



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES  
HARBOR-UCLA MEDICAL CENTER

**SUBJECT:** RESIDENT PHYSICIAN LICENSES

**POLICY NO.** 602

<b>CATEGORY:</b> Medical Staff	<b>EFFECTIVE DATE:</b> 7/86
<b>POLICY CONTACT:</b> Darrell Harrington, MD	<b>UPDATE/REVISION DATE:</b>
<b>REVIEWED BY COMMITTEE(S):</b> Professional Staff Association Review	

**PURPOSE:**

The Medical Board of California requires that residents enrolled in a California ACGME-accredited residency program, and have not received either 12-months credit (U.S. or Canadian medical school graduates) or 24-months credit (international medical school graduates) of Board-approved postgraduate training have 180 days from the start of their training to obtain a Program Training License (PTL). Residents who have received 12-months credit (U.S. or Canadian medical school graduates) or 24-months credit (international medical school graduates) of Board-approved postgraduate training are eligible to apply for a Physicians & Surgeon’s (P&S) license and must obtain one by the expiration of their PTL.

**POLICY:**

Harbor-UCLA Medical Center requires all residents who have not received 12-months credit (U.S. or Canadian medical school graduates) or 24-months credit (international medical school graduates) to obtain a PTL or residents who have received the aforementioned credits to have a P&S license by the time their PTL expires. A copy of the resident’s California medical license must be on file in the Office of Graduate Medical Education in order to allow employment as a GY-1 and above. Failure to be licensed by the 180<sup>th</sup> day of the GY-1 year will automatically cause an interruption in the continuation of training and suspension of employment without pay until a valid license is obtained, or the resident’s employment is terminated at the discretion of the program director. Failure to obtain a P&S license by the time the PTL expires will automatically cause an interruption in the continuation of training and suspension of employment without pay until a valid license is obtained, or the resident’s employment is terminated at the discretion of the program director.

**Renewal of California Medical License**

Resident Physicians at the GY-1 through GY-7 year levels must have a valid California medical license at all times and it must be renewed promptly. If a license has expired, evidence of renewal must be presented before the resident may continue training. Failure to have a valid California medical license will result in suspension of employment without pay until a valid license is obtained.

---

**REVISED:** 8/89, 11/98, 3/00, 2/05, 2/09, 2/14, 6/17, 10/22

**REVIEWED:** 9/86, 8/89, 10/92, 2/96, 10/98, 2/06, 2/09, 2/14, 6/17, 10/22

**APPROVED BY:** \_\_\_\_\_

**Anish Mahajan, MD**  
Chief Executive Officer  
Chief Medical Officer

\_\_\_\_\_  
**Griselda Gutierrez, MD**  
Associate Chief Medical Officer

\_\_\_\_\_  
**Jason Black, MBA, DNP, RN**  
Chief Nursing Officer



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES  
HARBOR-UCLA MEDICAL CENTER

**SUBJECT:** RESIDENT PHYSICIAN LICENSES

**POLICY NO.** 602

**Drug Enforcement Administration (DEA) Registration**

Unless the Medical Center's Medical Director issues a specific written exemption, licensed residents are required to obtain and use their assigned DEA registration number. A copy of this DEA certificate must be on file in the Office of Graduate Medical Education and the appropriate departmental office. Effective July 1, 1996, all residents (GY-3 and above) must present documentation that they have applied for or possess a current DEA registration. Failure to do so will result in suspension of employment without pay until the deficiency is corrected.

**PROCEDURE:**

**A. Resident Responsibilities**

1. The resident shall provide the Graduate Medical Education office with a copy of his/her California medical license and DEA certificate. Alternatively, the resident may submit a copy of his/her California medical license and DEA certificate to their respective program coordinator who shall upload the document into the resident's dossier located on the institution's residency management system.

**B. Graduate Medical Education Office Responsibilities**

1. The Graduate Medical Education Office shall:
  - a. Maintain a record for each resident. This record may be in electronic format.
  - b. Monthly, notify training programs of residents' license, including PTLs, and DEA numbers by expiration dates in advance of expiration.
  - c. Annually, distribute [including electronic distribution] to each Residency program director a copy of the current Medical Center policy on Physician Licenses.

Reviewed and approved by:  
Medical Executive Committee 10/2022

A handwritten signature in cursive script that reads "Beverley A. Petrie".

---

Beverley A. Petrie, M.D.  
President, Professional Staff Association