

California Medical Licensure: A Resource for UCSF Fresno House Staff

UCSF Fresno requires all trainees with 36 months of postgraduate training to have a Physician's and Surgeon's License within 90 days of successful completion of 36 months of training in an ACGME accredited postgraduate training program. Please review UCSF Fresno's [Licensure Policy](#) for details and UCSF Fresno's online resources at: <https://www.fresno.ucsf.edu/housestaff-portal/licensedearesources/>. The details below apply only to PTL HOLDERS applying for a Physician's and Surgeon's License.



Required Items/Forms	Notes
Application to Transition from a PTL to a Physician's and Surgeon's License Information & Checklist	Includes requirements, general information, and application checklist.
Form TF1-TF4 Application to Transition from a PTL to a Physician's and Surgeon's License	Complete all fields, answer all questions, and have the application notarized. All four pages must be submitted together. 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.
Reduced Initial License Fee	Applicants enrolled in an approved postgraduate training program are eligible for a reduced license fee of \$416.50. UCSF Fresno (GME) will provide a check payable to the Medical Board of California or will reimburse applicants through MyExpense for this fee upon receipt of a completed application package. Checks will be released to program coordinators, not to residents.
Form CTV Current Postgraduate Training Verification	Completion of this form is necessary to be eligible for the reduced initial license fee. 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.
Form PTA-PTB Certificate of Completion of ACGME/RCPSC/CFPC Postgraduate Training	This form shouldn't be signed or dated prior to the last day of any postgraduate training year which will be used by the applicant to qualify for licensure (typically the last day of PGY3, if no previous training). 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. If training was completed in more than one program, each program must submit a PTA-PTB form (notary is acceptable for other intuitions).
Photos	Program coordinators should request two 2"x2" passport quality photos from UCSF Fresno's Graphics department. Photos are required on the PTB and TF4 application documents before they can be notarized.
Official Examination Scores	Applicants should request an official examination history report verifying passage of USMLE Step 3 from the FSMB. Only an electronic submission from the FSMB will be accepted. If applicant previously submitted official scores verifying passage of all parts of the USMLE, this isn't required.
Residents must apply for the transition to a Physician's and Surgeon's License by their 33 rd month of training (typically February/March of their PGY3, if no previous training).	
UCSF Fresno has staff members available to provide notary services to residents at no cost. Please contact your program coordinator or the GME office for a current list of notaries at UCSF Fresno.	
The Board will already have fingerprints, medical school transcript and diploma, and Steps 1 and Step 2 (CK and CS) on file from the applicant's PTL.	
If all requirements for the Physician's and Surgeon's License are met, the Board could issue the license within a couple of weeks of receiving the PTA-PTB from your program (at the completion of 36 months of training).	
^Applicants who will be leaving their program after their 36 th month of training should consider using an address other than their current program's address since their license will be issued after they leave the program.	