

## Application to the Medical Board of California for Transition from PTL to a Physician's and Surgeon's License

### Step-by-Step Guide for PTL Holders

#### Successfully complete before license can be issued:

1. Received credit for either 12 (United States and Canadian medical school graduates) or 24 (international medical school graduates) months of board-approved postgraduate training; and
2. Taken and passed Step 3 of the United States Medical Licensing Examination (USMLE).

### Initial License Renewal Requirement

- Upon renewing your initial license, you must show proof of completing 36 months of postgraduate training and must consist of at least **24-continuous months of training within the same program** of ACGME, RCPSC, and/or CFPC accredited postgraduate training.
- Request from your program(s) to submit [Form PTA-PTB](#) to the Board at any time before the license expiration date.
- Proof of required postgraduate training must be mailed to the board no later than 60 days after the initial license expiration to be considered by the board.

### DO NOT DELAY!

- **Current residents with a PTL expiration of 9/30/2023 should apply by April 2023 to allow sufficient time for processing and remediating deficiencies.**
- MBC strongly encourages applicants to submit the Transition from PTL to a Physician's and Surgeon's License Application at least **six months prior to one's PTL expiration**.
- **Deadline** to obtain a full, unrestricted CA medical license is by one's PTL expiration to continue practicing medicine.
- The license fee of \$456.50 is eligible for reimbursement separate from the GME Educational Fund when applying and paying for the fee while employed in the residency program.
- A DEA certificate can be obtained once a California PTL or Medical License is issued. The sooner your license is issued, the sooner you can obtain your DEA certificate, and the sooner you can write orders.

## STEP A

Submit the following required documents **directly to the MBC** as soon as possible:

- A. Application for Transition from PTL to Physician's and Surgeon's License online on [BreeZe](#):
- B. Proof of passing Step 3
- C. Certificate of Completion of ACGME/RCPSC/CFPC Postgraduate Training ([Form PTA/B](#))
- D. Current Postgraduate Training Verification Form ([Form CTV](#), if applicable)
- E. Curriculum Vitae signed and dated or Timeline of Activities ([Form TOA](#))

Submit the license fee of **\$456.50** directly to the MBC by credit card online on [BreeZe](#).

## Application

**Submit Application Online:** Register for [BreeZe](#) Online Services if you don't already have an account. Make sure to:

1. Answer the application questions.
2. Pay the application fee.
3. Explanation to Application Question (Form EXP), if applicable.
4. Attach Timeline of Activities (Form TOA), if applicable.
5. Attach supporting documents verifying request to expedite the licensing process, if applicable.

Please Note:

- Email [Amy Yin](#) in GME Office after you submit your application online on BreeZe so GME can submit Form CTV and PTA/B.
- Personal Information: Your address of record will be **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.
- Personal Information: Be sure to enter an email address you check frequently for confidential correspondences from the Board.
- Practice Impairment or Limitations #23-25: Please consult with GME Office if you are unsure how to answer.
- 2x2 photo and notarization of application are **NO LONGER REQUIRED**

## Do Not Re-Submit

Live scan and medical school documentation completed during PTL Application is still valid for Transition from PTL to Physician's and Surgeon's License. **You do not need to complete this portion again.**

## Forms PTA/B and CTV

- [Form PTA/B](#) 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 email or fax to your former training program(s). Request that they send the completed forms directly to the MBC.
- [Form CTV](#) certifies that you are still in training at the time of applying and qualify for the reduced license fee. Complete the personal data at the top of the form and submit to your current training program. Request that they send the completed form directly to the MBC.

Please Note:

- GME Office will complete Form CTV and PTA/B and send directly to the MBC for all residents enrolled in a program at Loma Linda after license application has been submitted.
- GME Office cannot submit Form PTA/B no earlier than 30 days prior to the last day of the postgraduate training year.
  - If you apply in April 2023 but do not complete 12 months (US Grad) of postgraduate training until 6/30/2023, The board will not accept completed Form PTA/B until 6/1/2023 the earliest.

## STEP B

- Submit an [online request](#) to have your official USMLE scores (Step 1, Step 2 CK, Step 3) sent directly to the MBC.
- Wait until you have passed all 3 parts, then request the transcript, but...
- **Do not wait to initiate the license application process if you have not sat for USMLE 3. Apply now and send the scores later.**

## Application Status

Check the [Frequently Asked Questions](#) for general questions. If you still cannot find your answer, contact the board for assistance.

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

The average processing time for the initial review can vary between ~45-90 days from the date both the application and application fee are received to the date of the initial review, but this time may vary based on application volume.