

POLICY: Licensure Policy

Procedure: UCSF Fresno requires all medical trainees to have either an active California Postgraduate Training License (PTL) or an active California Physician's and Surgeon's (P&S) license to practice medicine. All dental trainees are required to have an active California Dental License by the end of their PGY2 year.

California Medical License

A PTL is a license issued by the Medical Board of California (MBC) or the Osteopathic Medical Board of California (OMBC) that authorizes a trainee to participate in an Accreditation Council for Graduate Medical Education (ACGME) accredited training program in California. To be eligible for a PTL, the trainee must be enrolled in an ACGME accredited postgraduate training program in California, have received all their medical education and graduated from a recognized medical school, and have passed an examination recognized by the Board. International medical school graduates must be certified by the Educational Commission for Foreign Medical Graduates (ECFMG).

A PTL must be obtained within 180 days after enrollment in an ACGME accredited postgraduate training program and is not renewable. A PTL may be issued up to *15 months* (for graduates of U.S. or Canadian medical schools) or *27 months* (for graduates of international medical schools) to allow the PTL holder to continue training while transitioning to a P&S license.

Trainees are required to obtain a P&S license after receiving credit for either *12 months* (for graduates of U.S. or Canadian medical schools) or *24 months* (IMG) of board-approved postgraduate training. Postgraduate training must be accredited by the ACGME, Royal College of Physicians and Surgeons of Canada (RCPSC), or The College of Family Physicians of Canada (CFPC).

There are circumstances (i.e., leave of absence, probation, break in training, resigns, leaves program, etc.) in which a PTL may be extended beyond *15* or *27 months* to allow the PTL holder to complete the required months of training to qualify for a P&S license. The Board is authorized to extend these timeframes within its discretion to allow the PTL holder to receive the postgraduate training credit required for a P&S license.

NOTE: The postgraduate training program *MUST* notify the Board within 30 days of any of the following actions by submitting a Program Status Update/Change Form (Form PSU) for MD PTL holders or a Postgraduate Training Program Status Update/Change Form (Form OMB.24) for DO PTL holders:

- A PTL holder's postgraduate training period is extended.
- A PTL holder takes a leave of absence, and their postgraduate training is extended.
- A PTL holder is terminated from the program.
- A PTL holder resigns, dies, or leaves the program.
- A PTL holder completes a one-year contract approved by the program.

Trainees may start the application process to transition their PTL to a P&S license 6 months prior to completing their *12 months* (U.S./Canadian medical school graduates) or *24 months* (IMG) of Board-approved postgraduate training.

If the trainee's PTL expires and a P&S license is not obtained, the trainee must cease all clinical activities in California. Failure to meet this requirement may result in disciplinary action, up to and including dismissal.

Allopathic trainees coming from out-of-state postgraduate training programs who have completed the Board-approved training requirement *12 months* (U.S. or Canadian medical school graduates) or *24 months* (IMG) of ACGME-accredited postgraduate training will have 90 days after enrollment to obtain a P&S license. If a P&S license is not obtained within 90 days after enrollment, the trainee must cease all clinical activity in CA until a P&S license is issued.

Osteopathic trainees coming from out-of-state postgraduate training programs will not have a 90-day grace period. Osteopathic trainees who have completed *12 months* of Board-approved postgraduate training are required to have a full and unrestricted California license on the first date of enrollment at UCSF Fresno.

Trainees who currently hold a full and unrestricted out-of-state medical license are required to have a CA P&S license on the first day of enrollment at UCSF Fresno.

California Dental License

Dental residents must have their DDS or DMD degree from a university-based dental education program accredited by the Commission on Dental Accreditation (CODA). All dental residents are required to have an active California Dental License by the end of their PGY2 year. Failure to meet this requirement may result in disciplinary action, up to and including dismissal.

MD/DO Postgraduate Training License (PTL) Application Resources

MD Applicants (US/Canadian and International):

PTL application and checklist material may be obtained from the Medical Board of California website: <https://www.mbc.ca.gov/Resources/Forms/Applicants.aspx>

DO Applicants:

PTL application and checklist material may be obtained from the Osteopathic Medical Board of California website: [Applicant/Licensees - Osteopathic Medical Board of California](#)

Transition from a Postgraduate Training License (PTL) to a Physician's and Surgeon's License (P&S) Resources

MD Applications (US/Canadian 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/Resources/Forms/Applicants.aspx>

DO Applicants:

DO PTL holders applying for a P&S license should use the application and checklist for Osteopathic Physician's and Surgeon's License. The application and checklist may be obtained from the Osteopathic Medical Board of California website: [Forms & Publications - Osteopathic Medical Board of California](#)

Physician's and Surgeon's License Application Resources

MD Applicants (US/Canadian and International):

The application and checklist for a Physician's and Surgeon's License may be obtained from the Medical Board of California website: <https://www.mbc.ca.gov/Resources/Forms/Applicants.aspx>

DO Applicants:

The application and checklist for a Physician's and Surgeon's License may be obtained from the Osteopathic Medical Board of California website: https://www.ombc.ca.gov/forms_pubs/

OMFS Applicant Resources

Dental licensure application material may be obtained from the Dental Board of California website: [Dental License Applicants - Dental Board of California](#)

Payment/Reimbursement Process for License Fees

The amount of payment/reimbursement varies depending on whether a license is issued by the Medical Board of California, Osteopathic Medical Board of California, or Dental Board of California.

For MDs and DOs transitioning their PTL to a P&S license, GME will only reimburse the MD license for the reduced rate of \$456.50 (amount includes the mandatory \$25 Steven M. Thompson Physician Corps Loan Repayment Program fee) and the DO license fee for the prorated rate plus the mandatory \$25 Steven M. Thompson Physician Corps Loan Repayment Program fee. Application fees, license renewals, or any other fees associated will not be reimbursed by the GME office.

For DDSs and DMDs, reimbursement applies to the license fee only. Application fees, license renewals or any other fees associated will not be reimbursed by the GME office.

- A. MD-US and IMG and DO-US Grad Only (Transitional License Only)
 - Checks can be made directly to the appropriate medical board on behalf of the resident and the GME office will disburse them in the following ways:
 - Provide your program coordinator with a completed application. The program coordinator should provide a copy of the application to the GME office and pick up the check;
 - If the resident submits the license fee payment directly to the Board, GME will reimburse the resident via MyExpense. The resident will need to provide proof of payment (e.g., receipt) to the GME office. Detailed instructions for granting proxy in MyExpense will be sent directly to the resident at the appropriate time.

- B. DDS/DMD Grad (Full License)
 - The license fee for DDS/DMD grads will be reimbursed to residents via MyExpense. Detailed instructions for granting proxy in My Expense will be sent directly to the resident at the appropriate time.

NOT Reimbursable by GME
<ul style="list-style-type: none"> • Any license application fee (PTL, PTL to P&S license application, P&S application, dental license application)
<ul style="list-style-type: none"> • Any type of fingerprint processing fee
<ul style="list-style-type: none"> • Any additional fee associated to the medical licensing process

Reimbursable by GME		
M.D. (U.S./Canadian and IMG)	D.O. (U.S. medical grad)	D.D.S./D.M.D.
<ul style="list-style-type: none"> • Transition License (CA PTL to CA P&S license) 	<ul style="list-style-type: none"> • Initial P&S license fee (CA PTL holder applying for CA P&S license) 	<ul style="list-style-type: none"> • Initial dental license
<p>*GME will reimburse for the reduced initial license fee that includes a mandatory \$25 fee</p>	<p>*GME will reimburse for the prorated license fee that includes a mandatory \$25 fee</p>	<p>*GME will reimburse for the initial prorated dental license fee. The amount of the prorated</p>

for the Steven M. Thompson Physician Corps Loan Repayment Program. The current reduced initial license fee amount is \$456.50.	for the Steven M. Thompson Physician Corps Loan Repayment Program and \$22 CURES fee. The amount of the prorated license fee will vary based on when the license is issued and the applicant's birth month.	license fee will depend on the applicant's birth month.
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Verification of PTL, Full Licensure, or Renewal and Procedure for No License or Expired License

The GME office tracks the status of licensure for all house staff (training, full, and renewal) through the residency management system. Program coordinators and house staff should monitor expiration dates through the residency management system. 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):

1. A designee from the program may verify licensure status during non-business days and allow the house staff to continue with clinical work.
 - If a valid license is not issued, the house staff 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 (seetimelines above).
2. The house staff is restricted to non-clinical duties, may use vacation if available, or other appropriate leave, which may include suspension without pay or termination from the 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) as a part of the full physician and surgeon's licensure application as outlined by the respective Medical Board. If a resident does not have a full physician and surgeon's license issued prior to the expiration of their PTL 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.

OMFS residents need to pass Parts I and II of the written National Board Dental Examinations as soon as possible (eligibility begins when a trainee receives their DMD or DDS degree). The OMFS program director expects all dental residents to meet this requirement by December of their PGY1 year.

Lori Weichenthal, MD, DIO, Associate Dean, Chair GMEC

Addendum to UCSF Fresno Licensure Policy

This document constitutes an Addendum to the UCSF Fresno Licensure Policy.

Purpose: Effective January 1, 2022, Senate Bill (SB 806) brings changes to the medical licensure requirements in California. The objective of this addendum is to describe the role and responsibilities of UCSF Fresno medical trainees who was issued a PTL prior to the new law taking effect on January 1, 2022.

The requirement for UCSF Fresno medical trainees to have either an active California Postgraduate Training License (PTL) or an active California Physician's and Surgeon's (P&S) license to practice medicine has not changed. What has changed is the timeframe in which a PTL holder may transition their training license to P&S license.

PTL holders who were issued a PTL prior to January 1, 2022, are not required by law to transition their training license to a full P&S license. PTL holders authorize to practice medicine as long as they have a valid and unexpired medical license. If a PTL holder who was issued a PTL prior to January 1, 2022, meets the current statute of postgraduate training requirement (12 months of postgraduate training for U.S./Canadian medical school graduates and 24 months for international medical school graduates) for transitioning a PTL to a P&S license, they may choose to do so.

There are circumstances in which it may be in the trainee's best interest to transition their PTL to a P&S license is they meet the current postgraduate training requirement to do so.

It is important to note that if a PTL expires and a P&S license is not obtained, the trainee must cease all clinical activities in California. Failure to have a valid and unexpired license may result in disciplinary action, up to and including dismissal.

*previously approved via GMEC on 3/15/22