



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

Responsible University Official: Associate Dean for Graduate  
Medical Education, DIO  
Responsible Office: SMHS Office of GME  
Most recent revision:

## **RESIDENT LICENSURE POLICY**

### **Policy Statement**

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Residents and Fellows have the responsibility for familiarizing themselves with the physician licensure requirements of the District of Columbia and the Commonwealth of Virginia and for obtaining required medical licenses. All GW trainees are required to obtain either a DC Medical Training License (MTL) or a full medical license in the District of Columbia according to the rules and regulations of the DC Department of Health; trainees rotating to affiliate sites in Virginia are required to obtain a Virginia medical training license.

### **Who Needs to Know This Policy**

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All Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs sponsored by the GW School of Medicine and Health Sciences (SMHS)

### **Policy Contact**

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Associate Dean for Graduate Medical Education, DIO

### **Who Approved This Policy**

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Graduate Medical Education Committee (GMEC)

### **History/Revision Dates**

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Effective Date: September 21, 1992  
Revised: April 17, 2000  
Revised and approved by GMEC: Feb. 24, 2003  
Revised and approved by GMEC: March 28, 2004  
Revised and approved by GMEC: Jan. 23, 2006  
Revised and approved by GMEC : March 17, 2014  
Revised and approved by GMEC: January 22, 2018

## Requirements

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### DISTRICT OF COLUMBIA

#### **Residents:**

All residents must apply for and hold an “active” Medical Training License (MTL) in the District of Columbia before the start date on the initial residency contract.

- As part of the application process, residents must complete a criminal background check according to the instructions on the DC Board of Medicine’s website.
- New residents must upload a copy of the MTL application and all attached documents to MedHub so that the Director of GME can complete the GME attestation.
- Instructions and the application for applying for the Medical Training License, New Application, can be found at this site: <http://doh.dc.gov/node/290442>
- The MTL is valid for the term of the academic year only; residents must renew the MTL online every year during the DC MTL renewal period, typically beginning in March of every year, and upload a copy of the survey questions to MedHub.

#### **Fellows:**

All fellows must obtain a full medical license in the District of Columbia before the start date on the initial fellowship contract.

- As part of the application process, fellows must complete a criminal background check according to the instructions on the DC Board of Medicine’s website.
- A copy of the DC medical license must be uploaded to the MedHub site on or before the first day of orientation.
- Instructions and the application for applying for the full DC Medical License can be found at this site: <http://doh.dc.gov/node/120782>
- DC Full Medical Licenses expire on December 31st of every even year; fellows must renew their licenses and upload a copy of the new license to MedHub before the expiration date.

#### **Exceptions:**

- Fellows who are foreign medical graduates and have not completed 3 years accredited training in the U.S. are ineligible for a full D.C. license and must apply for the MTL. Fellows applying for the MTL must have completed USMLE Steps 1, 2CK, 2CS and 3.

#### **Reimbursement:**

- The GME Office will reimburse residents for the cost of the initial MTL and renewals and for the cost of the criminal background check if proof of payment is submitted within 60 days of the date of the application.
- The GME Office will reimburse fellows for the cost of new licenses and renewals and for the cost of the criminal background check if proof of payment is submitted within 60 days of the date of the application.
- **The Office of Graduate Medical Education will not pay for expenses incurred for substantiating documentation to accompany the licensure application; i.e., Board**

**scores and transcripts, nor will it pay for fines assessed by the regulatory boards for failure to timely apply for and obtain licensure.**

- Residents who are not required by law to obtain a full D.C. medical license are permitted to apply for licensure in the District of Columbia or elsewhere; however, they will not receive reimbursement from the Office of Graduate Medical Education. Exceptions may be requested by Program Directors for individuals who may need licensure in order to comply with hospital or departmental requirements. Such requests will be evaluated by the Director of Graduate Medical Education and, if deemed appropriate, granted based on availability of funds.

**VIRGINIA:**

- Virginia law requires residents rotating to affiliated institutions in Virginia to obtain a Virginia training license. Applications for Virginia training licenses must be completed by the resident and **submitted to the appropriate state medical board by the Office of Graduate Medical Education**. These licenses must be renewed every year.
- The cost of the Virginia training licenses and renewals will be paid directly by the Office of Graduate Medical Education if applications are submitted at least two months prior to the rotation.
- Residents who submit applications for training licenses less than two months prior to the start of a rotation in Virginia are required to include a personal check for the cost of the license with the application. The GME Office will file a claim for reimbursement with University Accounting on behalf of the resident if the resident submits proof of payment to the GME Office.

**OTHER JURISDICTIONS:**

- Residents on approved elective rotations in jurisdictions requiring a license are responsible for obtaining the license and for all associated costs.