

April 1, 2025

MEDICAL TRAINING LICENSE RENEWAL NOTICE

Dear MTL Licensee:

The 2025 renewal cycle is now live! We wanted to provide you with some important updates for this renewal year. The Board of Medicine will exclusively accept renewals via the online renewal system (<https://dohlicenseinfo.secure.force.com/dchealthrenewals/>) and will only issue digital licenses.

As a reminder, **all Medical Training Licenses will expire on June 30, 2025. Any licensee who fails to renew their license before the expiration date but continues to engage in the practice of medicine will be subject to disciplinary action by the Board of Medicine.** Submission of an application does not mean that an applicant can begin to practice without the proper approvals.

As of April 1, 2023, all applicants must complete a new criminal background check (CBC) for every application type (initial, renewal, endorsement, reinstatement, and reactivation), regardless of the date of submission or any prior CBC. CBCs for renewal applications will utilize the name search process. Name search results traditionally are available within 5-7 business days of submission; however, some “positive” results will require additional review. Applicants submitting an application and initiating a CBC in the last week of renewal may not receive approval before the expiration date.

Please complete the renewal process as soon as possible to avoid any potential delays in your license renewal. The deadline for renewal is June 30, 2025. A late fee of \$85 will be assessed from July 1 to August 31, 2025. No renewal applications will be accepted after August 31, 2025. To prevent delays in processing applications, we require all questions to go through your GME office, which will then reach out to the Board of Medicine staff for follow-up.

Our team looks forward to making your 2025 renewal a pleasant experience for you.

Sincerely,

District of Columbia Board of Medicine