

Application to the OMBC for Transition from PTL to a Physician's and Surgeon's License

Step-by-Step Guide for PTL Holders

Demonstrate the following before license can be issued:

1. Received credit for 12 months of board-approved postgraduate training; and
2. Taken and passed Level 3 through the National Board of Medical Examiners (NBOME).

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 and/or AOA accredited postgraduate training.
- Request from your program(s) to submit [Form OMB.25](#) 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 who have already completed 12 months of training and has a PTL expiration of 9/30/2023 should apply by April 2023 to allow sufficient time for processing and remediating deficiencies.**
- **Current interns must apply after June 30, 2023 when they officially complete 12 months of training. OMBC will not accept a notarized application before then.**
- It is strongly encourages for 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** if possible.
- **Deadline** to obtain a full, unrestricted CA medical license is by one's PTL expiration to continue practicing medicine.
- The application and license fee of \$625.00 is eligible for reimbursement separate from the GME Educational Fund when applying and paying for the fee while employed in the residency program.

STEP A

Submit the following documents to **GME Office** after completion of at least 12 months of training:

- A. Physician's and Surgeon's License Application ([Form OMB.1](#), pages 9-15)
- D. Certificate of Completion of ACGME Postgraduate Training Form ([Form OMB.25](#))

Submit the application and licensing fee of **\$625.00** (payable to **OMBC**) with your paper application to the board by mail at:

OMBC
1300 National Drive, Suite #150
Sacramento, CA 95834

Form OMB.1

Submit the following documents together to GME Office:

- [Form OMB.1](#)
- [Form OMB.25](#)
- Loose 2x2 photo
- \$625 check or money order for the application and licensing fee

Please Note:

- Complete the forms on your PC and print the completed forms to ensure legibility. The application must be notarized. GME Office offers complimentary notary for licensure paperwork.
- Form OMB.1 Question 14: Be sure to enter an email address you check frequently for correspondences from the Board.
- Form OMB.1 Questions #24-31: Please consult with GME Office if you are unsure how to answer.
- You need **three** identical 2x2 inch passport size photos for your license application:
 - Affixed to page 6 of Form OMB.1
 - Affixed to page 1 of Form OMB.25
 - One loose photo sent with Form OMB.1
- GME Office can mail the licensing paperwork to OMBC.

Live Scan Fingerprints

Live scan 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.**

Medical School Transcript and Diploma

Medical school transcript and diploma 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.**

Form OMB.25

- [Form OMB.25](#): 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 along with signature and photo attached. Then mail or hand deliver to your former/current training program(s). Request the program(s) to send the completed forms directly to the OMBC.

Please Note:

- Applicants must give the GME Office Form OMB.25 to verify training completed at Loma Linda after filling out the applicant information, affix photo, and signature. Hand deliver or mail the form to the GME Office ahead of time.
- GME Office can hold the completed form but cannot submit Form OMB.25 no earlier than the last day of the postgraduate training year.

STEP B

- Submit an [online request](#) to have your official NBOME scores (Level 1, 2 and 3) sent directly to the OMBC.
- Wait until you have passed Level 3, but...
- Do not wait to initiate the license application process if you have not sat for Level 3. Apply now and send the scores later.

Application Status

You can check the status of your application by calling 916-928-8390 ext. 2, [email](#) the Board, or fill out the [Contact Us Form](#).