

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. 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.

Q. When does the renewal begin?

A. The 2023 renewal period begins April 3, 2023.

Q. When is the deadline to renew?

A. The deadline is June 30, 2023.

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

A. Yes. A late renewal period starts upon the license's expiration date on June 30, 2023 and is available until August 29, 2023. You will be charged an additional late fee of \$85.00 if the license is renewed during the late renewal period. Also, you may not practice once your license has expired until your MTL has been renewed.

Q. How much does the initial license cost?

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

Q. How much does it cost to renew?

A. \$100. This fee includes a \$50.00 fee for the name search criminal background check. An additional \$85.00 fee is applied to all late renewals.

Q. Can I still practice with an expired license?

A. No. Any individuals who fail to renew their license before the expiration date and continue 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 hold placed on the renewal. 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://doh.force.com/dchealthrenewals/s/portal-page>. **Do not** use the browsers Microsoft Edge, Safari, or Internet Explorer. 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. 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/>. 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 dchealth.licensing@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 7 business days since the date of application, create a case on <https://dohlicenseinfo.secure.force.com/support> to get an update on the status. You will receive a response within 48 hours.