OKLAHOMA STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION
101 NE 51ST STREET
OKLAHOMA CITY OK 73105
Phone: (405) 962-1470 email:licensing@okmedicalboard.org

Post Graduate Training Application Instructions

- PGY 1 - US medical school graduates and international medical school graduates, and
- PGY 2 - international medical school graduates

A. **Options** – Applications for licensure may be based on:

1. The applicant shall possess a valid degree or Doctor of Medicine or its equivalent from an approved medical school.
2. The applicant has passed Step 1 and Step 2-Clinical Knowledge of the United States Medical Licensing Examination (USMLE).

B. **Fees – All fees are non-refundable.** Fees for application must be paid online by credit card, debit card, or EFT from checking or savings account. Fees returned by the payer's financial institution must be replaced by a certified check or money order and include a $30 returned check processing fee.

Post Graduate Training Application Fee	**$250**

C. **Examinations**

1. Applicants shall have passed medical licensing examination(s) consistent with policies and procedures regarding the number of medical licensure exam attempts as established by the United States Medical Licensing Examination program unless granted an exception by the Board. If an applicant has achieved certification by an American Board of Medical Specialties (ABMS) Board, the Board may grant an exception.
2. Effective July 25, 2025, all steps of the licensure examination must be passed within ten (10) years unless otherwise prohibited by applicable law. However, the Board **may** review exception requests on a case-by-case basis.
3. All applicants for initial licensure as a physician and surgeon in Oklahoma shall take and pass with a score of at least 75% an online examination covering medical jurisprudence. The examination shall cover the Oklahoma Allopathic Medical and Surgical Licensure and Supervision Act, (59 O.S. § 480 et seq.), and any other significant statute, rule or material related to the practice of medicine and surgery in this state. The applicant is provided a copy of the Jurisprudence Hand book in the Forms tab of the Resources section . In the event of three failures, the applicant must meet with the Board Secretary in order to devise a study plan prior to taking the examination again.

D. **General Application Process**

1. This office may contact other sources for verification of information contained in your application. Your application will not be considered complete until all requested documentation has been received.
2. Once complete, applications are circularized to Board members for consideration. The circularization takes approximately two weeks. If all Board members approve the application, a license may be issued. Should one or more Board members fail to approve on circularization, the application will be reviewed during the next regularly scheduled business meeting of the Board. Applications are not denied on circularization. The applicant will be notified if the application has been held and given the opportunity to meet with the Board to discuss his/her application.
3. Even though an application is complete and all requirements are satisfied, there is no guarantee that the Board will grant licensure. The Board may discover information or find exceptions that prevent them from approving an application. In such an event, the Board will clearly state the basis upon which such exceptions have been made. The Board may, at its discretion, require further proof of clinical competency.
4. There is no way to determine how soon you will receive notification of a Board decision after you submit an application. In general, once an application is complete and this office is in receipt of all required documentation, it will be approximately two to three weeks before a licensed may be issued.
5. Should you have any questions, please contact the Licensing Department at (405) 962-1470.

E. **Forms – All forms can be found in the Forms tab of the Resources section.**

F. **Application**

1. All sections must be completed to the best of your knowledge. No applicant shall be awarded a license who does not provide the Board with complete, open and honest responses to all requests for information. For those items that do not apply to you, mark N/A (Not Applicable).

a. Any "yes" answer in the Attestation section of the application must have an explanation in comments section. If you answer "yes" to the question regarding previous arrests, you **must provide all available police reports, arrest records, and court documents.**

b. You are required to inform the Board if your response to any of the questions changes after you complete the application and submit it for processing.

2. A detailed chronological history from graduation from medical school to the present, including education, training, employment, military service, and non-work time must be provided.

3. List all jurisdictions, United States or foreign, in which applicant is licensed, previously licensed, or has applied for licensure to practice medicine and surgery or is authorized or has applied for authorization to practice medicine and surgery. Applicant must also list all jurisdictions, United States or foreign, in which applicant has been denied authorization to practice or have voluntarily surrendered a license or authorization to practice. To confirm all U.S. licenses, the Board staff will run a Federation report.

4. **Extended Background Check** – Applicants for licensure are required to request an Extended Background Check from the Board's approved provider. The link to the approved provider can be found on the Forms page.

5. **Evidence of Status** - In order to verify citizenship or qualified alien status, applicants for licensure by endorsement or examination or for reinstatement of their license, must submit the required supporting documentation with their application.

6. All education, training and examinations must be verified.

a. Applicant may contact the Federation Credentials Verification Service (FCVS) at (817) 868-5000 or www.fsmb.org and obtain the appropriate application and forms for them to verify your information, **OR**

b. **MEDICAL SCHOOL** – Graduation from medical school must be verified by submitting Form #1 (Verification of Education. The completed form **must be submitted directly to the Board by the school**. An official transcript of grades with degree posted must be submitted directly from the institution. If the school is unable to submit verification of education, the Board will accept as proof a notarized copy of the original diploma and a notarized copy of transcript with the degree posted by the applicant along with an explanation from the applicant explaining the process applicant took to request verification from the school.

c. **POST-GRADUATE TRAINING** – All completed and current post-graduate training must be verified by submitting Form #2 (Verification of Post-Graduate Training) signed by the program director and impressed with the institution's seal. The verification of post-graduate training **must be submitted directly to the Board by the institution**.

d. **TRANSLATIONS (FOREIGN MEDICAL SCHOOL GRADUATES)** – Graduates of foreign medical schools whose documents are not printed in the English language shall provide translated documents. United States Consulates and formal foreign language education programs accredited by the North Central Association of Colleges and Schools are approved to provide translations to the Board.

e. **ECFMG VERIFICATION (FOREIGN MEDICAL SCHOOL GRADUATES)** – Graduates of foreign medical schools must provide verification of ECFMG certification. Applicants may obtain the request form from www.ecfmg.org. **The Board must receive the verification directly from ECFMG**. The Board may waive this requirement for applicants ineligible to obtain ECFMG Certification, such as Fifth Pathway graduates and graduates from Canadian Medical Schools. Date restrictions for Fifth Pathway apply.

f. **CLERKSHIPS (FOREIGN MEDICAL SCHOOL GRADUATES)** – An applicant that graduated from a foreign medical school after July 1, 2003, who completed clerkships in the United States, its territories or possessions, must have done the clerkships in hospitals or schools that have programs accredited by the Accreditation Council for Graduate Medical Education (ACGME). A foreign medical school graduate who completed clerkships in the United States must provide documentation regarding the clerkships, if not documented on official medical school transcript. Clerkships, not reported on transcript, must be verified by submitting a completed Form #4 (Verification of Clinical Clerkship) signed by the program director or instructor and impressed with the institution's seal. A chronological list of all US rotations must be submitted.

g. **LICENSING EXAMINATIONS** – Applicants must request that test scores be submitted to the Board directly from the Federation of State Medical Boards, www.FSMB.org. LMCC test scores must be requested from www.mcc.ca.

Except as specifically may be waived by the Board, the Board shall not engage in any application process with any agent or representative of the applicant. 59 O.S. § 492.1 (C); Okla. Admin. Code § 435:10-4-1(c)