

California Medical Licensing Tips

Office of Graduate Medical Education
University of California, San Francisco

- ❖ Begin the licensing process at least 6 to 9 months prior to the date you actually need your license.
- ❖ Submit the initial licensing application (L1A - L1E) and the processing fee (\$498) as soon as you can. This will speed up the processing of your application and documents.
- ❖ All documentation sent to the Medical Board should be done through Fed Ex or UPS. Do not sent things through regular mail.
- ❖ We recommend making both license payments (\$493 processing fee and \$402.50 reduced licensing fee) at the same time with a credit card on the Medical Board's website (<http://www.medbd.ca.gov/>). Be sure to attach the receipt to the application (L1A - L1E) when you send it in.
- ❖ Complete all documentation clearly, legibly, and accurately.
- ❖ Once you have completed your application, send it in immediately. The Board occasionally updates their forms and will not accept old versions of the paperwork.
- ❖ Do not use your home address on the application or other licensing forms. The address you use will be posted on the Medical Board website and can be accessed by patients. Use your program address.
- ❖ Do not send all documents to the Medical Board at the same time...submit them as they are ready.
- ❖ Have your fingerprints done very early in the process. Any problems with the processing of your fingerprints may delay the issue of your license by several months.
- ❖ Your license is valid for two birthdays and expires on the last day of your birth month. The length of the initial license varies from 13 to 24 months depending upon when the license is granted. Obtaining your license during your birth month gives you a full 24 months before renewal.
 - DO NOT WAIT UNTIL YOUR BIRTH MONTH TO SEND IN YOUR PAPERWORK. If you want your license issued during your birth month, send in everything, including the final licensing fee. Attach a note to the final check requesting that the Board wait until the appropriate month to issue your license.
- ❖ To obtain your USMLE transcripts you may either request them by mail or the web. The cost is the same, but if you request by mail you can ask for a copy to be sent to you as well. If you use the web, copies can only be sent to official licensing entities. However, the paper version must be notarized. <http://www.fsmb.org/transcripts.html>
- ❖ Do not request your USMLE transcripts until you have taken and passed Step 3. If you request them before you have passed the exam, the Federation of State Medical Boards will send only what they have on record (Step 1 and Step 2).
- ❖ Please contact Amy Day, Manager, Resident and Fellow Affairs, Office of Graduate Medical Education, if you have any questions or concerns: daya@medsch.ucsf.edu or (415) 514-0146.