailing the application. It's best to use a tracking method when mailing your application.	
Once your paperwork is processed, the Board will send you a welcome or status letter to notify you of any missing documents and/or request additional information. Provide your email address on the application to expedite this notice.	