



LICENSE INFORMATION

You must obtain a Physician's and Surgeon's (P&S) License from the Medical Board of California (Board) prior to practicing medicine in California. A licensed physician may diagnose, prescribe, and administer treatment to individuals suffering from injury or disease. Physicians are authorized to administer and prescribe medication, use devices to sever or penetrate tissues, and to use all methods in the treatment of diseases, injuries, deformities, and other physical and mental conditions.

You may submit your P&S License application online using the [BreZze Online Services](#) or mail in a paper application. The online application requires you to provide detailed information. Each page of the online application will time out after approximately 15 minutes. To help with the completion of the application, review the "Application Preparation" section to complete each page within the 15-minute time limit, otherwise the system will time out and you will lose your information.

To allow sufficient time for processing and remediating deficiencies, the Board strongly encourages you to submit your Application for a Physician's and Surgeon's License six months in advance.

MINIMUM REQUIREMENTS

- You must have received all of your medical school education from and graduated from a:
 - 1) U.S. or Canadian medical school accredited by the Liaison Committee for Medical Education (LCME), the Committee on Accreditation of Canadian Medical Schools, or the Commission on Osteopathic College Accreditation. <http://lcme.org/directory/accredited-u-s-programs/>
- OR -
 - 2) International medical school which has been evaluated by the Educational Commission for Foreign Medical Graduates (ECFMG) or one of the ECFMG authorized foreign medical school accreditation agencies and deemed to meet the minimum requirements substantially equivalent to the requirements of medical schools accredited by the Liaison Committee on Medical Education, the Committee on Accreditation of Canadian Medical Schools, or the Commission on Osteopathic College Accreditation.

The international medical school is listed on the World Federation for Medical Education (WFME) and 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 -
 - 3) International medical school that has been approved by the Board.
http://www.mbc.ca.gov/Applicants/Medical_Schools/Schools_Recognized.aspx
- Disclosure of a United States Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) is mandatory prior to the issuance of a license. [Section 30](#) of the Business and Professions Code (BPC) authorizes collection of an SSN or ITIN. [Section 31\(e\)](#) of the BPC allows the State Board of Equalization and the Franchise Tax Board to share taxpayer information with the Board.
- To meet the examination requirement, you must have taken and passed all steps of the United States Medical Licensing Examination (USMLE), or Part 1 of the Licentiate of the Medical Council of Canada (LMCC) examination and Step 3 of the USMLE, or other acceptable examinations per [Title 16 of the California Code of Regulations \(CCR\) section 1328](#).

Note: An applicant who obtains a passing score on all parts of Step 3 of the USMLE in more than four attempts must meet the requirements of BPC section [2135](#) or [2135.5](#) to be considered eligible for issuance of a P&S license pursuant to [BPC section 2177\(c\)\(2\)](#).
- Certification by the Educational Commission for Foreign Medical Graduates (ECFMG) is required if you graduated from an international medical school. To obtain further information regarding ECFMG Certification, please refer to the ECFMG website at <http://www.ecfm.org/>.

MINIMUM REQUIREMENTS *(Continued)*

- To meet the postgraduate training requirement for licensure, you must have received 12 months credit of Board-approved postgraduate training for graduates of medical schools in the United States and Canada or 24 months credit of Board-approved postgraduate training for graduates of international medical schools approved under [BPC section 2084](#). The accredited training must include at least four months of postgraduate training in general medicine.

Board-approved postgraduate training must be accredited by the Accreditation Council for Graduate Medical Education (ACGME) if completed in the United States and its territories, or the Royal College of Physicians and Surgeons of Canada (RCPSC) and/or The College of Family Physicians of Canada (CFPC) if completed in Canada and must include at least four months of general medicine.

INITIAL P&S LICENSE RENEWAL REQUIREMENT

- As a requirement of the initial license renewal, the licensee must provide verification of receiving credit of 36 months of Board-approved postgraduate training, including at least 24-continuous months of training within the same program. This documentation may be provided with the initial license application or after the issuance of the license and no later than sixty days after the license expiration date.

If your training was part of the MD/DDS-integrated Oral and Maxillofacial Surgery (OMFS) postgraduate training program, then you must provide evidence of receiving credit for at least 24 months of postgraduate training accredited by the Commission on Dental Accreditation (CODA) to meet the initial renewal requirement. CODA-accredited postgraduate training must be part of an oral and maxillofacial surgery postgraduate training program after receiving a medical degree from a combined dental and medical degree program.

The current program director or the designated institutional official (DIO) must provide a signed and dated Certificate of Completion of ACGME/RCPSC/CFPC Postgraduate Training (Form PTA-PTB) or Certificate of Completion of CODA Postgraduate Training (Form CODA1-CODA2), directly to the Board to verify completion of required training. The Board recommends providing this documentation as soon as the required training is completed rather than waiting until your license expiration date. This will help avoid any delay in processing the required documentation, your P&S license expiring, and the need to cease all clinical practice.

Proof of the required postgraduate training must be mailed to the Board and postmarked no later than 60 days after the initial license expiration date to be considered by the Board. Please note that your license will be automatically placed in delinquent status pending review if you do not submit proof of the required postgraduate training within sufficient time for the Board to process it before the end of the 60 days.

You are NOT required to provide this documentation of postgraduate training after the issuance of your P&S License if you meet either of the following criteria:

- Provided, and the Board accepted, verification of successfully receiving credit of 36 months of Board-approved postgraduate training with 24-continuous months in the same program during the initial license application process (you will be notified by the Board once this requirement has been met),
- OR -
 - You were licensed pursuant to BPC sections [2135](#), [2135.5](#), [2151](#), or [2428](#), or if you used experience under a [BPC section 2113](#) permit to qualify for a P&S license (you will be notified by the Board once this requirement has been met).
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GENERAL INFORMATION

As an applicant, **you are personally responsible for all information disclosed on the application**, including any responses that may have been completed on your behalf or information provided to you by others. The Board may deny your application based upon omission, falsification or misrepresentation of any item or response on the application or any attachment. The Board considers violations of an ethical nature to be a serious breach of professional conduct.

- **Fingerprints:** Applicants who reside in California must complete the electronic Live Scan fingerprint process. The [Request for Live Scan Service](#) form may be obtained from the [Board's website](#). Please refer to the following website for Live Scan facilities in California: <https://oag.ca.gov/fingerprints/locations>.

Applicants residing outside California must submit two completed fingerprint cards or if visiting California, may have their fingerprints completed electronically at a California Live Scan facility.

The Board must receive Criminal Records Check from both the California Department of Justice and the Federal Bureau of Investigation prior to the issuance of a Physician's and Surgeon's License.

GENERAL INFORMATION *(Continued)*

- **Information Privacy Act:** The Licensing Program of the Medical Board of California requests this information to determine your eligibility for a P&S License. The Board may reject your application as incomplete if you fail to provide the requested information. The Board will use the information you provide to verify your identity and determine your qualifications for licensure per sections 2064.5 and 2080 of the California Business and Professions Code (BPC), which authorizes the collection of this information.

The Board may transfer the provided information on your application to other medical licensing authorities, the Federation of State Medical Boards, or other governmental law enforcement agencies.

- **Custodian Of Records:** The Licensing Program Chief is the custodian of records. Access to records by the individual to whom they pertain may be obtained under the Information Practices Act, Civil Code section 1798.17, by [contacting the Board](#).
- **Grounds for Denial:** The Board reviews each applicant's credentials for licensure in California on an individual basis. The Board has the authority to deny licensure based upon an applicant's act of dishonesty, unprofessional conduct, conviction of a crime, discipline by a Licensing Board outside of California, or inability to practice medicine safely. See BPC sections [480](#), [2221](#), and [2234](#) for further information.
- **Priority Review and Expedited Licensure:** Review the additional requirements on qualifying for [Priority Review and Expedited Licensure](#) as outlined below. The Board will NOT expedite review of your application nor the licensure process if any of the required documents are missing or do not meet the requirements:

Honorably Discharged Veterans of the United States Armed Forces

The Board is required to expedite the application review and licensure process if you have served as an active-duty member of the United States Armed Forces and were honorably discharged ([BPC section 115.4](#))

To expedite the review of your application, you must attach a copy of the following documentation on the Attachments page of the online application or attach to your mailed application:

- Official orders issued by the United States Armed Forces verifying that you have been, or will be, honorably discharged.

Practice in Medically Underserved Area or Population

The Board is required to expedite the application review and licensure process if you have received and accepted an offer of employment to work in an area of California formally designated as an underserved area or underserved population. ([BPC section 2092](#))

To expedite the review of your application, you must attach a copy of the following documentation on the attachments page of the online application or attach to your mailed application:

- 1) A signed and dated letter from you to confirm that you accepted employment in California to provide medical services to a formally designated underserved area and/or population.
- 2) A signed and dated letter from your prospective employer confirming their offer of prospective employment to provide medical services to a formally designated underserved area and/or population in California. The letter must include the proposed employment start date, the name and address of the facility(s) where you will provide medical services, and the medical specialty of the medical services you will provide.

Provide Abortions Within the Scope of Practice of Their Medical License

An applicant who demonstrates they intend to provide abortions within the scope of practice of their license may qualify for expedited application processing, if they provide the board with the documentation identified below. An "abortion" is any medical treatment intended to induce the termination of a pregnancy except for the purpose of producing a live birth.

To expedite the review of your application, you must attach the following documentation with your application:

- A letter declaring your intent to provide abortions; and,
- A letter from an employer or health care entity indicating that you have accepted employment or entered into a contract to provide abortions. This letter must include:
 - 1) The starting date;
 - 2) The location where you will be providing abortions; and,
 - 3) That you will be providing abortions within the scope of practice of your applicable license, in accordance with BPC sections [2253](#), [2725.4](#), and [3502.4](#).

GENERAL INFORMATION *(Continued)*

► **Priority Review and Expedited Licensure:** *(Continued)*

Spouse or Domestic Partner of an Active-Duty Member of the United States Armed Forces

The Board is required to expedite the review of your application and licensure process and waive the application and initial license fee if you are a spouse of, or in a domestic partnership or other legal union with, an active-duty member of the United States Armed Forces who is assigned to a duty station in California under official active-duty military orders. ([BPC section 115.5](#))

To expedite the review of your application, you must attach a copy of the following documentation to your online application or attach to your mailed application:

- Evidence that you are married to, or in a domestic partnership or other legal union with, an active-duty member of the United States Armed Forces who is assigned to a duty station in California under official orders,
- Evidence of your domestic partner's or spouse's official assignment to a duty station in California, and
- Evidence that you hold a current, active, and unrestricted medical license in another state, district, or territory of the United States.

Admitted to the United States as a Refugee, Granted Asylum, or Have a Special Immigrant Visa Status

The Board is required to expedite the review of applications and initial licensure process for certain applicants described below. (BPC section 135.4) To have your application expedited, one of the following statements must apply to you:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code; or
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or
- You have a special immigrant visa and were granted this status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

To expedite the review of your application, you must attach a copy of one of the following documentations to your online application or attach to your mailed application:

- Form I-94, Arrival/Departure Record, with an admission class code, such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the "SI" or "SQ."
- Permanent Resident Card (Form I-551), commonly known as a "Green Card," with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

► **Temporary License:** The Board may issue a temporary Postgraduate Training License if you are married to, in a domestic partnership or in other legal union with, an active-duty member of the United States Armed Forces who is assigned to a duty station in California under official active-duty military orders. ([BPC section 115.6](#)).

A temporary license is valid for a period of 12 months, allowing you to complete the application process for the full P&S license. Upon issuance of the temporary license, you will receive a wall certificate and your temporary license profile will be available on the Board's [License Verification](#) page, once approved.

You must hold a current, active, and unrestricted medical license in another state, district, or territory of the United States. You must attach a copy of the following documentation to your online application or attach to your mailed application:

- Evidence that you are married to, or in a domestic partnership or other legal union with, an active-duty member of the United States Armed Forces who is assigned to a duty station in California under official orders.
- Evidence of your domestic partner's or spouse's official assignment to a duty station in California.
- Evidence you hold a current, active, and unrestricted medical license in another state, district, or territory of the United States.

For minimum requirements, information, instructions, and forms, please visit the [Physician and Surgeon Temporary License](#) page on the Board's website.

GENERAL INFORMATION *(Continued)*

- **Third Party Services:** You may use electronic commercial services to assist in completing your application for licensure. The Board does not mandate any of the electronic services. For additional information, visit the [Board's website](#). The Board is providing this information as a convenience to its applicants.
- **Application Preparation:** The online application requires you to provide detailed information. Each page of the online application will time out after approximately 15 minutes. Gather the following information before starting your online application to avoid your application timing out and losing the information you have entered.
 - ✓ Your full legal name and either your Social Security Number or ITIN.
 - ✓ Address of Record, which the Board uses to contact you and will become public information once licensed.
 - ✓ All examinations for licensure you have taken, and date passed (USMLE, LMCC, FLEX, NBME, or state medical board).
 - ✓ Medical school(s) name, mailing address, attendance start and end dates, title of degree awarded, and date degree was awarded.
 - ✓ California ACGME-accredited postgraduate facility name, anticipated attendance dates, and specialty.
 - ✓ Previously attended ACGME, RCPSC, or CFPC-accredited postgraduate training facility name, dates of attendance, and specialty.
 - ✓ Medical license(s) ever held, issuing U.S. State, Territory, or Canadian Province, including, but not limited to, temporary, provisional, or training license(s) regardless of license status.
 - ✓ If applying for priority review and expedited licensure, all documents required to verify you meet the requirements, as indicated in the "Priority Review and Expedited Licensure" section above.

As indicated below, you may attach some required documents to the Attachments screen of your online application.

- **Previously Licensed in California:** In accordance with [BPC section 2428](#), a physician whose California P&S license expired five or more years ago must reapply for licensure. If you voluntarily canceled your license, you must reapply regardless of the period.

Although section 2428 allows you to undertake a re-application process that is significantly streamlined, you must meet all the requirements as if you were applying for licensure for the first time. Upon receipt of your application and fees, the Board will retrieve your previously imaged licensing record and determine what documents may be used to meet the current requirements. In the event our imaged records do not contain all the documents that are currently required, you may be requested to submit additional documents. For more information on what is required to requalify for licensure, see [BPC section 2428](#).

You may NOT apply online if you have been previously licensed in California; you must submit a paper application with the required fees. In addition, you must return your original California wall certificate. If it has been lost or destroyed, you must submit a notarized statement indicating the reason you are unable to return the original.

- **Limited Practice License:** In addition to the application, supporting documents, and fees to obtain a P&S License, you must submit the Limited Practice License Form (Form LPL) to apply for the limited practice license. This form advises the Board that you wish to apply for the limited practice license and consent to sign an agreement to abide by the practice limitations indicated in the independent clinical evaluation and any further conditions or terms set forth by the Board. The form is located on the [Board's website](#) and should be submitted with the online application or mailed to the Board after you submit the online application.

Please refer to the Board's [Limited Practice License webpage](#) for eligibility information and clinical evaluation requirements.

APPLICATION CHECKLIST

Listed below are the minimum application materials and supporting documentation required for a medical school graduate to obtain a P&S License. This list is not all-inclusive as additional items may be necessary based on responses provided on the application or information obtained from other entities.

You are required to submit the following items:

➤ Application, Fees, Fingerprints, Explanations and Timeline of Activities

Application For Physician's and Surgeon's License, [Forms L1A-L1E](#)

All items in this application are mandatory. If you are submitting a paper application, you must complete all fields, answer all questions, and submit all five pages of the application together.

When submitting your application online using the [BreEZe Online Services](#), each page of the online application will time out after approximately 15 minutes. This application requires you to provide detailed information. To help with the completion of the application, review the "Application Preparation" section of this document to complete each page within the 15-minute time limit, otherwise the system will time out and you will lose your information.

Your P&S License will be issued using your full legal name including middle name or initial and/or suffix. Once your license is issued, you may apply for a Fictitious Name Permit if you choose to practice medicine in California using another name. If you have used multiple variations of your name in the past, you may choose to attach a copy of a current government issued photographic identification (e.g., driver's license, alien registration, passport, etc.) with your application so the review process is not delayed.

If you have changed your name legally in the past, attach a copy of legal documents as proof of name change (e.g., Certified Court Order, Marriage Certificate, Dissolution of Marriage (Divorce), etc.).

Application Fee - \$674.00

You must pay the required application fee for the Board to review your application. The Board will determine the application received date based on the receipt of both the application and the application fee.

The application fee includes the required \$49.00 fingerprint-processing fee. The fees are non-refundable.

The application fee of \$625 may be waived if you are applying as a spouse of, or in a domestic partnership or other legal union with, an active-duty member of the United States military. However, you will still be required to pay the \$49 fingerprint-processing fee. To qualify for the fee waiver, you must submit the required supporting documents listed below.

Initial License Fee or Reduced Initial License Fee

The initial license fee is \$888.00, which includes the \$25 Steven M. Thompson fee. Applicants may be eligible for the reduced license fee of \$456.50, which includes the \$25 Steven M. Thompson fee, if enrolled in a Board-approved postgraduate training program and upon completion of the Current Postgraduate Training Verification, [Form CTV](#).

[Steven M. Thompson Physician Corps Loan Repayment Program](#) encourages recently licensed physicians to practice in underserved locations in California by authorizing a plan for repayment of their educational loans, up to \$105,000, in exchange for their service in a designated underserved area for a minimum of three years.

The initial license fee of \$863 or the reduced initial license fee of \$431.50 may be waived if you are applying as a spouse of, or in a domestic partnership or other legal union with, an active-duty member of the United States military. You will be required to pay the \$25 fee for the [Steven M. Thompson Physician Corps Loan Repayment Program](#). To qualify for the fee waiver, you must submit the required supporting documents.

When applying online through BreEZe, you will be required to pay all required fees, including the initial license fee.

APPLICATION CHECKLIST *(Continued)*

► Application, Fees, Fingerprints, Explanations and Timeline of Activities *(Continued)*

SONG-BROWN FAMILY PHYSICIAN TRAINING ACT (Voluntary Fee - \$25.00 Minimum)

You may voluntarily contribute a minimum of \$25.00 to the Song-Brown Health Care Workforce Training Act (Song-Brown Program). The Board transfers all funds collected monthly to the Department of Health Care Access and Information (HCAI), formally known as the Office of Statewide Health Planning and Development (OSHPD). The Song-Brown Program was established to increase the number of family physicians to provide needed medical services to the people of California. The program encourages universities and primary care health professionals to provide health care in medically underserved areas, and provides financial support to family medicine, internal medicine, OB/GYN, and pediatric residency programs, and family nurse practitioner, physician assistant, and registered nurse education programs throughout California. For further information regarding the program, please visit the HCAI website at:

<https://hcai.ca.gov/loans-scholarships-grants/grants/song-brown/>.

Fingerprints: Live Scan Form (CA Only) - OR - Two (2) Fingerprint Cards

If you reside in California, you must complete the electronic Live Scan fingerprint process. You will need to download and use the Request for Live Scan Service from the Board's website. You may mail or upload a copy of the completed form with your application.

If you reside outside of California, you must submit two completed fingerprint cards or have your electronic fingerprints completed at a California Live Scan facility. The Board will mail you your fingerprint cards once the Board receives your application and appropriate processing fee. You must complete all personal data on the fingerprint cards, or the Board will return the cards to you for completion.

The Board must receive the Criminal Records Check from both the California Department of Justice and the Federal Bureau of Investigation prior to the issuance of a P&S license.

Explanation For Application Question, [Form EXP](#) *(If applicable)*

You may use this form to provide a detailed written explanation for a "Yes" response to a question on the Board's application. A separate Form EXP is required for each question.

You must attach the written explanation in BreEZe when submitting your application. Once you submit your online application in BreEZe, you cannot go back and submit additional documents to the Board through BreEZe.

Timeline of Activities, [Form TOA](#)

Provide the Board with a written chronological description of all professional and non-professional activities, from the date of graduation, with no gaps.

If you have completed any externships, observerships, or volunteer activities in California, please include a detailed description of the duties and responsibilities along with the location and name of the supervising physician.

You must attach the signed and dated Timeline of Activities form to the Attachments screen of your online application. Once you submit your online application in BreEZe, you cannot go back and submit additional documents to the Board through BreEZe. You will need to submit by email to your assigned Board reviewer.

PRIMARY SOURCE DOCUMENTS

You must contact the appropriate entity to request they submit the documents below directly to the Board. **The Board will NOT accept the following documents if they are submitted by you.**

► Examination Documentation

- ECFMG Certification Status Report:** (*International Medical School Graduates Only*)

A Certification Status Report from the ECFMG is required to verify the certification is valid. To obtain further information, visit the ECFMG website at <http://www.ecfmq.org/>. **The Board will only accept an electronic submission of the Certification Status Report directly from ECFMG.**

- Official Examination Scores from the appropriate examination entity:**

USMLE, Federation of Licensing Examiners (FLEX), National Board of Medical Examiners (NBME), Licentiate of the Medical Council of Canada (LMCC) and State Board Exams

Each examination agency must submit an official examination history report directly to the Board to be acceptable. You must request the examination history from the appropriate examination agency's websites listed below:

USMLE/FLEX/SPEX – <https://www.fsmb.org/transcripts/> (The Board will only accept electronic submission of the Transcript of Scores.)

NBME - <https://www.nbme.org/>

LMCC - <https://www.mcc.ca/> (The Board will only accept electronic submission of the Statement of Registration.)

Note: *If you obtain a passing score on all parts of Step 3 of the USMLE in more than four attempts, you must meet the requirements of BPC section [2135](#) or [2135.5](#) to be considered eligible for issuance of a P&S license pursuant to [BPC section 2177\(c\)\(2\)](#).*

► Medical Education Documentation

- Certificate of Medical Education, [Form MED](#)**

A Certificate of Medical Education (Form MED) is required from each medical school attended. Complete the applicant information at the top of the form and mail it to the medical school. A medical school official must complete, sign and date Form MED and affix the official medical school seal. *Form MED uploaded to the [Board's Direct Online Certification Submission \(DOCS\) portal](#) does not require a medical school seal.* Any fields or questions left unanswered will require completion of a new form.

A "Yes" response to any of the Unusual Circumstance questions on Form MED requires a signed and dated letter of explanation, on medical school letterhead, from the current medical school official.

The medical school must submit the completed form and letter of explanation directly to the Board through the [Board's DOCS portal](#) or by mail to be acceptable.

- Official Medical School Transcript**

An official medical school transcript and translation (if not in English) is required from each medical school attended. The Transcript must be prepared on the university letterhead affixed with the signature of the dean or registrar and the medical school seal, documenting all the basic science and clinical courses completed during the medical curriculum.

A transcript uploaded to the [DOCS portal](#) does not require a medical school seal.

The medical school must submit the transcript directly to the Board through the [Board's DOCS portal](#), [an approved online service\(s\)](#), or by mail to be acceptable.

PRIMARY SOURCE DOCUMENTS (Continued)

You must contact the appropriate entity to request they submit the documents below directly to the Board. **The Board will NOT accept the following documents if they are submitted by you.**

► Medical Education Documentation (Continued)

Certified Copy of Medical School Diploma

A certified copy of the medical school diploma and translation (if not in English) is required. The certified copy must have the original signature of the dean or registrar of the medical school, be affixed with the official medical school seal, and include a statement attesting that the copy is a true and correct copy of the original.

A diploma uploaded to the [DOCS portal](#) does not require a medical school seal.

The medical school must submit the certified copy of the diploma directly to the Board through the [Board's DOCS portal](#) or by mail to be acceptable. However, if applicable, the applicant may submit an [approved electronic diploma](#) to the Board by email or attach the PDF document to your online application before submission.

Certified English Translations (if applicable)

Certified English translations are required for all academic documents that are not prepared in the English language. Refer to the [Translation of International Academic Credentials](#) information sheet on the Board's website for details regarding acceptable English translations.

The translator/agency must mail the official certified translation with a copy of the original language document directly to the Board by mail or the medical school must submit the certified translation through the [Board's DOCS portal](#) or by mail to be acceptable.

► Postgraduate Training Documentation

Certificate of Completion of ACGME/RCPSC/CFPC Postgraduate Training, [Form PTA-PTB](#)

A Certificate of Completion of ACGME/RCPSC/CFPC Postgraduate Training (Form PTA-PTB) is required to verify participation in all ACGME, RCPSC, or CFPC-accredited postgraduate training programs attended, regardless of whether you completed the program or received partial credit or no credit.

To meet the minimum requirements, the program director or the designated institutional official (DIO) must submit Form PTA-PTB to verify the receipt of 12 months credit of board-approved postgraduate training for graduates of medical schools in the United States and Canada or 24 months credit of Board-approved postgraduate training for graduates of international medical schools. You must submit a form to each postgraduate training program attended for completion. Each program must submit a PTA-PTB form to verify years of training if you completed training in more than one program.

The current program director or the DIO must provide all required information and responses on the form, sign and date the form, and affix the program seal. If a program seal is not available, the program director or DIO must sign in the presence of a notary and the notary seal must be affixed.

If the program submits the completed form and/or letter of explanation through the Board's DOCS portal, a program seal or notary is not required.

A "Yes" response to any of the Unusual Circumstances question(s) on Form PTA requires a signed and dated letter of explanation, on facility letterhead, from the current program director or the DIO.

The program must submit the completed form and/or letter of explanation directly to the Board through the [Board's DOCS portal](#) if the applicant has an open application with the Board or by mail to be acceptable.

PRIMARY SOURCE DOCUMENTS *(Continued)*

You must contact the appropriate entity to request they submit the documents below directly to the Board.
The Board will NOT accept the following documents if they are submitted by you.

► Postgraduate Training Documentation *(Continued)*

Certificate of Completion of CODA Postgraduate Training, [Form CODA1-CODA2](#) *(if applicable)*

A Certificate of Completion of CODA Postgraduate Training, Form CODA1-CODA2 is required to verify completion of 24 months of postgraduate training accredited by the Commission on Dental Accreditation (CODA).

While 24 months of CODA-accredited postgraduate training is not required for initial licensure, the form must be submitted with the initial license application **only if** the training was completed prior to obtaining a P&S License.

If 24 months of CODA-accredited training is not completed prior to issuance of your P&S License, then it must be completed as part of the initial license renewal process.

The current program director or DIO must provide all required information and responses on the form, sign and date the form, and affix the program seal. If a program seal is not available, the program director or the DIO must sign in the presence of a notary and the notary seal must be affixed.

If the program uploads the completed form and/or letter to the Board's DOCS portal, a program seal or notary is not required.

A "Yes" response to any of the Unusual Circumstances question(s) on Form CODA1 requires a signed and dated letter of explanation, on facility letterhead, from the current program director or the DIO.

The program must submit the completed form and/or letter of explanation directly to the Board through the [Board's DOCS portal](#) if the applicant has an open application with the Board or by mail to be acceptable.

Current Postgraduate Training Verification, [Form CTV](#) *(if applicable)*

If you are currently enrolled in an ACGME, RCPSC, CFPC, or CODA-accredited postgraduate training program when paying the initial licensing fee, the Current Postgraduate Training Verification (Form CTV) is necessary to be eligible for the reduced initial license fee.

The current program director or the DIO must provide all required information and responses on the form, sign and date the form, and affix with the program seal. If a program seal is not available, the program director or the DIO must sign in the presence of a notary and the notary seal must be affixed. If the program uploads the completed form to the [Board's DOCS portal](#), a program seal or notary seal is not required.

The program must submit the completed form directly to the Board through the [Board's DOCS portal](#) if the applicant has an open application with the Board or by mail to be acceptable.