



# OSTEOPATHIC PHYSICIAN AND SURGEON'S INITIAL CERTIFICATE

## (CHECKLIST)

### APPLICATION CHECKLIST

Listed below are the minimum application materials and supporting documentation required for a medical school graduate to obtain a P&S License. This list is not all-inclusive as additional items may be necessary based on responses provided on the application or information obtained from other entities.

**You are required to submit the following items:**

### Application, Fees, Fingerprints, and Explanations

#### Application for Physician's and Surgeon's License, [OMB. 25](#), & [OMB. 26](#)

When submitting your application online using the [BreEZe Online Services](#), each page of the online application will time out after approximately 15 minutes. This application requires you to provide detailed information. To help with the completion of the application, review the "Application Preparation" section of this document to complete each page within the 15-minute time limit, otherwise the system will time out and you will lose your information.

**PLEASE NOTE: The review of your application will not commence until the Board receives the Attestation and Release of Information Form ([OMB. 26](#)) by [email](#)/mail.**

Your P&S Certificate will be issued using your full legal name including middle name or initial and/or suffix. Once your license is issued, you may apply for a Fictitious Name Permit if you choose to practice medicine in California using another name. If you have used multiple variations of your name in the past, you may choose to attach a copy of a current government issued photographic identification (e.g., driver's license, alien registration, passport, etc.) with your application so the review process is not delayed.

If you have changed your name legally in the past, attach a copy of legal documents as proof of name change (e.g., Certified Court Order, Marriage Certificate, Dissolution of Marriage (Divorce), etc.).

## APPLICATION CHECKLIST (continued)

### ❖ Application, Fees, Fingerprints, and Explanations (Continued)

#### **Application & Initial License Fee - \$625.00**

You must pay the nonrefundable application and initial licensing fee (\$200 *application fee* + \$425 *initial licensing fee*) to initiate the Board's review of your documents. The receipt date is based on the acceptance of both your application and all applicable fees.

All applicants are required to pay a mandatory \$25 Steven M. Thompson fee, which is included in the initial licensing fee. [Steven M. Thompson Physician Corps Loan Repayment Program](#) encourages recently licensed physicians to practice in underserved locations in California by authorizing a plan for repayment of their educational loans, up to \$105,000, in exchange for their service in a designated underserved area for a minimum of three years.

The application & initial license fee may be waived if you are applying as a spouse of or are in a domestic partnership or other legal union with, an active-duty member of the United States military. You will be required to pay the \$25 fee for the Steven M. Thompson Physician Corps Loan Repayment Program. To qualify for the fee waiver, you must submit the required supporting documents.

When applying online through BreEZe, you will be required to pay all required fees, including the initial license fee.

#### **Fingerprints: Live Scan Form (CA Only) - OR - Two (2) Fingerprint Cards**

##### **LiveScan**

If you reside in California, you must complete the electronic Live Scan fingerprint process. You will need to download and use the "[Request for Live Scan Service](#)" form from the Board's website. You may mail or upload a copy of the completed form with your application. Please list the following information on your Live Scan form to ensure that the Board receives your completed background clearance

##### **Fingerprint Cards ([packet inserts](#))**

If you reside outside of California, you must submit two completed fingerprint cards or have your electronic fingerprints completed at a California Live Scan facility. The Board will mail you a fingerprint card packet upon receipt of request via [email](#). When submitting your request please provide a mailing address where you wish the fingerprint cards to be mailed. the Board receives your application and appropriate processing fee; however, you must complete all personal data on the fingerprint cards, and personally transmit them to DOJ.

The Board must receive the Criminal Records Check from both the California Department of Justice and the Federal Bureau of Investigation prior to the issuance of a P&S license.

## APPLICATION CHECKLIST (continued)

### ❖ Application, Fees, Fingerprints, and Explanations (Continued)

#### Photographs

You are required to obtain and affix one (1) recent 2"X 2" (approximate size) passport quality photograph to the following documents.

- One photo must be affixed to your Attestation and Release of Information Form ([OMB. 26](#))
- Please also upload a copy as an attachment at the time of application submission

#### Osteopathic Medical School Diploma

You must remit a copy of your medical school diploma that is legible and shows all seals and signatures. You may either attach a copy at time of application submission online or request that your osteopathic colleges transmit a copy to the office on your behalf.

#### Explanation for Application Question, **Form OMB. EXP** (If applicable)

You may use this form to provide a detailed written explanation for a "Yes" response to a question on the Board's application. Please upload a separate OMB. EXP for each question where a "Yes" response was indicated.

Please include your written explanation as an attachment in BreEZe when submitting your application.

## PRIMARY SOURCE DOCUMENTS

You must contact the appropriate entity to request they submit the documents below directly to the Board.

**The Board will NOT accept the following documents if they are submitted by you.**

#### **Official Examination Scores from the appropriate examination entity:**

Applicants must contact the National Board of Osteopathic Medical Examiners, Inc. (NBOME) to request that a certified copy of their COMLEX-USA exam scores (Parts I-III) be sent directly to the Board.

#### OTHER ACCEPTABLE EXAMINATIONS

- NBOME Parts I-II and Federation Licensing Examination (FLEX) administered prior to Dec 31, 1993 may be substituted for Part III of the NBOME COMLEX-USA exam OR
- A State Written Examination shall be considered on a case-by-case basis. The applicant must hold a current, unrestricted license to practice osteopathic medicine in that state.  
OR

## APPLICATION CHECKLIST (continued)

### ❖ Primary Source Documents (Continued)

- The Comprehensive Osteopathic Medical Variable Purpose Examination (COMVEX) is acceptable in lieu of a State Written Examination (see above). **NOTE: SPEX (Special Purpose Examination) is no longer accepted.**

**Each examination agency must submit an official examination history report directly to the Board to be acceptable.** You must request the examination history from the appropriate examination agency's websites listed below:

**NBOME (COMLEX/COMVEX)** - <https://www.nbome.org/>

**FLEX** – <https://www.fsmb.org/transcripts/> (The Board will only accept electronic submission of the Transcript of Scores.)

#### **Out of State License Verifications:**

Applicants with full-unrestricted licenses in other states must submit license verifications for all licenses, regardless of whether they are active or expired. Applicants must contact the state boards in which they are licensed and request that a verification be sent directly to the OMBC. Verifications may be emailed as long as they are sent directly to the OMBC by the out \_\_\_\_\_ of \_\_\_\_\_ state \_\_\_\_\_ agency.

The Board shall determine that no disciplinary action has been taken against the applicant by any medical licensing authority or that the applicant has not been subject to adverse judgments or settlements resulting from the practice of medicine, which the Board determines constitutes evidence of a pattern of negligence or incompetence.

#### **Official Medical School Transcript**

An official medical school transcript is required from each medical school attended. The Transcript must be prepared on the university letterhead affixed with the signature of the dean or registrar and the medical school seal, documenting all the basic science and clinical courses completed during the medical curriculum. **The medical school must submit the transcript directly to the Board either via email: [OMBC.Applications@dca.ca.gov](mailto:OMBC.Applications@dca.ca.gov) or to the Board's physician address to be acceptable.**

#### **Certification of Completion of AOA or ACGME Postgraduate Training**

Applicants must download the Certification of Completion of AOA or ACGME Postgraduate Training ([OMB. 25](#)) and send it to their postgraduate training program to be completed by the Program Director. **The training program must sign, affix a program seal, and submit the original directly to the Board either via email: [OMBC.Applications@dca.ca.gov](mailto:OMBC.Applications@dca.ca.gov) or to the Board's physician address to be acceptable.**

## APPLICATION CHECKLIST (continued)

### ❖ Primary Source Documents (Continued)

**This form cannot be completed until after the completion of the required training credit; forms pre-dating the completion date will not be accepted.**

- Effective January 1, 2022, all applicants will need to submit proof of completion of at least 12 months of postgraduate training credit, to be eligible for licensure.
  - A postgraduate training form ([OMB. 25](#)) verifying completion of the 12 months of training credit must be submitted by the training program when applying.
  - After the completion of the 36 months, the program must submit a second (OMB. 25) form certifying completion of 36 months (24 months in the same training program).
- Postgraduate training credit is only accepted from training programs that are accredited by the American Osteopathic Association (AOA) or American College of Graduate Medical Education (ACGME).
- For applicants who have participated in more than one postgraduate training program, each postgraduate training program you have attended must complete this form.
- Applicants that hold an active, unrestricted, license in another state only need to demonstrate completion of 12 months of postgraduate training credit.
- Applicants who have completed their first year of postgraduate training prior to 1990 are only required to submit a copy of their internship certificate.
- If your postgraduate training program is no longer open, you must contact the American Osteopathic Association (AOA) and request that a Physician Profile Report be submitted to the Board.