2018-19 State Licensure Application Instructions:

Note to Incoming GME Residents: 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 an active medical license or physician training license issued by the Colorado Medical Board.

1. Program Coordinators (PC) must find out from the Program Director (PD) what type of license the 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) by their start date in the program. Processing time for training licenses takes 8-10 weeks.

2. Program Coordinators must inform the residents as to which license is required and refer the residents to the Colorado Medical Board (CMB) website [https://www.colorado.gov/dora/Medical_Board](https://www.colorado.gov/dora/Medical_Board).

3. Applications are completed online. Residents can refer to the [CMB Training License Checklist](https://www.colorado.gov/dora/Medical_Board) or the [CMB Full Medical License Checklist](https://www.colorado.gov/dora/Medical_Board).

4. Residents should indicate the program address on the application for licensure.

5. Confirmation of licensure including wallet cards will be e-mailed to Residents from the Department of Regulatory Agencies from the following e-mail address: no-reply@www.colorado.gov.

6. For Residents applying for **Physician Training Licenses**, Program Coordinators should send 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 legal name). This letter will satisfy the CMB requirement for a [Program Statement Form](https://www.colorado.gov/dora/Medical_Board) for each resident.

7. If the resident applies for a full license before starting their training at CU, the 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.”)

“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.”

Be sure the resident has checked this box as the CMB is aware that residents do not develop these, but they do follow the security plans of the training hospital/facility. 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 provide proof of malpractice coverage to accompany their licensure. Proof of university malpractice coverage must be sent to the CMB by the program (they will not accept documentation directly from the resident). Contact the GME Administrative Assistant,
karen.graves@ucdenver.edu for instructions on obtaining the Resident’s malpractice letter. Please note a signed training agreement is required before GME will provide the malpractice letter.

8. On the license application, if the Residents answer yes to any of the following questions, their application will be flagged for review by the board. If an application is flagged for review by the board, an evaluation and clearance by CPHP is highly likely to be required. Any resident who answers yes to any of the following questions on their licensure application, should self-refer to CPHP for an evaluation (indicating they are an incoming CU GME resident and need the first available appointment). GME covers the costs of the Resident’s CPHP evaluations. GME does not cover the costs of CPHP referrals or treatment plans. The GME DFA, Ashley Walter, will notify Program Coordinators of any Resident whose application is flagged for review.

- Any drug or alcohol issue or offense within the last year, or 2 or more offenses in the last 5 years
- Any misdemeanor involving drugs, alcohol or domestic abuse/violence within the last 5 years
- Any felony offense
- Any serious medical condition

9. Program Coordinators must send Donna Bame at CMB (contact info below) a list of all residents who are 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, however the PC is ultimately responsible for ensuring the resident has current license.
For Transferring Residents – If the new program allows the resident to have a training license, the resident still needs to apply for a new license as a different PD is now responsible for their supervision and training. If the transferring resident already has existing active training license, they will not be able to complete online application and must complete the paper application.

10. PC’s must confirm that the resident has obtained a license before the start of training and enter the information into MedHub under the Resident Demographics – Certifications Tab.

Send applications and/or PD letter to:

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