



## OSTEOPATHIC POSTGRADUATE TRAINING LICENSE

### (APPLICATION CHECKLIST)

#### APPLICATION CHECKLIST

Listed below are the minimum application materials and supporting documentation required for a medical school graduate to obtain a Postgraduate Training License (PTL). 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 Postgraduate Training License: [OMB. 23](#) & [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 to the Board.**

Your PTL will be issued using your full legal name including middle name or initial and/or suffix. 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 & Initial License Fee - \$491.00**

You must pay the nonrefundable application and initial licensing fee of \$491 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.

## APPLICATION CHECKLIST (continued)

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

The application 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. To qualify for the fee waiver, you must submit the required supporting documents.

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

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 PTL.

##### **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 upload a copy of the completed form with your online application when applying.

**Note:** Applicants residing outside of California may complete the Live Scan process, however, the fingerprint process must be completed at a California Live Scan facility.

##### **Fingerprint Card FD-258** ([packet inserts](#))

If you reside outside of California, you must have your prints completed on the two (2) fingerprint cards provided by the Board. **Please request delivery of a fingerprint card packet via email.** When submitting your request please provide a mailing address where you wish the fingerprint cards to be mailed. You must complete all personal data on the fingerprint cards and personally transmit one (1) card to DOJ accompanied with your payment of \$49.

##### **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.

## APPLICATION CHECKLIST (continued)

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

#### 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. A separate Form EXP is required for each question and must be attached when during the completion of your online 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-II) be sent directly to the Board.

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

#### 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 through an approved online service or by mail to be acceptable.***

#### Postgraduate Training License Enrollment Form ([OMB. 23](#))

Proof of enrollment in a California AOA or ACGME accredited postgraduate training program is required. Complete the applicant information and submit the form to the current training program for completion.

The current program director or the DIO must provide all required information and responses on the form, sign and date the form, and affix with the program seal. The Board will accept electronic transmittal of the form by the GME office; however, it must be [emailed](#) by the signatory or an authorized representative of the signatory to be accepted.

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

**Note:** If you move, transfer to another program, are terminated, resign, or take a leave of absence resulting in a change to your anticipated program completion date, the program director or the DIO must submit a Postgraduate Training Program Update Form ([OMB. 24](#))