

# Licensure Policy

## Content Applies To

Mayo Clinic in Arizona, Florida and Rochester

## Scope

This policy applies to residents and fellows (collectively referred to as trainees) within the Mayo School of Graduate Medical Education (MSGME).

## Purpose

This policy clarifies the MSGME requirements for obtaining and maintaining a residency permit and/or medical license.

## Policy Statements

All trainees are required to obtain and maintain the appropriate residency permit or medical license while enrolled in MSGME. Failure to do so will result in one or more of the following:

- Delay or revocation of appointment
- Preclude advancement to the next postgraduate level
- Preclude continuation in the residency program
- Disciplinary action

## Training/Residency Permit

Trainees must obtain a residency permit or medical license in the state in which they are training to participate in a MSGME program. The training/residency permit will terminate upon issuance of a state medical license. Residency permit or licensure information is sent in the appointment letter to new trainees.

In some cases, international graduates will not be able to obtain medical licensure (e.g., unaccredited one-year fellowship). In these cases, a residency permit must be obtained in the appropriate state. Florida requires trainees in unaccredited programs to be licensed.

## Licensure Eligibility Requirements

### Graduation Requirement:

- U.S./Canadian trainees are required to graduate from an accredited medical or osteopathic school located in the United States, its territories, or Canada.
- International Medical Graduates (IMG) are required to graduate from a medical school listed in the World Directory of Medical Schools.

### Examination Requirement:

Completion of one of the following examinations:

1. United States Medical Licensure Examinations (USMLE) examination – trainees must pass each step within three (3) attempts\* each according to the following time limits:
  - a. Minnesota Board of Medical Practice requires that USMLE Step 3 be completed within five years of passing Step 2.

- b. Arizona Medical Board requires that all USMLE Steps be completed in seven years.
  - c. Florida Board of Medicine has no limit as to the number of years to complete the USMLE exams.
2. Comprehensive Osteopathic Medical Licensing Examination (COMLEX) – trainee must pass all levels within a total of six attempts.
  3. Medical Council of Canada Qualifying Examination (MCCQE) – trainees must pass Part 1 & 2.
    - a. Minnesota Board of Medical Practice accepts the MCCQE for licensure.
    - b. Arizona Medical Board will accept the MCCQE if applicant has full unrestricted licensure in another state.
    - c. Florida Board of Medicine does not accept the MCCQE for licensure.
- \* These requirements supersede state criteria for Arizona, Florida, and Minnesota regarding maximum attempts per test.

**Training Requirement:**

Satisfactory completion of clinical medical training in a program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA) or the Royal College of Physicians & Surgeons of Canada for the following timeframe:

- US/Canadian: Arizona, Florida and Minnesota - 1 year
- International Medical Graduate:
  - Arizona – 3 years
  - Florida – 2 years\*\*
  - Minnesota – 2 years

Florida Statute requires that osteopathic trainees complete an AOA approved one-year internship. If not, trainee will need to petition the Florida Board for approval of “good cause.”

\*\* Must be in the same specialty otherwise three years required.

**MSGME requires that the final licensing exams be taken as follows:**

	MSGME Deadline
US/Canadian Graduates and International Medical Graduates	By May 1st of PGY1 yr***
Trainees who have completed or are completing the required ACGME accredited training at another institution.	Exam taken and score results received prior to start date

\*\*\*Off-cycle trainees to complete requirement within first ten months of training

A trainee who has not taken the USMLE (Step 3), COMLEX (Level 3) or MCCQE (Part 2) examinations by May 1 of their PGY 1 training year will receive a Formal Written Warning of Academic Deficiency and must take the exam within six months. If the exam

is not taken within six months, the trainee will be placed on Academic Probation and will be returned to the PGY 1 stipend level.

A trainee who does not pass the USMLE (Step 3), COMLEX (Level 3) or MCCQE (Part 2) examination on the second attempt will be placed on Academic Probation and advancement to the PGY-3 stipend level will be precluded and must re-take the exam within six months. If the exam is not retaken within six months, the trainee will be placed on administrative leave until the exam is completed.

A trainee who does not pass the USMLE (Step 3) or MCCQE (Part 2) examination on the third attempt will be dismissed from the training program.

A trainee who does not pass the COMLEX (Level 3) within the six attempts allowed to pass all levels will be dismissed from the training program.

### **Additional Information about Licensure and USMLE**

- Trainees are responsible for paying their initial licensure and federal Drug Enforcement Agency (DEA) expenses. MSGME will reimburse trainees for this expense once their licensure application is submitted, along with an expense report. Trainees are responsible for any late fees associated with license renewals and for the fee for the USMLE/COMLEX/MCCQE/EPPP examinations. A valid state medical license or residency permit is required for the entire duration of the training program.
- Trainees should confer with their program director or coordinator before scheduling USMLE/COMLEX Level III/MCCQE II. Trainees must inform the program director and MSGME licensure representative within one week if they fail the examination. The program will then develop a plan with the trainee to retake the exam which may require a leave of absence to adequately prepare.
- Individual programs may have additional licensure requirements.
- All licensed trainees must be credentialed.

### **Minnesota Dental Licensure (Rochester Campus Only)**

The Minnesota Board of Dentistry requires trainees in a graduate dental program at MSGME to obtain a full dental license prior to starting the residency program. Dental license information is sent in the appointment letter to new trainees. The Department of Oral & Maxillofacial Surgery requires that their trainees obtain a M.D. license after completion of one year of Preliminary Surgery training. Please contact the Medical Licensure and Credentialing Office for additional information.

### **For further information regarding medical licensure contact:**

Arizona: CP Medical Education office (79)2-8057  
Florida: Education Administration (78)3-0429  
Rochester: Medical Licensure & Credentialing office (77)4-2952

### **Related Documents**

- [Resident Credentialing-MSGME Policy](#)
- [Minnesota Board of Medical Practice](#)
- [Arizona Medical Board](#)
- [Florida Department of Health](#)
- [Minnesota Board of Dentistry](#)
- [Arizona Osteopathic Board](#)

- [Leave for Specialty Boards or Licensure Examinations](#)

**Approved By:**

Graduate Medical Education Committee (GMEC)

**Release Date:** 11/3/2015