

# 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 for 15 months of postgraduate training as a US grad or 27 months of postgraduate training as an IMG.
- Must have passed Step 1 and Step 2 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 within 30 days of starting training** to ensure enough time for processing:

- A. [Application for PTL](#)
- B. [Live Scan Fingerprinting Form](#)
- C. Certificate of Medical Education ([Form MED](#))
- D. Official Medical School Transcript
- E. Certified (by your medical school) Diploma
- F. Curriculum Vitae signed and dated or Timeline of Activities ([Form TOA](#)) - complete only if you have graduated more than 6 months ago.
- G. Request [ECFMG Certification Status Report](#) (IMG's ONLY)

PTL application fee of **674.00** is eligible for reimbursement out of your PGY-1/2 Educational Fund when it is paid for **after your official start date**. The PTL application information and checklist can be viewed at

## PTL Application

**Submit Application Online:** Register for [BreeZe](#) Online Services. 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.

Please Note:

- Personal Information Section: Your address of record is public record. As a safety precaution, please use your program's address—**DO NOT use your home address!** Be sure to check the mail at your program address!
- Personal Information Section: Be sure to enter an email address you check frequently for correspondences from the Board.
- Practice Impairment or Limitations Section: Please consult with GME Office if you are unsure how to answer.

## 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** copy of your e-transcript to [mbclicensingelectronicnotifications@mbc.ca.gov](mailto:mbclicensingelectronicnotifications@mbc.ca.gov) 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 [e-transcript](#) sent directly to MBC.**
- Double check that the electronic documents are from an acceptable [third party service](#).

## 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 and Step 2 CK) sent directly to the MBC.
- Wait until you have passed Step 1 and Step 2 CK, then request the transcript, but...
- Do not wait to submit the PTL application to the board. 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.