



# MEDICAL BOARD OF CALIFORNIA

Protecting consumers by advancing high quality, safe medical care.

## Licensing Program

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Governor Edmund G. Brown Jr., State of California | Business, Consumer Services and Housing Agency | Department of Consumer Affairs

## APPLICATION INFORMATION FOR A POSTGRADUATE TRAINING AUTHORIZATION LETTER (PTAL)

A Postgraduate Training Authorization Letter (PTAL) allows you to seek and commence ACGME accredited training in California.

### MINIMUM REQUIREMENTS TO APPLY FOR A PTAL

- To be eligible for a Postgraduate Training Authorization Letter (PTAL), applicants must have received all of their medical school education from and graduated from a medical school recognized or approved by the Medical Board of California (Board). The medical school's name must exactly match the name on the Board's list of recognized medical schools. Prior to submitting an application, please refer to the Board's website to verify your medical school is recognized:  
[http://www.mbc.ca.gov/Applicants/Medical\\_Schools/Schools\\_Recognized.aspx](http://www.mbc.ca.gov/Applicants/Medical_Schools/Schools_Recognized.aspx)
- Disclosure of your United States Social Security Number (SSN) or your Individual Taxpayer Identification Number (ITIN) is mandatory prior to the issuance of a PTAL. Section 30 of the Business and Professions Code authorizes collection of your SSN or ITIN. Section 31(e) of the Business and Professions Code allows the State Board of Equalization and the Franchise Tax Board to share taxpayer information with the Board. A license issued by the Board may be suspended if a state tax obligation is not paid. *Reporting a number on your Application that is not your SSN or ITIN may be grounds for denial of licensure.*
- To meet the examination requirement for a PTAL, you must have taken and passed all components of USMLE Steps 1 and 2 per Section 1328 of Title 16 California Code of Regulations.
- Certification by the Educational Council for Foreign Medical Graduates (ECFMG) is required. To obtain further information regarding ECFMG Certification, please refer to their website at [www.ecfm.org](http://www.ecfm.org).

### GENERAL INFORMATION

- As an applicant, you personally are responsible for all information disclosed on your Application, Forms L1A-L1F, including any responses that may have been completed on your behalf by others. An application may be denied based upon omission, falsification or misrepresentation of any item or response on the application or any attachment. The Medical Board of California considers violations of an ethical nature to be a serious breach of professional conduct.
- **Processing Times:** Application materials are processed in the date order in which the application is received. All application forms and supporting materials are stamped with the date and time received in the office. Generally, you should anticipate receiving written correspondence confirming the status of the application for a PTAL within 60 days of submission of the application.

## GENERAL INFORMATION (Continued)

- **FCVS:** The Federation Credentials Verification Service (FCVS) is operated by the Federation of State Medical Boards of the United States, Inc. The Medical Board of California (Board) offers this link to FCVS as a convenience to our applicants. You may learn more about FCVS at: <http://www.fsmb.org/licensure/fcvs/>.

*The Board does not mandate that you use the FCVS.* FCVS is NOT a requirement for filing a Physician's and Surgeon's Application. You will be required to complete the Board's application and provide all necessary supporting documentation. As part of your application, you may request FCVS to submit directly to the Board your *Medical Professional Information Profile*. We will review the information provided along with our application and determine on an individual basis the items that we will accept from FCVS.

- **NotaryCam:** NotaryCam is a company that provides an online notary service that is valid in California and may be used on our Application forms. *The Board does not mandate that you use this online service.* The Board is providing this information as a convenience to its applicants. You may obtain further information regarding this online notary service at: <https://www.notarycam.com/>.

- **Certified Electronic Diploma (CeDiploma™):** CeDiploma Trust is a company that provides an alternative to a paper diploma and is accepted by the Medical Board of California. *The Board does not mandate that you use this online service.* If you were not issued a CeDiploma™ by your medical school, please contact your school directly. The Board is providing this information as a convenience to its applicants. You may obtain further information regarding this electronic diploma service at the following website: <https://www.cediplomatrust.com>.

- **Fingerprints:** Applicants who reside in California must complete the electronic *Live Scan* fingerprint process. You will need to use the *Request for Live Scan Service* form that may be obtained from the Board's website. Please refer to the following website for Live Scan facilities in California: <http://ag.ca.gov/fingerprints/publications/contact.php>.

Applicants residing outside California must submit two completed fingerprint cards or have your fingerprints completed at a California Live Scan facility.

*Criminal Records Check from both the California Department of Justice and the Federal Bureau of Investigation must be received prior to the issuance of a PTAL.*

- **Convictions:** Note that convictions adjudicated in juvenile courts or convictions two years or older under Health and Safety Code sections 11357(b), (c), (d), (e) or section 11360(b) need not be reported. Convictions expunged or set aside pursuant to section 1203.4 of the California Penal Code or equivalent non-California law **MUST** be disclosed. If in doubt as to whether a conviction should be disclosed, it is best to disclose the conviction (see the Criminal Record History section on the Application).
- **Grounds for Denial:** Each applicant's credentials for licensure in California are reviewed 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 of another state license, or inability to practice medicine safely.
- **Due Diligence:** Pursuant to Section 1306 of Title 16 California Code of Regulations, an application shall be deemed abandoned if an applicant fails to complete the application process within 365 days from the date of written notification from the Board of the documents needed to complete the application.

## PTAL APPLICATION CHECKLIST

Listed below are the minimum application and supporting materials required for an international medical school graduate to obtain a PTAL. This list is not all-inclusive as additional items may be necessary based on responses provided on your *Application* or information obtained from other entities.

### Application, Fees, and Fingerprints

<b>Application Fee \$491</b>	The Application fee is non-refundable. Refer to the <i>Fee Schedule</i> for further details.
<b>Application For Physician's and Surgeon's License, Forms L1A-L1F</b>	Complete all fields, answer all questions and have the application notarized. All six pages must be submitted together.
<b>Fingerprints:</b>  <b>Live Scan Form (CA Only)</b> <i>or</i> <b>Two (2) Fingerprint Cards</b>	<p>Applicants who reside in California must complete the electronic <i>Live Scan</i> fingerprint process. You will need to use the <i>Request for Live Scan Service</i> form that may be obtained from the Board's website. Mail a copy of the completed form with your Application.</p> <p>Applicants residing outside California must submit two completed fingerprint cards <u>or</u> have your fingerprints completed at a California Live Scan facility. Fingerprint cards will be mailed to you once the Board receives your application and appropriate processing fees. <u>All personal data must be completed on the fingerprint cards or the cards will be returned for completion.</u></p> <p><i>Criminal Records Check from both the California Department of Justice and the Federal Bureau of Investigation must be received prior to the issuance of a PTAL.</i></p>

### Examination Documentation

<b>ECFMG Certification Status Report</b>	A Certification Status Report from the Educational Council for Foreign Medical Graduates (ECFMG) is required to verify your certification is valid. You may obtain further information from their website at <a href="http://www.ecfm.org">www.ecfm.org</a> . <b><i>The ECFMG must mail the Certification Status Report directly to the Board to be acceptable.</i></b>
<b>Official Examination Scores from the Federation of State Medical Boards (FSMB)</b>	Certified Transcripts of Scores from FSMB to verify your passing scores on Steps 1 and 2 (CK and CS) of the USMLE. The transcript may be requested from the Federation's website at <a href="http://www.fsmb.org/licensure/usmle-step-3/transcripts">http://www.fsmb.org/licensure/usmle-step-3/transcripts</a> . <b><i>The FSMB must send the transcript directly to the Board to be acceptable.</i></b>

### Medical Education Documentation

<b>Certificate of Medical Education, Form L2</b>	A Certificate of Medical Education, Form L2, is required from each medical school attended. Complete the applicant information at the top of the form and mail it to your medical school. The form will need to be completed, signed and dated by the school official and affixed with the official medical school seal. Any fields or questions left unanswered will require completion of a new form. <b><i>The Form L2 must be mailed directly from the medical school to the Board to be acceptable.</i></b>
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**Medical Education Documentation (continued)**

<p><b>Official Medical School Transcript</b></p>	<p>An original official medical school transcript and translation (if not in English), prepared on university letterhead affixed with the signature of the dean or registrar and the medical school seal, documenting all of the basic science and clinical courses completed during the medical curriculum is required. A transcript is required from each medical school attended. <b><i>The transcript must be mailed directly from the medical school to the Board to be acceptable.</i></b></p>
<p><b>Certified Copy of Medical School Diploma</b></p>	<p>A certified copy of your medical school diploma 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. <b><i>The certified copy of your diploma must be mailed directly from the medical school to the Board to be acceptable.</i></b></p>
<p><b>Certified English Translations</b> <i>(if applicable)</i></p>	<p>Certified English translations are required for all academic documents that are not prepared in the English language. Refer to the <i>Translation of International Academic Credentials</i> for details regarding acceptable translations. <b><i>The certified translation must be mailed directly to the Board to be acceptable.</i></b></p>
<p><b>Certificate of Clinical Training, Form L5</b></p>	<p>A Certificate of Clinical Training, Form L5, is required to report <u>all</u> undergraduate clinical clerkships. Complete the applicant information at the top of the form and mail it to your medical school. The form will need to be completed, signed and dated by the school official and affixed with the official medical school seal. You may print or copy as many forms as necessary to provide a complete breakdown of your undergraduate clinical training. <b><i>The Form(s) L5 must be mailed directly from the medical school to the Board to be acceptable.</i></b></p> <p>For your information, the pertinent portions of Section 2089.5 of the Business and Professions Code require:</p> <p>“(b) Instruction in the clinical courses shall total a minimum of 72 weeks in length.</p> <p>(c) Instruction in the core clinical courses of surgery, medicine, family medicine, pediatrics, obstetrics and gynecology, and psychiatry shall total a minimum of 40 weeks in length with a minimum of eight weeks instruction in surgery, eight weeks in medicine, six weeks in pediatrics, six weeks in obstetrics and gynecology, a minimum of four weeks in family medicine, and four weeks in psychiatry.”</p> <p>Please refer to our website at <a href="http://www.mbc.ca.gov">www.mbc.ca.gov</a> to obtain a complete copy of Section 2089.5 of the Business and Professions Code.</p>

**Medical Education Documentation (continued)**

**Certificate of Individual Clinical Clerkship Training, Form L6**  
*(if applicable)*

Certificate of Individual Clinical Clerkship Training, Form L6, is required for each undergraduate clinical clerkship completed *outside* of the primary teaching hospital of the medical school of attendance. The form must be submitted to the hospital where the clerkship was completed and the current program director or clinical instructor must verify completion of the clerkship. The form may not be signed and dated prior to the end date of the clerkship. ***The completed Form(s) L6 must be submitted directly from the facility to the Board to be acceptable.***

If the hospital where an undergraduate clinical rotation was completed is now closed, the medical school may provide a certified copy of the student evaluation form that was initially completed by the sponsoring hospital. The copy must be affixed with the medical school seal and signature of the dean certifying it is a true copy of the original document and mailed directly to the Board.

For your information, only undergraduate clinical clerkships meeting the criteria specified in Section 2089.5 of the Business and Professions Code will be used to satisfy the required 72 weeks of clinical clerkships.

**Other Items**

**Curriculum Vitae (CV)**

Please submit a signed and dated current CV with your Application.

**Timeline of Activities**

A complete timeline from the graduation of medical school to present is required. Provide the Board with a written chronological description of all your professional and non-professional activities with no gaps.

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

Mail your signed and dated *Timeline of Activities* form directly to the Board.

**Explanation to Application Question** *(if applicable)*

This form may be used to provide a detailed written explanation for a “yes” response to a question on the Application. Please use a separate form for each positive response. The form can be obtained from the Board’s website.

**Additional Information**

- Once formally admitted to an ACGME-accredited postgraduate training program, you must complete and return the *Postgraduate Training Registration Form* which may be obtained from the Board’s website.
- The PTAL is valid for one year from the date of issuance. You are required to update your file on a yearly basis by completing the Application, Forms L1A-F. Check the update box at the top of the form and include your file number. No additional fees are required. You must mail in the *Update Application* along with a current *Timeline of Activities* form. *An Update Application may not be submitted using the BreZE online application system.*
- Section 2066 of the Business and Professions Code allows international medical school graduates to engage in three years of ACGME-accredited postgraduate training without a license. You must be licensed at the end of the three year period or all clinical service in California facilities must cease. The Board includes all accredited training in the United States or Canada to calculate the maximum three years of training.