

## Application to the Osteopathic Medical Board of California for PTL

### Step-by-Step Guide for PTL

**NOTE:** The following guide applies to osteopathic medical school graduates that have matched into a California program for their **first** year of ACGME or AOA training.

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

To be eligible for a PTL, the applicant must be enrolled in an approved ACGME or AOA accredited postgraduate training program in California, have received all of their medical education from, and graduated from, a recognized osteopathic medical school, taken and passed examinations recognized by the Board.

### DO NOT DELAY!

- **You may apply for a PTL as soon as you have graduated from medical school**, completed COMLEX Level 1, and received confirmation of acceptance into an ACGME or AOA accredited postgraduate training program in California.
- A PTL must be obtained within **180 days** after enrollment in an ACGME or AOA accredited postgraduate training program in California.
- The PTL will be valid for 15 months of postgraduate training **if** the resident will be enrolled in an ACGME or AOA accredited postgraduate training program in California.
- Must have passed at minimum Level 1 of the NBOME 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.
- Out of state visiting residents doing a short rotation in California are required to submit a Postgraduate Training Registration Form. You can request the form from OMBC by email.

## STEP A

If you apply prior to your start date, submit documents **directly to OMBC**. If you are located locally, you can submit the following documents **directly to the GME Office within 60 days of starting training** to ensure enough time for processing:

- A. Application for PTL ([Form OMB.22](#))
- B. Application Notary ([Form OMB.26](#))
- C. [Live Scan Fingerprinting Form](#)
- D. Photocopy of Medical School Diploma
- D. Postgraduate Training License Enrollment Form ([Form OMB.23](#))

PTL application fee of **\$491.00** is eligible for reimbursement out of your PGY-1 Educational Fund when it is paid **after your official start date**. The PTL application information and checklist can be viewed at this link: [https://ombc.ca.gov/licensees/ptla\\_inst.pdf](https://ombc.ca.gov/licensees/ptla_inst.pdf).

### Form OMB.22

**Submit Application to GME Office:** Form OMB.22 can be downloaded [here](#).

#### OR

**Submit Application Online:** You must have a middle name in order to submit online. Register for [BreeZe](#) Online Services and you **must** mail to the Board: 1. Signed, notarized [Form OMB.26](#) and 2. One loose 2x2 passport like photo.

Please Note:

- Complete the forms on your PC and print the completed forms to ensure legibility. GME Office provides free notary service for your application.
- Page 1 #7: Be sure to enter an email address you check frequently for correspondences from the Board.
- Page 3 #18-25: Please consult with GME Office if you are unsure how to answer.
- You need three identical 2x2 inch passport like photos for your PTL application.:
  - Affixed to page 6 of Form OMB.22
  - Affixed to page 1 of Form OMB.23
  - One loose photo sent with Form OMB.22

### Live Scan Fingerprints

The Live Scan fingerprinting form can be downloaded [here](#). **Print three copies of page 2.**

[Find a Live Scan Location](#)

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

*If applicable: Applicants residing outside California must use the manual fingerprint card process. Contact OMBC at (916) 928- 8390 OR e-mail [OMBC.Applications@dca.ca.gov](mailto:OMBC.Applications@dca.ca.gov) to request and obtain fingerprint cards. **Results from the manual process can take up to 16 weeks.***

### Medical School Transcript and Diploma

- Request your medical school to send an **official** copy of your e-transcript to [OMBC.Applications@dca.ca.gov](mailto:OMBC.Applications@dca.ca.gov).
- Submit a photocopy of your medical school diploma by attaching it to your BreeZe application or mailing it directly to OMBC.
- If you're not sure who to contact for the official transcript, start with the Registrar's Office.

### Form OMB.23 and Form OMB.25

- **Form OMB.23:** Proof of enrollment in a Board approved AOA or ACGME accredited postgraduate training program is required. Fill out applicant information and signature, then give original form to GME Office (in-person or by mail) to complete remainder of the form and send directly to the MBC.
- **Form OMB.25 (if applicable): This form is only necessary if any prior postgraduate training has been completed.** 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.

## STEP B

- Request official transcript online through your [NBOME account](#) (At minimum: Level 1) and select OMBC as the recipient.
- Wait until you have passed Level 1, but...
- You do not have to wait to submit the PTL application to the board. If scores are pending. Apply now and send the scores later.

### Application Status

You will need to contact OMBC directly by calling 916-928-8390 or by [email](#)