

## Licensing Policy

- Scope:** All residents and fellows participating in University of Washington graduate medical education (GME) training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME) and Council on Dental Accreditation (CODA), and Senior Fellows in non-ACGME accredited programs. Residents, Fellows, and Senior Fellows are hereafter referred to as “Residents”
- Policy:** Consistent with the medical staff bylaws of UW School of Medicine’s participating institutions, all residents must hold an active Washington state provider license while training in a UW graduate medical education program.<sup>1</sup> Residents are also responsible for complying with any additional licensure requirements while participating in educational experiences outside of UW Medicine and affiliated hospitals. Likewise, residents 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 in Washington State:

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

- Physician Limited Residents 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 applying for the limited license should check ‘Resident Physician’ on the application form.
- Physician (MD): Residents with two or more years of post-graduate medical training accredited by the ACGME or Canadian accrediting bodies (RCPSC or CFPC) and successful completion of a national licensure examination (i.e., USMLE or LMCC) are eligible to apply for a full license. Individual programs may set additional requirements for a Physician license.

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

- Limited License: This license is available to residents 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 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.

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

- Limited License This license is available for residents in a dental residency program approved by the Commission on Dental Accreditation (CODA). The license shall permit the Resident dentist to provide dental care only in connection with his or her duties as a resident in a program.

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

- **Full License** This license is available to dentists who have passed one of the clinical examinations listed on application site or have completed an approved residency program in lieu of the clinical examination.

**Procedures:** Program administrators and the GME Office are available to assist residents with questions regarding the Washington State license application process. However, it is the responsibility of each individual resident to obtain and maintain an active medical license at all times while training in a UW GME program. Program administrators should notify residents on which license type is required for their specific program. Residents are responsible for payment of all licensing fees, including those for elective out of state rotations. Programs are responsible for reimbursing residents in full for any required licensure. This includes any licensing needed for required out of state rotations.

**Initial Licenses:** General documentation requirements may vary by applicant due to individual differences in education and professional experience. It is the Residents' responsibility to ensure that all required application materials and license fees are submitted to the DOH, prior to commencement of training. For license applications requiring an Institution address (limited licenses), residents should provide their Program's address. Trainees will need to submit an electronic copy of the initial medical license to the GME Office during the spring onboarding process.

Residents with a Washington State limited license who are applying for a Physician 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 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

Instructions on submitted license renewals are posted on the [License Renewals](#) page of the DOH website.

**Compliance:**

As noted above, it is the responsibility of each individual resident to obtain and maintain an active medical license at all times. Failure to comply with the licensure requirements set forth in this policy may result in the Resident'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 Remediation Process and Grievance Procedure.

Residents 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 Remediation Process and Grievance Procedure or removed from patient care activities for this reason.

**Change of Address:**

Residents 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, residents 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 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. See Rural Rotation Resident application on the [Montana Board of Medical Examiners](#) website for a link to the application form.
- **Idaho:** *Registration Required.* Idaho Code 54-1807 states “Externs, interns and residents must register with the board prior to the commencement of any activities constituting the practice of medicine in this state.” See Intern, Extern and Resident Registration on the [Idaho Board of Medicine](#) website for a link to the registration form.