

DC Medical Training License & Registrant Instructions For NCC Residents and Fellows

All unlicensed residents performing a clinical rotation at a DC facility for 90 days or more during the AY, and all licensed residents and fellows, performing rotations at a DC facility, regardless of the length of the rotation, must obtain a Medical Training License (MTL) through the DC Department of Health. The application form and instruction package is available online. All applicants must complete the application form and submit all required documents, along with a check payable to the DC Treasurer, prior to the start date of the academic year in which the trainee will perform the DC rotation. (See pg. 3 for “Important Dates”) All new applicants must also undergo a criminal background check (CBC) to include fingerprinting.

The NCC will fund all MTL license application and CBC fees. The cost for new MTL applications is \$100, and the fee for a renewal MTL is \$50. There is also a fee for the CBC, which is based on the trainee’s place of residence. Late fees will also be applied.

Payment requests are typically submitted by the resident’s program coordinator. Trainees **will not** be reimbursed by the GME Office for MTL and CBC fees paid out-of-pocket so please ensure advance payment requests are submitted timely. The NCC GME Office will notify the trainee’s program coordinator when the checks are ready for pick up.

The NCC GME Office must also maintain a database of all trainees rotating to DC facilities, and this information must be provided by each program prior to the specified date (See pg. 3 for “Important Dates”) The NCC GME Office will then submit to each individual facility’s GME Office, a spreadsheet of all NCC rotators scheduled for rotations at their facility, along with the attestation form, that will be forwarded to the DC Board of Medicine.

Before going to the DC Board of Medicine site, here are a few things trainees should know:

Application Instructions:

1. The application form is a fillable PDF form. Trainees are required to answer all questions on the form. The trainee may fill out the form online but then he or she must print, sign and mail the original hardcopy, along with the requested documents, including photos and license fee, to the DC Board of Medicine. A copy must also be sent to the NCC GME Office via gmetransactionrequests@usuhs.edu along with the request for payment so that we can complete the required attestation form.
2. The application packet must be submitted to the Board of Medicine **prior to the start date of the academic year** in which the trainee will perform the outside rotation. A copy must also be sent to the GME Office as stated above. The MTL is good for the upcoming academic year and must be renewed each year.

3. A checklist for the supporting documents is included in the instructions from the Board, but below is clarification for some specific items:
 - Hospital Acceptance Letter/Confirmation – this may be a copy of the trainee’s signed military GME contract or NCC Training Agreement.
 - Medical School Transcripts, USMLE Steps 1, 2CK and 2CS or COMLEX Parts 1 and 2 – trainees may submit copies of these documents.
 - Please see the instructions for other forms that must be submitted.
4. Application and instructions can be found at the following website:
<http://doh.dc.gov/service/postgraduate-physician-medical-training-license>
5. Trainees are encouraged to read all DC MTL instructions BEFORE completing the application form.
6. Trainees must undergo a criminal background check as part of the application process. The website for the criminal background check is listed on the application in Section 1B. The CBC fingerprinting is done by Morpho Trust (Formerly L1 Enrollment). Trainees who try to register on line for an appointment will be asked to provide a personal e-check or a credit card. This is not an option – trainees cannot be reimbursed. BUT the trainee can schedule an appointment to visit the NCC GME Office, Ms. Sha-Ron Nimmons (301-295-3445) or Ms. Michelle Jackson (301-295-0861) and they will pay the fee using the NCC government purchase card. To find out the cost of the specific CBC fee, which is based on the trainee’s place of residence, trainees can call 1-877-783-4187. Trainees must then go to the DC DOH (Department of Health) directly for fingerprinting. The DC DOH is located at:

899 North Capital Street,
NE Lobby Level
Washington, DC 20002
Monday-Friday, 0900 – 1500
7. Unlicensed trainees rotating for less than 90 days only need to register with the DC Health Department no more than 90 days prior to the first rotation. For subsequent rotations, the registrant only needs to call the DC Board (202-724-8799) to renew the registration. Application and instructions can be found at:
<http://doh.dc.gov/service/postgraduate-physician-medical-training-license>
8. For further information regarding support provided by the NCC GME Office for obtaining a DC MTL, trainees and program coordinators may contact:
 - a. Ms. Michelle Jackson, NCC Financial Services Specialist at (301) 295-0861; e-mail: Michelle.Jackson@usuhs.edu or
 - b. Ms. Stephenye Tyler, NCC Supervisory Program Support Specialist at (301) 319-0709; email: Stephenye.Tyler@usuhs.edu

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Important Dates**

Important Dates:

1 Mar – 31 May: Application process begins

15 Mar: Email to NCC a master spreadsheet of rotating trainees at DC facilities (new and returning residents)

15 April: Email to NCC an updated master spreadsheet of rotating trainees at DC facilities (new and returning residents)

15 May: Fee requests (MTLs & CBCs) due to NCC for new residents

1 June: \$25 MTL late fee assessed for new residents (total \$125)

15 July: Fee requests due to NCC for returning residents

1 Aug: \$25 MTL late fee assessed for returning residents (total \$75)

Send fee requests to NCC at gmetransactionrequests@usuhs.edu.