2016 State Licensure Application Instructions
Program Coordinators Step By Step:

Spring is a busy time at DORA with many different types of healthcare professionals graduating and seeking licensure for the first time. To ensure your license is issued before your residency start date, plan to submit a complete application as soon as you accept a residency in Colorado. This is especially important if you need to disclose previous contact with law enforcement that involved drugs or alcohol, or, if you need to disclose a mental or physical condition. These situations may require evaluation prior to the issuance of your license, which may extend application processing times by 10-12 weeks. Remember, you cannot begin your residency without a license or temporary permit issued by the Colorado Medical Board.

1. PC must find out from PD what type of license resident must have and who is responsible for paying the cost of the license. Every resident MUST have either an active Colorado Medical License ($412) or a Physician Training License ($10) number by the start of the program.
2. PC must inform the resident as to which license is required and refer resident to the Colorado Medical Board (CMB) website https://www.colorado.gov/dora/Medical_Board. Applications can be downloaded, but not completed online. If the resident chooses to apply for a full license, resident should send the application to you immediately as it takes between 8-10 weeks to process.
3. PC must inform the resident if the license application should be mailed back to the PC or sent directly to the CMB. GME no longer requires a copy of the application. If the PC does not want a copy and the program does not pay for the license, the resident can mail the application directly to the CMB. HOWEVER, it is the responsibility of the PC to confirm that the resident obtained a license before the start of training and put the information into MedHub under the Resident Demographics – Certifications Tab.

NOTE: PDs do not need to sign every Training License application. Donna Bame at the CMB will accept one signed letter (on program letterhead) from each PD stating that s/he is responsible for the supervision of the new residents with training licenses (list every resident by name).

5. If resident applies for a full license before starting their training at CU, resident must include a letter asking for Exception “D” (Example: “I currently reside outside of Colorado, and claim exemption D set forth in the attached rule. I understand that before I engage in any medical practice in Colorado, I must obtain the required insurance or an acceptable equivalent.”)

Be sure the resident has checked this box as the CMB knows that although residents do not develop these they do follow the facilities’ security plans.

“SECURITY OF PATIENT MEDICAL RECORDS – By checking this box, I attest that I have developed a written plan to ensure the security of patient medical records in compliance with C.R.S. 12-36-140.”

If the resident is a current CU trainee (with an active training license) and applying for a full medical license, they should not claim Exemption D but rather request Proof of Malpractice Coverage to accompany their licensure application by contacting GME@ucdenver.edu.

6. A Letter of Attestation only needs to be sent to the CMB by the PC if the license application does not come back to the PC in time for it to be processed by the CMB and Resident needs the 60-day temporary permit. A template Letter of Attestation is available on the Board’s website listed above. Be sure to indicate the name of the resident, your program name and PC’s phone number.

7. PC to send to Donna Bame at CMB (info below) a list of all Residents who will be applying for a Training License as this will make it easier for her to track the applications.

Note: For Continuing Residents with Training Licenses – Training Licenses must be renewed after the first 3 years. Resident should receive notice from CMB but PC is ultimately responsible to make sure resident has current license.
For Transferring Residents – If new program allows resident to have a training license, the resident still needs to apply for a new one as a different PD is now responsible for the supervision and training.
Send applications and/or PD letter to:

Donna Bame
Licensing Supervisor
Division of Professions & Occupations
1560 Broadway Ste 1350
Denver, Co 80202

If you have any questions regarding active or training licenses, contact Donna Bame at:

office: 303.894.2433 | fax: 303.869.0261
email: Donna.Bame@state.co.us