

Licensing Policy

Scope: All residents and fellows participating in accredited University of Washington post-graduate training programs (i.e., residencies or fellowships).

Policy: Consistent with the medical staff bylaws of UW School of Medicine's participating institutions, all residents and fellows must hold an active Washington state provider license while training in a UW graduate medical education program.¹ Residents and fellows are also responsible for complying with any additional licensure requirements while participating in educational experiences outside of UW Medicine and affiliated hospitals. Likewise, trainees participating in rotations outside of Washington State must comply with the local state licensure requirements while training in a UW GME program.

The following types of licenses are available for residents and fellows in Washington State:

[Physician & Surgeon Licenses \(Allopathic\)](#) and [Fee Schedule](#):

- [Limited License](#) (Select *Application Packet for Limited Physician and Surgeon Licenses*) – Residents and fellows with less than two years of post-graduate medical training accredited by the Accreditation Council for Graduate Medical Education (ACGME) are eligible to apply for a limited license. This license permits the holder to practice medicine only in connection with his/her duties as a resident physician. Residents and fellows applying for the limited license should check '[Resident Physician](#)' on the application form.
- [Physician and Surgeon License](#) (Select *Physician Initial License Application Packet*) – Residents and fellows with two or more years of post graduate medical training accredited by the ACGME or Canadian accrediting bodies (RCPC or CFPC) and successful completion of a national licensure examination (i.e., USMLE or LMCC) are eligible to apply for a full license.

Important Note: The initial credential will expire on the practitioner's birthday. Initial credentials issued within ninety days of the practitioner's birthday do not expire until the practitioner's next birthday. *WAC 246-12-020 (3)*

Housestaff are highly encouraged to obtain full licensure once eligible, and should take into consideration the number of years left in training in the UW program and future training/practice plans in Washington State at the time of licensure application or renewal.

[Osteopathic Physician & Surgeon Application Packet](#) and [Fee Schedule](#):

- [Limited License](#) – This license is available to residents and fellows with less than one year of post-graduate training. This license permits the holder to practice medicine only in connection with his/her duties as a resident physician.
- [Full License](#) – This license is available to residents and fellows who have completed a nationally approved one-year internship program or the first year of a residency program approved by the American Osteopathic Association, the American Medical Association or by their recognized affiliate residency accrediting organizations.

¹ Residents and fellows completing programs and tracks outside of Washington state (e.g., Idaho) are required to obtain licensure in that state.

[Dental Licenses](#) and [Fee Schedule](#):

- [Limited License](#) (Select *Dental Residents Limited License Application Packet*)
- [Full License](#) (Select either *License to Practice Dentistry with Examination Application Packet* or *License to Practice Dentistry without Examination Application Packet*)

Procedures: Program administrators and the GME Office are available to assist residents and fellows with questions regarding the Washington State licensing process. However, it is the responsibility of each individual resident and fellow to obtain and maintain an active provider license at all times while training in a UW GME program. Residents and fellows are responsible for payment of all licensing fees, including those for out of state elective rotations. License fees for residents and fellows completing required rotations out of state, are the responsibility of the training program.

Initial Licenses: It is the trainee's responsibility to ensure that all required application materials – including license application, license fees, transcripts, and other supporting documentation - is submitted to the DOH, prior to commencement of training. Supporting documentation may vary by applicant due to individual differences in education and professional experience

For license applications requiring an Institution address (limited licenses), trainees may use one of two addresses: GME Office (**UW Medicine - South Lake Union, 850 Republican St., Box 358047, Seattle, WA 98109-4725**) or their training program office address (if required by program).

Trainees with a Washington State limited license who are applying for a full license must ensure they have met all eligibility requirements prior to expiration of their limited license. This includes completion of USMLE Step 3.

Renewals: Renewal forms for expiring licenses are sent out by the DOH 6-8 weeks prior to the license expiration date. However, residents and fellows are responsible for renewing their license on time even if they have not received a renewal notice.

- Limited License - Initial license issued with program start date, renewed annually
- Full License - Expires on the practitioner's birthday

License renewals may be completed via mail, in person, or online. Instructions for submitting license renewals are posted on the [License Renewals](#) page of the DOH website.

Compliance: The GME Office will provide program administrators and directors with monthly status reports for initial license applications during the spring onboarding process, which will include missing documentation required by the DOH.

For license renewals, license status alerts are emailed to residents and fellows via MedHub 60 days from license expiration, 30 days from expiration, on the license expiration date, and 15 days past the expiration date. Program directors and administrators are copied on these alerts.

As noted above, it is the responsibility of each individual resident and fellow to obtain and maintain an active provider license at all times. Failure to comply with the licensure requirements set forth in this policy may result in the trainee's removal from patient care activities until the deficiency is resolved to the satisfaction of the program and GME Office. Further information on this process may be found in the Academic & Professional Conduct Policy & Procedures.

Residents and fellows with pending initial or renewal applications delayed due to Department of Health application processing procedures will not be considered out of

compliance with this policy, and thus will not be subject to the Academic & Professional Conduct Policy & Procedures for this reason.

Change of Address:

Residents/fellows are responsible for updating their address information with the DOH in a timely manner. Updates are to be provided to the DOH using the [Address Change Form](#) available on their website.

Out of State Requirements:

As noted above, trainees participating in programs, tracks, or rotations outside of Washington State must comply with the local state licensure requirements while training in a UW GME program. Residents and fellows are responsible for ensuring that they are in compliance with state and any *site-specific* requirements before the start of their rotation. Following are the license requirements for the states in the WWAMI region:

- **Wyoming:** *Exempt from License Requirement.* “Medical students” are exempt from the state license requirements. The term “medical students” in W.S. 33-26-103 (a)(ii) includes physicians trained in an LCME or AOA accredited or board approved School of Medicine who are participating or serving in a program of clinical clerkship, internship, externship, residency or fellowship training under the supervision of a physician licensed by the Board.”
- **Alaska:** *Permit Required.* Per AS 08.64.272. Residency and Internship Permits.”(a) A person may not serve as a resident or intern without a permit issued under this section.” See Application for Resident Permit on the [Alaska State Medical Board](#) website for a link to the application form.
- **Montana:** *Temporary Certificate Required.* Montana Code 37-3-305 requires licensure for any medical practice in the state. Residents are not permitted to practice medicine in Montana in any manner without a limited temporary certificate, or medical license. See the “Rural Rotation” application on the [Montana Board of Medical Examiners](#) website for a link to the application form.
- **Idaho:** *Registration Required.* Idaho Code 54-1807 states “Each extern, intern or resident intending to commence activities in the state of Idaho which may involve activities constituting the practice of medicine, must submit a completed registration application to the Board on forms furnished by the Board and be issued a registration certificate prior to the commencement of any such activities.” See “Medical Student and Resident Application” on the on the [Applications and Other Forms](#) page on the Idaho Board of Medicine website for a link to the registration form.