

# **BOSTON MEDICAL CENTER**

## **INSTITUTIONAL POLICY ON RESIDENTS/FELLOWS WITH FULL MEDICAL LICENSES**

Residents/Fellows seeking to apply for full licenses in the Commonwealth of Massachusetts will be required to incur the cost of all transactions associated with obtaining and maintaining their medical license and all subsequently required certification and registrations. The Resident/Fellow must submit the following documents to the GME Office:

1. Copy of the most recent license application<sup>1</sup>
2. Copy of the wallet card and/or board approval notice letter<sup>2</sup>
3. Copy of a valid Massachusetts State Controlled Substance Registration Certificate complete with in-state address<sup>3</sup>
4. Copy of a valid Federal DEA Certificate complete with in-state address<sup>4</sup>

It is the Resident/Fellow's responsibility to keep all licenses and certificates up to date during the entire length of their training at Boston Medical Center, and to submit all updated documentation to the GME Office in a timely manner, when applicable. Failure to maintain current licensure and/or certifications will result in automatic suspension until such time that the license and/or certification is renewed.

Residents/Fellows that have a full license cannot revert back to a limited license.

**APPROVED BY THE GRADUATE MEDICAL EDUCATION COMMITTEE ON DECEMBER 18, 2017**

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<sup>1</sup> No grace period is extended for submission of a license application, it is expected that the resident/fellow will immediately submit this to the GME Office as soon as it has been submitted to the Board (Initial and Renewal applications)

<sup>2</sup> Residents and Fellows will be given a 14-day grace period from the approval date of a new Full License to submit the wallet card and/or approval notice

<sup>3</sup> Residents and Fellows will be given a 90-day grace period from the initial notice of approval from the MA Board of Registration in Medicine to obtain a State Controlled Substance Registration Certification, during which time the resident/fellow will be covered under a temporary Institutional DEA number to be provided by BMC's Pharmacy Administration.

<sup>4</sup> Residents and Fellows will be given a 90-day grace period from the initial notice of approval from the MA Board of Registration in Medicine to obtain a Federal DEA Certificate, during which time the resident/fellow will be covered under a temporary Institutional DEA number to be provided by BMC's Pharmacy Administration.