

PHYSICIAN LICENSING Checklist



IMLC State?

NO

Cost

\$491

Avg.
Timeline

8-10 months

Renewal
Frequency

Biennially

DOCUMENTS TO PROVIDE

- ☐ **2X2 Photo**
 - Attach to your application.
- ☐ **Fingerprint Forms (FD258)**
 - 2 copies of the Form FD258
- ☐ **ECFMG CERTIFICATION (if applicable)**
 - Submit electronically via [ECFMG Portal](#).
- ☐ **Official Exam Scores**
 - Request from [USMLE](#), [FLEX/NBME](#), or [LMCC](#).
- ☐ **Medical Education Documents**
 - Certificate of Medical Education: Download [PS-MED Form](#).
 - Postgraduate Training Certificate: Download [PTA-PTB Form](#).
 - Transcript, Diploma, and Certificates: Submit via the [DOCS Portal](#).
- ☐ **License Verification**
 - Request official verification from all states where you hold/held a license.
- ☐ **Timeline of Activities (Form TOA)**
 - Download [TOA Form](#).

TASKS TO COMPLETE

- ☐ **Apply Online**
 - Complete your application via the [BreEZe Portal](#).
- ☐ **Complete Fingerprinting**
 - Submit fingerprints per California requirements (Fingerprint Guide).
- ☐ **Request ECFMG Certification Submission**
 - Submit electronically via [ECFMG Portal](#).
- ☐ **Send Official Exam Scores**
 - Request from [USMLE](#), [FLEX/NBME](#), or [LMCC](#).
- ☐ **Submit Medical Education Documents**
 - Upload via the [DOCS Portal](#).
- ☐ **Request License Verifications**
 - Contact state boards to send verification directly to the CA Medical Board.
- ☐ **Submit Timeline of Activities Form**
 - Upload completed [TOA Form](#).
- ☐ **Follow Up Weekly**
 - Call the CA Medical Board at 800-633-2322.