**CO State Medical Licensure Application Instructions:**

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.

3. Applications are completed online. Residents can refer to the CMB Training License Checklist or the CMB Full Medical License Checklist.

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 for each resident.

7. On the application for a full CO Medical License, Residents may select “Yes” to the following question in lieu of providing a malpractice letter.

   ![Malpractice Question](image)

   If the Resident selects “No”, they will be required to upload a copy of their CU GME malpractice letter. Contact the GME Program Assistant, Alyssa Maxfeldt, 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 Wexler-Walter, will notify Program Coordinators of any Resident whose application is flagged for review.
Within the past five years, have you engaged in any conduct or exhibited any behaviors that resulted in:

- An arrest, discipline, sanction or warning?
- Loss or suspension of any license?
- Termination or suspension from school or employment?
- Endangering the safety of others?
- A breach of fiduciary obligations?
- A violation of workplace or academic conduct rules?
- An impairment of your ability to practice in a safe, competent, ethical and professional manner?
- Abusing or excessively using any habit forming drug, including alcohol, or any illegal or controlled substance resulting in any discipline for misconduct, failure to meet professional responsibilities, or affecting your ability to practice safely and competently?
- Claiming the illegal use of a substance as a defense, in mitigation, or as an explanation for any conduct that impairs your ability to practice in a safe, competent, ethical, and professional manner?

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

**Send paper applications and/or PD letter to:**

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

Contact GME Director of Finance and Administration, [Ashley Wexler-Walter](mailto:Ashley.Wexler-Walter@cmh.org), with questions on licensure.