



COLORADO

Department of
Regulatory Agencies

Division of Professions and Occupations

Management Branch
Office of Licensing

Physician Training License (TL) Application Checklist

Information about the application process and how you will be contacted

An Application Specialist will review your application based on the information you supply. If your application is incomplete, you will be contacted via the email address you provided. To monitor the status of your application, visit Online Services: www.colorado.gov/dora/licensing/Default.

Disclosure of Addresses: Consistent with Colorado law, all addresses and phone numbers on record with the Division of Professions and Occupations (DPO) are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information current in our system. Your email address is not open to public record, but must be provided at the time you register an account. If your email address is not current, it is possible you will not receive important information from DPO. You can change your address, email address and other information online by using Online Services: www.colorado.gov/dora/licensing/Default.

Application Expiration: Your application information will be saved in the system for 30 days. If you do not complete and submit your application within that time frame, you will need to re-start your application from the beginning. Once submitted, your application will be kept on file for one year from the date you submit it. Incomplete applications and all supporting documentation will be permanently purged if you do not submit the required documents within one year.

License Expiration Grace Period for New Applicants: Regardless of the date issued, all training licenses expire on August 31st, three years from the year of issuance, and may be renewed for three years thereafter. A training license can be granted for a total aggregate period of six years, at which time you would need to apply for full licensure.

To apply for a physician training license, you must:

- ☐ **Pay the required fee:** You must pay the **\$ 10** application processing fee with a credit card or electronic check to complete the application process. All fees are non-refundable and are subject to change.
- ☐ **Provide education information:** Be prepared to enter information regarding the school from which your medical degree was received and the program in which you have been accepted. This includes the school's address and whether the program is categorical (a permanent position for the duration of your program), preliminary not designated (you have not yet been matched into a permanent program) OR preliminary designated (you have been matched into a program). Please be prepared to list any positions you will transfer to, if preliminary designated.
- ☐ **Provide or have your program provide Program Statement Form:** Arrange for your school to send your Program Statement Form or be prepared to upload the completed form at the time of application. The Program Statement Form can be accessed on the Physician Applications & Forms webpage: www.colorado.gov/dora/Physician_Applications_Docs.



- ☐ **Complete the Affidavit of Eligibility:** You will be asked to attest to and provide information that you are lawfully present in the United States or otherwise eligible to work here.
- ☐ **Provide your social security number:** As of January 1, 2009, a Social Security Number is required for all licensees. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number.
- ☐ **Provide name change documentation (if applicable):** If you already have another type of license in Colorado and your name has since changed, you are presenting documentation for licensure with a previous name, or if any required documentation has a different name on it, you will be required to upload proof of your name change.
- ☐ **Verify your other licenses:** You will be asked to list ALL other states, countries or territories where you hold or have held a license to practice medicine. You can provide scanned copy verification from the other state, country or territory website OR you can have verification sent to the Office of Licensing – Attn: Medical Licensure. The verification must indicate whether or not you have ever had disciplinary action taken against that license.
- ☐ **Attest to the security of Patient Medical Records** – You must attest that you have developed a written plan to ensure the security of patient medical records in compliance with section 12-36-140 of the Colorado Revised Statutes (C.R.S.)
- ☐ **Answer the screening questions:** You will be asked a series of screening questions related to your criminal history and/or pending complaints filed against you in other jurisdictions (if applicable). This may require you to upload court documents or other material. Please review DPO's information regarding the disclosure of criminal history contained at the end of this checklist.
- ☐ **Complete the Healthcare Professions Profile (HPPP):** You will be asked a series of questions concerning your practice during your online application. This profile is required for healthcare professionals in Colorado. Your Healthcare Professions Profile is an ongoing responsibility; you must update your profile online within 30 days of changes and/or reportable events. As you complete your profile, please read the instructions carefully. For more information visit: www.colorado.gov/dora/HPPP or call 303-894-5942.



IMPORTANT NOTICE

TO: All Applicants

FROM: Director of the Division of Professions and Occupations

SUBJECT: Licensure and Criminal History

Thank you for your interest in becoming a licensed* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division may ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Rather, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action in addressing your license application. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be complete and accurate in disclosing information on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the appropriate licensure questions. **Failure to fully and accurately disclose requested criminal history information, alone, could constitute grounds for denial of your application or revocation of your license.** When requested, you must include information regarding prior conduct. This remains the case when the conduct is seemingly unrelated to the activities of a profession, and when the conduct involves deferred sentences or judgments.

Remember, even following licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

Please be aware that the Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, your license will not necessarily be revoked, or your application denied, if you have been disciplined, arrested, charged or convicted. But, you will most likely be denied or revoked if you fail to disclose requested information.

**The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*

