

## **TIPS FOR APPLYING FOR CALIFORNIA LICENSE, Last edited July, 2008.**

### **\*\*Keep in mind that you must have your CA License before you become a PGY-3\*\***

Disclaimer: This document originated several years ago and has been modified. As the process changes, PGY-2's should consider updating and passing on to next year's class.

If you haven't started the licensing application process yet and would like some details, read on. Fair warning: Getting your license is a painful bureaucracy and requires time, patience, and concentration. It takes at least a few months from start to finish to actually get your license. Your license is good for two birthday cycles after the license is issued, which means it's good for anywhere between 13 and 24 months, depending on when you get your license relative to your birthday. The best value for your money is to obtain your license during your birth month because then you will receive the full 24 months of licensure. If you can't obtain the license during your birth month, the license will be valid for two birthdays and expires on the last day of your 2<sup>nd</sup> birth month. For example, if your birthday is in November 2008 and you get licensed in October 2008 your license will only be good until November of 2009. But if you were licensed in November 2008 it would be good until November 2010. \*If you choose to wait until your birth month to get licensed, pay the 'application fee' first, to allow you application to start getting processed, then pay the initial 'licensing fee' later. You need to at least pay the application fee or they won't even begin processing all the forms you will be sending in. While some people wait until the birthday month so not to pay again so soon (each 2-year renewal >is \$800), the downside is that you're just delaying your licensing, and you're going to have to renew it anyway at some point. Keep in mind also that without your license you can't write prescriptions or moonlight and earn extra \$\$\$. You must have your license in order to become a PGY-3.

Step 3 is required for your license but you do NOT have to have passed Step 3 to START the application process. In fact, you should probably start the process now and then deal with Step 3 whenever you can.

1) The first step is to go to Medical Board of California web site:

[http://www.medbd.ca.gov/applicant/additional\\_info.html](http://www.medbd.ca.gov/applicant/additional_info.html)

There, you should click on the appropriate application depending on whether you graduated from a US/Canadian or international medical school and print the application.

2) Pay for the application by clicking on "Online Licensing Application Payment" at:

[http://www.mbc.ca.gov/applicant/additional\\_info.html](http://www.mbc.ca.gov/applicant/additional_info.html) The payment should be \$895.50 if you are paying everything together (\$493.00 for application processing and fingerprint processing, and \$402.50 initial licensing, fee-reduced). Remember, you can separate your fees and pay the application fee first, to allow you application to start getting processed, then pay the initial licensing fee later if you wish to time the license being issued in your birthday month. Paying all up front is the fastest way if you want your license quick.

3) Complete the application page by page. Since the address you enter is public information on the internet, on page L1A6, some people choose to use their CHLA address while here: 4650 SUNSET BLVD MAILSTOP # 68 LOS ANGELES 90027

4) Get your picture taken. You need a 2x3 PICTURE for Form L1E below. Digital pictures are accepted with the condition that they be printed on photographic paper.

5) Form L1E of the application needs to be notarized. There is a notary in the medical affairs dept on the first floor. Bobby also can notarize. Fee is \$10. Form L1E needs a 2x3 PICTURE pasted for the notary to verify.

6) Call your medical school. There are three things you will need from them. All three of these items need to be sent to the California Medical Board DIRECTLY from school

First, Form L2. This certifies that you graduated medical school. Fill it out and then send or fax it to your medical school for them to complete. Call the Alumni Affairs or Student Affairs office at your school and find out to whom the form goes.

Second, Medical School Transcript. Call your medical school (or use their web site) to forward an official sealed transcript to the Medical Board of California to the address below.

Third, Medical School Diploma. As with the transcript request above and the Form L2 above, call your medical school and they can take care of this. NOTE: the diploma copy must be a certified copy. In the past, this was done either by sending the original along with a photocopy (they return the original) OR they will accept a certified copy of your medical school diploma in lieu of the original diploma. This is probably safer. Send a copy of your diploma (you may have to use a copy machine with a reducing feature) to your medical school. You can send this along with 'Form L2' above to the school. Ask either the Dean's Office or Student Affairs to certify that it is a true copy of the original diploma issued to you. To be acceptable, the certified copy must contain: 1) Statement on reverse side indicating that this is a true copy of the original diploma; 2) Original signature of the dean or registrar immediately following that statement; and 3) Official medical school seal attached to the copy (not a notary seal).

Have your medical send all materials to:

MEDICAL BOARD OF CALIFORNIA  
LICENSING PROGRAM,  
2005 Evergreen Street, Suite 1200  
Sacramento, CA 95815

7) Fill out Forms L3 and L4 and then give them to Bobby in the chief's office to complete, sign, and mail to the medical board. L3A confirms that you completed internship, and L4 entitles you to a "discounted" fee of \$402.50 for your initial license. These should be sent to the above address.

8) Your USMLE transcript (Step 1-3 scores) must be sent to the licensing board from FSMB, but YOU MUST WAIT UNTIL YOU HAVE RECEIVED YOUR STEP 3 SCORE TO HAVE THE TRANSCRIPT SENT. If you haven't received your score or taken Step 3 yet, just wait until you pass to do this part of the process, but go ahead and start on everything else above and below now. You can request your USMLE transcript either online or paper form by going to <https://secure.fsmb.org/trol/> and then following the directions to submit online. The transcript request costs ≈\$50 to be processed. If you want a copy also sent to yourself, you cannot use the online version, you must use to paper version (which also requires a notary). Have these also sent to the above address.

9) Fingerprinting: Get you fingerprinting done at a place that does LIVESCAN, which processes your fingerprints through the FBI in about a week, rather than the 6-8 week process of doing manual fingerprinting.

First, Download this form to complete and take with you when you get your Livescan done: [http://www.medbd.ca.gov/applicant/live\\_scan.pdf](http://www.medbd.ca.gov/applicant/live_scan.pdf)  
This form has three copies. One for the FBI, one for the DOJ, and one for you to send with your application

Second, Find a place to get printed. At the following webpage you can find a list online of places that do the Livescan:  
<http://ag.ca.gov/fingerprints/publications/contact.htm>

Third, Send your copy of the livescan form along with your initial application forms L1A-L1E to the CA Medical Board address above.

Previous residents have gone to the Glendale locations, very easy with no wait, walk in times available includes (~\$17):

<b>Glendale</b> LSID Z44 AccuScan ID 100 North Brand Blvd Suite #204 Glendale, CA 91203 Contact: (818) 332-7996	M-F (10am-6pm) <b>Appt. only</b> T (4pm-5:30pm) <b>Wlk or Appt.</b> Sat. (10am-2pm) <b>Appt. only</b> Located on 2nd floor of the Community Bank Building.	\$17.50	Cashier's Checks Checks Money Orders Debit Card MasterCard Visa
<b>Glendale</b> LSID BJ1 LSID BK1 City of Glendale 140 North Isabel St Glendale, CA 91206 Contact: (818) 550-4700	M & F (8am-5pm) <b>Wlk or Appt.</b> T,W,Th (8am-8pm) <b>Wlk or Appt.</b> Mobile LiveScan Services also E-mail address: <a href="mailto:COGLivescan@ci.glendale.ca.us">COGLivescan@ci.glendale.ca.us</a>	\$20.00- \$25.00	Cash Cashier's Checks Checks Credit Cards (Visa, Master Card, American Express) Money Orders

10) Getting your DEA #: This is a separate application so that you can write for narcotics; you don't NEED it in order to be a licensed physician. While some people get this application started when they do their state license, most people wait until after they have been issued the state license number (since it is needed on the DEA application). So, if you want to get a DEA # you need to complete Form 224, an online application at the following site:

<https://www.dea diversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp>

The following website has good instructions on completing this form:

[http://meded.ucsd.edu/gme/housestaff/licensure\\_and\\_registration/dea\\_instructions/](http://meded.ucsd.edu/gme/housestaff/licensure_and_registration/dea_instructions/)

Follow these instructions, except for the part about exemption. Do not check the "CERTIFICATION FOR FEE EXEMPTION - Government Only". This is for residents working at county or State Hospitals. The application costs \$390, good for 3 years. Of note, you do not have to have your medical license to apply for your DEA #--just indicate in the proper place that your license is pending. Before issuing you your actual DEA#, they will require a copy of your CA License, which you can send to them after you get it. But again, most people wait until after they have been issued the state license number (since it is needed on the DEA application) to avoid the back and forth with the DEA. Make sure to check all schedules II-V, you do NOT need order forms...they will be provided by your program. Choose N/A under State Controlled Substance License.

### Miscellaneous Stuff

--FCVC application--IGNORE IT. This is a service that will compile all of your license application material for you, and then forwards it to the medical board. Although this sounds appealing, you still have to do a ton of work to complete their application. It costs \$250, and it puts another layer of bureaucracy in the process--exactly what you don't need.

--Official undergraduate transcripts from all institutions attended – this used to be a requirement, but according to page 5 of the current instructions, these are no longer necessary unless you graduated from a medical school outside of the US/Canada.