Licensure Policy

Scope

Applies to residents and fellows (collectively referred to as trainees) and staff within the Mayo Clinic School of Graduate Medical Education (MCSGME) when obtaining and maintaining a residency permit and/or medical license.

Purpose

To clarify the MCSGME requirements for obtaining and maintaining a residency permit and/or medical license.

Policy

- All trainees are required to obtain and maintain the appropriate residency permit or medical license while enrolled in MCSGME. 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 MCSGME program.
 - Trainees must apply for full medical licensure immediately upon being deemed eligible per state licensure requirements.
 - The training/residency permit will terminate upon issuance of a state medical license.
- MCSGME will send residency permit or licensure information to new trainees in the appointment letter.
- In some cases, international graduates will not be able to obtain medical licensure (e.g., unaccredited one-year fellowship) and must obtain a residency permit in the appropriate state.

Graduation Requirement

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

Examination Completion Requirement

- Trainees must have completed one of the following examinations:
 - United States Medical Licensure Examinations (USMLE) examination* trainees must pass each step within three (3) attempts each according to the following time limits:

- Arizona Medical Board requires all USMLE Steps be completed in seven years.
- Florida Board of Medicine has no limit as to the number of years to complete the USMLE exams.
- Minnesota Board of Medical Practice requires USMLE Step 3 be completed within five years of passing Step 2.
- Wisconsin Board of Medical Practice requires all USMLE Steps be completed in ten years.
- * The USMLE exam requirements supersede state criteria for Arizona, Florida, Minnesota, and Wisconsin regarding maximum attempts per test.
- Comprehensive Osteopathic Medical Licensing Examination (COMLEX) trainee must pass all levels within a total of six attempts.
- Medical Council of Canada Qualifying Examination (MCCQE) trainees must pass Part 1 & 2.
 - Arizona Medical Board accepts the MCCQE if applicant has full unrestricted licensure in another state.
 - Florida Board of Medicine does not accept the MCCQE for licensure.
 - Minnesota Board of Medical Practice accepts the MCCQE for licensure.
 - Wisconsin Board of Medical Practice accepts the MCCQE for licensure if completed after January 1, 1978.

MCSGME requires that the final licensing exams be taken as follows:

	MCSGME Deadline
Residents (PGY-1) US/Canadian Graduates and International Medical Graduates	By May 1st of first MCSGME appointment training year** #
Trainees who have completed or are completing the required ACGME accredited training (or other graduate training as approved by state board requirements) at another institution.	Exam taken and score results received prior to start date
Fellows who have no prior ACGME accredited training (or other graduate training as approved by state board requirements), appointed to greater than 2 years of training in an accredited program.	By May 1st of first MCSGME appointment training year ** #

^{**}Off-cycle trainees to complete requirement within first ten months of training.

#Oral and Maxillofacial Surgery trainees must complete final licensing exam within first 10 months after medical school graduation.

Training Completion Requirement

- Trainees must have achieved 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 Minnesota, and Wisconsin 1 year
 - International Medical Graduate:
 - Arizona 3 years
 - Florida 2 years***
 - Minnesota 1 year
 - Wisconsin 1 year
- 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."

Failure to Take and/or Pass Examinations

- 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 or qualifying appointment 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 (or most recent) stipend level.
- A trainee who does not pass the USMLE (Step 3), COMPLEX (Level 3) or MCCQE (Part 2) examination on the first attempt must notify their program of score results and discuss availability of study resources.
- 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 unpaid 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.
 - MCSGME will reimburse trainees for this expense once their licensure application is submitted, along with an expense report.

^{***} Must be in the same specialty otherwise three years required.

- 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 must inform the program director and MCSGME licensure representative within one week if they fail the examination.
 - The program will then develop a plan with the trainee to retake the exam and 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)

- Residency
 - MCSGME requires trainees to obtain a full Dental License prior to starting.
- Fellowship
 - MCSGME requires trainees to obtain a full Dental License or applicable Specialty License prior to starting.
- The Department of Oral & Maxillofacial Surgery requires that their trainees obtain an M.D. license after completion of one year of Preliminary Surgery training.
- Dental license information is sent in the appointment letter to new trainees.
 Please contact the Medical Licensure and Credentialing Office for additional information.

Policy Notes

For further information regarding medical/dental 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 Procedures

N/A

Related Documents

- Arizona Medical Board
- Arizona Osteopathic Board
- Florida Department of Health
- <u>Leave Specialty Certification, Specialty Board, or Licensure Examinations</u>
 <u>Policy (MCSGME)</u>
- Minnesota Board of Dentistry
- Minnesota Board of Medical Practice
- Wisconsin Medical Examining Board (MEB)

• Credentialing Trainees Policy (MCSGME)

Definitions

N/A

References

N/A

Owner

Jamila Donnal (FLA)

Contact

Casey Crane (RST-M-P); Julie Doherty (RST-SSS); Peter Myszkowski (RST-MLS), MCSGME Operations Manager (ARZ)

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