

# Application to the Medical Board of California for PTL

## Step-by-Step Guide for PTL

**NOTE:** The following guide applies to U.S., Canadian, and International medical school graduates that have matched into a California program for their **first or second** year of ACGME training.

A Postgraduate Training License (PTL) is a license issued by the Board that authorizes an individual to participate in an ACGME accredited training in California.

To be eligible for a PTL, the applicant must be enrolled in an approved ACGME accredited postgraduate training program in California, have received all of their medical education from, and graduated from, a recognized medical school, taken and passed an examination recognized by the Board, and be certified by the Education Council for Foreign Medical Graduates (if applicable).

## DO NOT DELAY!

- You may apply for a PTL once you have matched into an ACGME accredited postgraduate training program in California.
- A PTL must be obtained within **180 days** after enrollment in an ACGME accredited postgraduate training program in California.
- The PTL will be valid until 90 days after a resident has successfully completed 36 months of postgraduate training if the resident will be enrolled in an ACGME accredited postgraduate training program in California for PGY-4.
- Must have passed Step 1 and both components of Step 2 (CS and CK) of the USMLE examination to be issued a PTL.
- You do not need to renew the PTL.
- [PTL Frequently Asked Questions \(FAQs\)](#)
- **Optional:** You can obtain a DEA certificate once your PTL is issued. The sooner your PTL is issued, the sooner you can obtain your DEA certificate, and the sooner you can write orders.

## STEP A

If you apply prior to your start date, submit documents **directly to MBC**. If you are located locally, you can submit the following documents **directly to the GME Office** no later than August 31, 2021 to ensure enough time for processing:

- A. Application for PTL ([Forms PTL1-PTL5](#))
- B. [Live Scan Fingerprinting Form](#)
- C. Curriculum Vitae signed and dated or Timeline of Activities ([Form TOA](#)) - complete only if you have graduated more than 6 months ago.
- D. Request [ECFMG Certification Status Report](#) (International Medical Graduates ONLY)

PTL application fee of **\$491.00** is eligible for reimbursement out of your \$1000 Educational Fund if it is paid for **after your official start date**. The PTL application information and checklist can be viewed at this link: <https://www.mbc.ca.gov/Download/Forms/ps-ptl-information.pdf>.

## Forms PTL1-PTL5

**Submit Application to GME Office:** Forms PTL1-PTL5 can be downloaded [here](#).

### OR

**Submit Application Online:** Register for [BreeZe](#) Online Services and you **must** by mail to the Board: 1. Signed, notarized [Form PTL5](#), with your photo attached and 2. Printed online application summary.

Please Note:

- Complete the forms on your PC and print the completed forms to ensure legibility.
- PTL1 Personal Information: Your address of record is public record. As a safety precaution, please use your department's address—do **NOT** use your home address! Be sure to check the mail at your department address!
- PTL1 Personal Information: Be sure to enter an email address you check frequently for correspondences from the Board.
- PTL4 Practice Impairment or Limitations #21-23: Please consult with GME Office if you are unsure how to answer.
- L1F requires a recent 2x2 inch passport size color photo at the time of notarizing your PTL application.

## Live Scan Fingerprints

The Live Scan fingerprinting form can be downloaded [here](#). Live scan locations can be found [online](#) at the Attorney General website.

The Live Scan Operator will complete the Live Scan form and keep one copy. Submit the second copy to the MBC along with your application. The third copy is for you to keep for your records.

*If applicable: Applicants residing outside of California must submit two completed fingerprint cards. You need to request fingerprint cards from the Board by calling 916-263-2382 or emailing them at [Licensing.Questions@mbc.ca.gov](mailto:Licensing.Questions@mbc.ca.gov).*

## Form MED/Transcript/Diploma

- **Form MED:** Complete the top portion of the form and mail, e-mail, or fax to your medical school. If you're not sure who to contact, start with the Registrar's Office.
- **Certified Diploma & Transcript:** Request your medical school to send the completed Form MED directly to the MBC along with 1) **official paper** copy of your transcript and 2) **certified** copy of your diploma.
- GME Office will complete Form MED and certified diploma for **LLU Grads only**. **LLU Grads needs to request the transcript sent directly to MBC.**

## Forms PTA/B and EF

- **Form PTA/B (if applicable):** This form is only necessary if there is prior postgraduate training. This form must be completed for each year of postgraduate training (internship, residency, and fellowship) completed, whether or not the entire residency was completed. Complete the personal data at the top of the form and submit to the prior program.
- **Form EF:** Proof of enrollment in a Board approved ACGME accredited postgraduate training program is required. **GME Office will complete for all residents enrolled in a program at Loma Linda automatically and send directly to the MBC.**

## STEP B

- Submit an [online request](#) to have your official USMLE scores (Step 1, Step 2 CK and CS) sent directly to the MBC.
- Wait until you have passed Step 1 and Step 2 CK and CS, then request the transcript, but...
- Do not wait to initiate the PTL application process. Apply now and send the scores later.

## Application Status

You can check the status of your application [online](#) using the BreeZe Online Services, call 916-263-2382, or [email](#) the Board.