DC | HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Health Systems & Preparedness Administration

MEDICAL TRAINING LICENSE

Frequently Asked Questions (FAQs)

Q. What is a Medical Training License (MTL)?

A. An MTL is a limited medical license issued only to postgraduate physicians for one year. It is limited because the person holding an MTL can practice medicine only within the postgraduate training program.

Q. What are the Medical Training License applicant classifications?

A. The following classifications are currently in place:

- Type I(A) are qualifying applicants that are U.S. or Canadian medical school-trained postgraduate physicians.
- Type I(B) are qualifying applicants that are foreign trained postgraduate physicians enrolled in a postgraduate clinical training residency program.
- Type II are qualifying applicants that are foreign-trained physicians participating in an Accreditation Council for Graduate Medical Education (ACGME), American Osteopathic Association (AOA), or Board approved postgraduate clinical training fellowship program.

Q. What happens if you have not been issued a Social Security Number?

A. Individuals can submit a Social Security Affidavit. The Affidavit can be found at https://dchealth.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/SSN%20Affidavit.pdf The Affidavit is valid for one (1) year from the date of acceptance.

Q. How does the Medical Training License (MTL) differ from medical training registration (MTR)?

A. Medical training registrations are only issued to individuals in a residency or fellowship program outside of the District of Columbia participating in a rotation within a postgraduate clinical training residency program in the District of Columbia for no more than 120 days. Federally employed physicians at Walter Reed or NIH may be eligible for a longer MTR.

Q. When does the renewal begin?

A. Renewal period typically begins April 1st

Q. When is the deadline to renew?

A. The deadline is June 30th

Q. Can I renew after the June 30th deadline?

A. Yes. A late renewal period starts upon the license's expiration date on June 30th and is available until August 29th. You will be charged an additional late fee of $25.00 if the license is renewed during the late renewal period. Also, you may not practice if your license expires. The practice of medicine without an active license is a violation of the law and may lead to disciplinary or criminal actions.

Q. How much does the initial license cost?

A. $150. This fee includes a $50.00 fee for the criminal background check.

Q. How much does it cost to renew?

A. $105. This fee includes a $50.00 fee for the name search criminal background check. An additional $25.00 fee is applied to all late renewals.

Q. Can I still practice with an expired license?

A. No. Any individual who fails to renew their license before the expiration date and continues to engage in the practice of medicine will be subject to disciplinary action by the Board of Medicine.

Q. How long does the renewal process take?

A. Processing renewal may take several weeks while we wait for the criminal background check results and address any issues in the application. We encourage all licensees to complete the renewal process as soon as possible to avoid any potential delays.

Q. How do I apply for renewal?

A. Using the recommended browsers, Google or Firefox, you can access the online renewal portal at https://dohenterprise.my.site.com/ver/s/. **Do not** use Microsoft Edge, Safari, or Internet Explorer browsers. Please ensure you use and remember the email address that you want to receive communications from the Board of Medicine.

Q. Are you accepting paper applications?

A. No. We no longer accept paper applications.

Q. What form of payment do you accept?

A. We accept Visa or Mastercard only.

Q. Are my fees refundable?

A. DC Health fees are non-refundable. CBC fees may be refunded if the CBC has not been processed.

Q. Do I Login or Sign up?

A. **Returning Users**: Click the "Login" button and enter your User ID (email address) and Password.

New Users: Sign up and create a profile.

Q. I am having problems logging in or signing up, who do I contact?

A. Contact our technical support department and create a case at https://dohlicenseinfo.secure.force.com/support/ and please email dcbomed@dc.gov for follow-up. You will receive a response in 48 hours.

Q. I don't know my license number. Where can I find it?

A. You can search for your license number using your first and last name or Social Security Number on the license verification site at https://doh.force.com/ver/s/.

Q. What documents do I need to renew?

A. Be prepared to upload name change documents, and any/all explanations if you answer "**yes**" to any of the applicable screening questions. A checklist of the required items is available at https://dchealth.dc.gov/node/290422.

Q. How do I submit a name change?

A. You can update your name as a part of the renewal process. Be prepared to upload a marriage certificate, divorce decree, or pertinent court orders.

Q. I answered "yes" to a screening question. Will my renewal be denied?

A. The Board of Medicine (the Board) will determine your renewal status after reviewing your answers and submissions comprehensively. You will be notified by email if additional information is required.

Q. How will I know that my renewal has been processed?

A. Once you have successfully applied for renewal, you will either receive:
(1) An email from the Board with a **printable certificate** detailing effective dates and expiration; or
(2) An email stating that your application is on hold for further review by the Board.

Q. My license was renewed, but I did not receive a copy of the license. Who do I contact?

A. Before contacting the Board, please check your spam or junk folder for an email from dchealth.licensing@dc.gov with the subject "DC Health License Copy". If it is not there, please email dcbomed@dc.gov.

Q. My renewal application is on hold. When will it be renewed?

A. If your application has been on hold for more than 14 business days since the date of submission, please email dcbomed@dc.gov.. You will receive a response within 48 hours.

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