

Section:	Sponsoring Institution	
Document Number:	GME0025	
Title:	Resident Licensure	
Responsible Department:	Graduate Medical Education	
Created:	01/25/2018	
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POLICY:

Resident Licensure/DEA/Postgraduate Training License

SCOPE:

All Valley Health Team, Inc. (VHT) residencies and fellowships accredited by the Accreditation Council for Graduate Medical Education (ACGME).

PURPOSE:

To provide a policy and procedure for assistance with requirements for licensure forms requiring signatures of the Program Directors and approval by the GME office, payment of medical licensure application fees and the process when a resident does not possess a valid license.

PROCEDURE:

Effective January 1, 2020, a Postgraduate Training License (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 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 OMB24 (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



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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.

Postgraduate Training License (PTL) Application Resources

Eligibility for a Postgraduate Training License is as follows:

- MD residents must show completion and passing of Step1 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
 - O 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:



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- 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.

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:



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- 1. 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;
- 2. Successfully complete 24 consecutive months of training in the same program
- 3. 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:

- 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 \$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



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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.

VHT 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 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 VHT 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 board in amounts ranging from \$100 to \$2500 depending on the severity of the violation.

Payment/Reimbursement Eligibility

The amount of payment/reimbursement varies depending on whether the license is issued by the Medical Board of California or California Osteopathic Medical Board. For MDs and DOs transitioning their license from a PTL to a full license, reimbursement applies to the current license fee. GME will only reimburse the MD license fee for the reduced rate of \$416.50 and the DO license fee for the prorated rates (amount TBD)

Per GME Funding Policy (GME0026), residents can use their resident funds to submit for reimbursement of their medical licensing fees.

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

The GME office tracks the status of licensure for all housestaff (initial and renewal) and provides communication to the home program regarding deadlines. 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):



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- 1. A designee from the program may verify licensure status during non-business days and allow the housestaff to continue with clinical work;
 - a. If a valid license is not issued, the housestaff 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 housestaff 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.

LDQ	10/22/2020
Soyla A. Reyna-Griffin, CPA	Date
Chief Executive Officer	
DocuSigned by:	
mayle bur ago	4/22/2020
Mary Ellen Pumarejo	Date
President, Board of Directors	