



CHECKLIST OF LICENSURE REQUIREMENTS

The following requirements must be submitted prior to issuance of a Resident's License for practice within an approved residency program or a permanent license to practice podiatric medicine in California. A license will not be issued until **all** requirements are met. Practice of podiatric medicine without an appropriate license issued by the BPM is a violation of California law. **Please note: Unless otherwise indicated, all documents must be submitted directly from the academic institutions, score reporting agencies, state licensing agencies and residency program directors.**

- **Application (Form P1A-P1D).** Complete, certify and submit with photograph.
- **Two fingerprint cards or Live Scan Application** (See Live Scan Information sheet). Background clearance applications are now available on the board's website. You may also contact the Licensing coordinator to request fingerprint cards or a Live Scan application by mail.
- **Certificate of Podiatric Medical Education (Form P2) and official transcripts.** Forward this form or a copy to all colleges of podiatric medicine you have attended. The form must be completed by each college and returned directly to the BPM with official transcripts.
- **Official transcripts of premedical postsecondary education.** Request official transcripts from postsecondary institutions where premedical education was obtained to be mailed directly to the BPM from each institution. There is no form in the application package for this requirement.
- **Certificate of Endorsement by State Licensing Agency (Form P3).** Forward to licensing agencies for any state or country in which you have held a medical license. The form must be completed by each licensing agency and returned directly to the BPM.
- **Certificate of Approved Residency Training (Form P4).** This form is required for the **permanent license only**. It verifies completion of your residency training program. Forward it to your residency director for completion. It must be returned directly to the BPM from the residency director. In lieu of this form, your residency director may prepare a letter, appearing on official letterhead with original signature, verifying completion of the program, mailed directly to the BPM.

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- **Certified Score Report by the Federation of Podiatric Medical Boards (FPMB) (Form P5).** Part III score report is required for the *permanent license only*. Complete and forward to the FPMB with their processing fee and the date and location of your exam. Or you may request your Part III score report directly from the FPMB website at www.fpmb.org. Official scores for Part III must be sent directly to the BPM from the FPMB.
- **Endorsement by the National Board of Podiatric Medical Examiners (NBPME) (Form P6).** Complete and forward to the NBPME with their processing fee and the year of your graduation. Official scores for Parts I and II must be sent directly to the BPM from the NBPME.
- **Verification of enrollment in an approved residency program.** This requirement is for the *Resident's License only*. Your residency director must provide a letter, appearing on official letterhead with original signature, verifying your participation in the residency program and specifying your exact start and end dates. The letter must be mailed directly to the BPM from the residency director. There is no form in the application package for this requirement. *This is required each year of residency in order for your Resident's License to be renewed for continued participation in a residency program.*
- **Memorandum of Understanding for Approved/Candidate Status Residency Program Participation (Form P7).** This requirement is for the *Resident's License only*. Complete the appropriate side of this form and mail it with your application (Forms P1A-P1D).
- **Disciplinary databank report.** This report is required for the *permanent license only*. You must request this report directly from the FPMB website at www.fpmb.org. The report must be directly presented to the BPM from the FPMB.

Fees

For Resident's License only:

- **\$129 Resident's License fee.** This includes fees for application processing, background clearance and Resident's License.

For permanent license only:

- **\$69 application fee.** This includes fees for application processing and background clearance processing.
- **\$900 permanent license fee.** This fee is payable upon meeting all licensure requirements or at any point during the application process.