

California MD Medical Licensure Tips

Welcome to UC San Diego Health! We look forward to seeing you at your orientation! At this point, initiating licensure is critical. Failure to license is the most common reason for trainees' inability to commence their training on time. California's licensing process is one of the most rigorous in the nation making it one of the most time consuming as well.

Roughly 60 days will pass from the time applicant submits their application before receiving receipt from the Board. Provide your program coordinator with the file number upon receipt. This timetable is NOT exclusive to applications but to ANY/EVERYTHING sent to the MBC. It is for this reason we recommend MINIMIZE as feasible the number of mailings necessary to license.

Because the process, by design, is NOT quick, we cannot stress enough the importance in starting the licensing process ASAP! To follow is information designed to help you avoid common errors, misconceptions and processes that frequently result in unnecessary and avoidable delays.

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I. Applying for Licensure & Associated Fees:

A. Submission Options

Mailing Application	vs	Online Application
Application & license fees can be paid separately		Application & license fees must be paid at the time of submission
LIF (notary & picture required) is part of the initial submission		LIF (notary & picture required) has to be printed and mailed separately from initial submission. Follow the Sending Application below when sending the LIF.

B. Fees

Applicants currently training in an ACGME Accredited Program	vs	Faculty, Research, Non-Accredited Training Applicants
Applicants training in an Accredited program at the time of licensure, fees are as follows. <i>Applicants in a research year of an accredited program should check with their program.</i>		Applicants NOT in an ACGME Accredited training program at the time of licensure & licensure is a condition of employment (training), fees are as follow:
Non-Refundable Application Fee \$ 491.00		Non-Refundable Application Fee \$ 491.00
Reduced License Fee \$ 416.50		License Fee \$ 808.00
Total Fees Paid for licensing \$ 907.50		Total Fees Paid for licensing \$ 1,299.00

II. LIA – LIF, Application: Processes and Common Errors

To follow are processes and questions in the LIA-LIF (application) that if incorrectly entered or answered, will result in unnecessary and avoidable delays in licensing.

C. Processes for Printed Applications

1. Form Completion
 - Type or Print legibly; Do not make the Board WORK at processing your application
2. Form Errors
 - If you cannot reprint/redo the form, draw a single line through the error and INITIAL it
3. Address Completion
 - Wherever it is asked, provide the COMPLETE address (street # & name, & City, & State & Zip Code)

D. Completing your Application

1. **Q3 – SSN**
 - YOU MUST PROVIDE YOUR COMPLETE SSN/TIN. Do not omit or truncate this information or a new, completed form will have to be re-submitted and delay licensure.
2. **Q6 – Address of Record**
 - It is recommended to use your work/training program address and NEVER use your home address. The MBC not only posts the address, they provide a MapQuest hyperlink to make it easier to find you.
3. **Q6 – Confidential Address**
 - Though only required if Address of Record is a PO Box, it is recommended to provide your home address. The home address is only used internally and is NOT posted on the MBC website

4. Q16 – ACGME Accredited Training

- Regardless of current training status, this answer is “Yes” (“No” answers are usually accidents made by PGY1 and PGY2 applicants)

5. Q42 – Criminal Disclaimer

- Citations issued for ANYTHING over a parking ticket REGARDLESS of when issued or how it was disposed, up to and including, but not limited to, expunged and/or sealed cases, any/all traffic/moving violations and ANY/ALL alcohol related citations, ALWAYS answer “Yes”. Use the Explanation for Application Question [form] for a “Yes” answer
- The citation isn't always as important as the declaration. The FBI/DOJ background check should confirm your declarations. Discrepancies can trigger a more thorough (and time consuming) check.
- It is within the Board's purview to require proof, however, for “ordinary” stuff, simply providing what you can recall will generally suffice. Example Declaration: in (or around) 1989 I was cited for speeding in (or around) Pequot Lakes, MN. I paid the fine and went to traffic school in Brainerd.
- For “extraordinary” stuff, provide detailed information and be prepared to submit any/all supporting documentation if not readily available at the time of initial submission.

E. Sending your Application

The following outlines what documents should be included with your initial submission of your application if you are currently in an ACGME Accredited Training Program. All others, see the instructions pertaining to the L4 form.

1. L1A – L1F
 - L1F requires a 2x2 photo and notarization; do NOT sign until notary requests
2. Application fee
 - \$ 491.00, at a minimum (License fee may be included with Application fee payment)
 - Acceptable forms of payment: certified, personal or cashier's check or money order made payable to the Medical Board of California
3. CV
 - Signed & Dated (upper right hand corner) – there cannot be any unaccounted time or it will be rejected; will supplement the “Time Line” for US/CA grads
4. Explanation to Application Questions
 - An explanation to any/all “Yes” questions is required via this form
5. Birth Month Licensure Request
 - If your birth month is July or after, do NOT wait until your birth month to license
6. Live Scan/Fingerprinting
 - Live Scan is only available to applicants residing in California
 - if your Address of Record is in California: fingerprints are submitted electronically via Live Scan; include a copy of your Live Scan
 - Out of State applicants: MBC will send you fingerprint cards; cards with INCOMPLETE personal information will be rejected and further delay licensure

III. L2, Certificate of Medical Education

Applicants must submit proof of graduation from an MBC recognized medical school in the form of **BOTH** a certified copy of applicant's diploma and transcripts, which **MUST** be sent directly to the Board from the school. Suggestions for accomplishing this with minimal effort:

- Complete **ONLY** the Applicant Information portion of the L2
- DO NOT send the form to the school until applicant has accessed their medical school's Registrar webpage for the following information:
 - What is the process for requesting transcripts; is there a fee for sending transcripts?
 - Does the school retain a copy of diplomas? If not, will they certify a CLEAN, CLEAR, 8 x 11 ½ copy if submitted with the L2? (Is there a fee?)
- The goal is to have the school submit **BOTH** transcripts **AND** certified copy of medical diploma with the L2 to the MBC.

Suggestion: call the registrar before sending (give them a head's up its coming) AND after it's sent (find out if/when it was processed/sent to the MBC).

IV. L3A – L3B, Certificate of Completion of ACGME/RCPSC Postgraduate Training

Complete the Applicant Information at the top of **BOTH** L3A & L3B and send to **ANY/ALL** program(s) for which accredited training has been completed.

Suggestion: call the program before sending (give them a head's up its coming) AND after it's sent (find out if/when it was processed/sent to the MBC).

V. L4, Current Postgraduate Training Enrollment [in an ACGME Accredited Program]

Applicants training in an ACGME Accredited program: complete the Applicant Information at the top of the L4 form and send to your training program coordinator.

Applicants not in any training program or training in a **NON-ACGME ACCREDITED** program: complete the Applicant Information portion and enter **N/A** through the bottom portion; submit form with initial Application L1A – L1F.

VI. Official Exam Documentation: USMLE, FLEX, NBME, LMCC & State Boards

The Board will only accept original, official exam histories (transcripts/scores) sent directly from the exam agency to the MBC.

DO NOT request scores until official notification of a passing score for all tests is received to avoid the risk of having incomplete transcripts sent and paying again to have **ALL** scores transmitted.

The USMLE transcript fee allows for up to 2 sets to be requested. Have a set sent to the Board and another sent to the applicant. This serves 2 purposes: 1) If you do **NOT** open the envelope, scores **MIGHT** satisfy primary source verification requirements for future licensure in other states without having to pay the fee again, and 2) you will know scores have been sent to the MBC.

VII. International Medical Graduates (IMG)

Because licensure for an IMG can be complex, we recommend contacting the MBC directly for assistance and guidance with the licensing process.

VIII. DEA Certifications

Once a California Medical License has been granted, **ALL prescribing trainees must** apply for DEA certification.

- Fee waived certificates are valid when prescribing in the course and scope of training only and is **NOT** valid if moonlighting.

- Application Instructions for Fee Exempt certificates are available on the OGME website (<http://meded.ucsd.edu/gme> > Medical License, DEA Registration... > Step by Step Instructions
 - The DEA Application website has changed so appearance of the instructions will differ from the website, however, the information in the instructions is still applicable
- Fee Waived Certificates registered with another institution are NOT valid until the information has been updated to reflect UC San Diego Health as the institution of record.

IX. Helpful Links

Medical Board of California Contact information & links

Website & Email	http://www.mbc.ca.gov & webmaster@mbc.ca.gov (include FULL LEGAL name)
Mailing Address	2005 Evergreen St, Ste 1200 Sacramento, CA 95815
Phone Number	(800) 633 2322 Toll Free or (916) 263-2944
Complete Application (US/CA Graduate) & Individual forms (from Complete Application)	http://www.mbc.ca.gov/Forms/Applicants/application_us-canada.pdf http://www.mbc.ca.gov/Forms/
Complete Application (IMG) & Individual forms (from Complete Application)	http://www.mbc.ca.gov/Forms/Applicants/application_international.pdf http://www.mbc.ca.gov/Forms/
MBC recognized Medical Schools	http://www.mbc.ca.gov/Applicants/Medical_Schools/Schools_Recognized.aspx
Addendum to Q16 or Q24 respectfully: Q16: account for any/all successful/unsuccessful completion of Accredited training Q24: account for any/all active/inactive medical licenses ever issued in US or CA	
Addendum to Q16	http://www.mbc.ca.gov/Forms/Applicants/addendum_question-16.pdf
Addendum to Q24	http://www.mbc.ca.gov/Forms/Applicants/addendum_question-24.pdf
Explanation for Application Question	http://www.mbc.ca.gov/Forms/Applicants/explanation_app_question.pdf

Live Scan Directory

Live Scan Locations in CA (Only if residing in CA)	https://oag.ca.gov/fingerprints/locations
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To request official examination history reports

USMLE, FLEX	http://www.fsmb.org
NBME	http://www.nbme.org
LMCC (Canada)	http://www.mcc.ca

Note: if any of the links are broken or dead, ALL of this information is provided within the respective websites