

# Medical Board of California

## *P&S and PTL Application Process*

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Chief of Licensing

# Application Submission

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- ▶ All PTL and Physician's and Surgeon's License applications may be submitted through BreEZe.
- ▶ Can attach all documents required to be submitted by the applicant.
- ▶ Pay all fees. Application fee is non-refundable.
- ▶ If unable to register in BreEZe, may email licensing division to request a paper application.
- ▶ Except for the Transition application, all fees must be paid before the application is processed.

# Application Expedite

- ▶ An applicant may request their application be expedited.
  - Must attach all required documents.
  - Must meet the expedite criteria established in statute.
- ▶ The Board will not expedite an application until all required documents received and the Board determines they meet the expedite requirements.
- ▶ An expedited application is moved to the front of the line.

# Third Party Document Submission

- ▶ Documents required to be submitted by medical schools or postgraduate training programs may be submitted by mail or through DOCS.
- ▶ If submitted through DOCS, the documents do not require a seal or notarization.
- ▶ The Board will soon require these documents be submitted through DOCS.

# Application Intake

- ▶ Paper applications are first cashiered.
- ▶ Online applications are considered received when all required fees are paid (except Transition applications).
- ▶ If the Board receives an application without required fees, a “no fee” letter is mailed to the applicant requesting payment of fees within 30 days or the application is closed.
- ▶ The application file is created and assigned to a reviewer.

# Application Review

- ▶ Applications are reviewed in date order received (application and fees), except for applications that meet the expedite requirements.
- ▶ Once reviewed, the applicant is emailed a deficiency letter.
- ▶ If no action is taken to remediate the deficiencies or communicate with the Board after one year, the application is closed.
- ▶ Documents received to remediate deficiencies are reviewed in date order received, except for expedite apps.
- ▶ When documents are reviewed, staff may determine it is incomplete or additional documentation is needed.
- ▶ If additional deficiencies identified, applicant will be emailed a new list of deficiencies.



# Application Tracking

- ▶ Whether submitted by mail or online, applicant can view the status of their application in BreEZe.
- ▶ Applicant can view the list of deficiencies in BreEZe.
  - When a deficiency is remediated, it is removed from BreEZe.
  - New deficiencies will be communicated by email.
    - Applicant must maintain a current email address with the Board.
- ▶ Board staff do not respond to application status requests since this information is available in BreEZe, nor requests to confirm receipt of documents.
- ▶ Documents submitted electronically are automatically received. Documents submitted by mail can utilize a mail tracking service to confirm Board receipt.

# Application Review

- ▶ If issuing a full and unrestricted license, the application moves forward for a final Quality Assurance (QA) Review.
- ▶ If QA identifies an issue, the issue must be addressed before moving forward for licensure.
- ▶ If no issues identified, the license moves forward for issuance.
- ▶ Once issued, the licensee will receive a license issuance email and the license will be displayed on the online license lookup.
  - License issuance emails are sent out every other week.



# Application Review

- ▶ Board must evaluate each application to determine compliance with the law and whether the applicant is safe to practice with a full and unrestricted license.
- ▶ Unusual Circumstances May Require Additional Review
  - Criminal History
  - Disciplinary History
  - Issues During Postgraduate Training
  - Any other issues that require additional review to evaluate public safety risk

# Unusual Circumstances

- ▶ If unusual circumstances identified:
  - Preliminary review by management to determine if require additional information or higher-level review or okay to issue full and unrestricted license.
  - If higher-level review needed, reviewed by specialized analyst and may request additional documents from applicant.
  - Based on information received, determine if okay to issue full and unrestricted license or need Senior Staff review.

# Senior Staff Review

- ▶ Senior Staff Review
  - Senior Review Analyst, Licensing Managers, Licensing Chief, Director, Deputy Director, Legal Counsel, Deputy Attorney General
  - Possible Outcome of Review:
    - Medical Expert Review
    - Substance Abuse Assessment
    - Competency Evaluation
    - Psychological Evaluation
    - Probationary License
    - Full and Unrestricted License
    - Denial
    - Additional information needed

# Probationary License Process

- ▶ Applicant may be offered a stipulation for a probationary license.
- ▶ Applicant may accept or reject the offer.
  - If rejected, application is denied and the applicant may appeal the denial.
    - If denial appealed, case referred to Attorney General's Office and set for hearing with the Office of Administrative Law.
  - If accepted, stipulation is sent to a panel of Board members to electronically vote.
    - Board members may either accept, reject, or hold for discussion.
      - If held, discussed by the panel at the next scheduled Board meeting.
      - Board may either adopt the stipulation, adopt with modifications, or reject the stipulation and deny the application.

# Licensing Statistics



FY 2021-22

| P&S/PTL<br>Apps<br>Received | Licenses<br>Issued | App<br>Denials | Percent<br>Denied | Probationary<br>Licenses<br>Issued | Percent Issued<br>Probationary<br>License |
|-----------------------------|--------------------|----------------|-------------------|------------------------------------|---|
| 10,834                      | 9,843              | 12             | 0.1%              | 14                                 | 0.1%                                      |



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THANK YOU

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