

# Completing the Physician License Application for The Medical Board &/or Osteopathic Medical Board of California

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To follow are the most common mistakes on the Physician's License Application. If any of these mistakes are not caught BEFORE you submit your application, it will affect the processing of your application as either a replacement &/or explanation must be provided before the application can go forward for licensing.

## I. MAKING CORRECTIONS TO YOUR APPLICATION

- A. If you make a mistake, draw a single line through the error and initial it, then add the correct information.

## II. PUBLIC MAILING ADDRESS (MBC: L1A #7) (OMBC: OMB.1 #6)

- A. **WRONG ADDRESS:** NEVER use your home address on your application. It will be posted on the Medical Board's website; a MapQuest feature makes finding you that much easier! You do not want your patients to know where you live! Check out what the public can see. <https://www.breeze.ca.gov/datamart/loginCADCA.do> > select "License Search"
- B. **RIGHT ADDRESS:** ALWAYS use your program address including Mail Code. Verify with your program coordinator which address is most appropriate. Complete addresses and mail codes for most programs can be found in the link below. If your program isn't listed, check with your program coordinator.  
[https://meded.ucsd.edu/index.cfm/gme/credentials\\_verification/](https://meded.ucsd.edu/index.cfm/gme/credentials_verification/)

## III. MEDICAL SCHOOL(S) ATTENDED (MBC Only: L1B #16)

- A. **ADDENDUM REQUIRED** if it took more than 4 years to complete medical school
1. Without taking a leave of absence – explain why you required more than 4 years (dual degree program, research year, etc.).
  2. With a leave of absence, answer YES to #18 and use the addendum.
  3. The Addendum is page 13 of the [US-Canada License Application](#)

## IV. ACCREDITED POST GRADUATE TRAINING IN US or CANADA (MBC Only: L1B #23)

- A. **"YES"**, is the correct answer UNLESS you have only EVER done research (non-accredited) in which case, please contact the [Office of Graduate Medical Education](#) before proceeding.

## V. CONVICTIONS &/or PLEAS of GUILTY &/or NOLO CONTENDRE (MBC: L1E #55) (OMBC: OMB.1 #24)

### **A. IF IT'S NOT A PARKING TICKET, IT MUST BE DECLARED**

Make your **detailed** declaration based on the requirements in your application and provide the following information for EACH occurrence. (MBC – use the Addendum)

1. The Offense (speeding ticket, DUI, etc.)
  - **Moving violations ONLY:** If you don't have or remember the specifics, declaring what you recall as outlined below will suffice, however, the boards reserve the right to request/require it later.
2. Date and location the offense occurred (date charged, city and state)
3. Sentence (paid fine, probation, jail time, etc.)

- B. **You DO NOT want the FBI/DOJ background check to reveal something you have NOT declared, so if you're not sure whether or not to include it...INCLUDE IT.**