Children's National

INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY

SUBJECT: Trainee Licensure Policy **DATE EFFECTIVE:** September 9, 2020

POLICY: Licensure

I. PURPOSE:

GME Trainees have the responsibility for familiarizing themselves with the physician licensure requirements of the District of Columbia (DC), Maryland, and the Commonwealth of Virginia (if applicable to training program) and for obtaining the requisite medical licenses. All Children's National Hospital (CH) Trainees are required to obtain a DC Medical Training License (MTL) or a full medical license in the District of Columbia according to the rules and regulations of the DC Department of Health. Trainees providing direct clinical care at affiliate sites outside of the District of Columbia may be required to obtain the medical license required to practice in the relevant jurisdiction.

II. POLICY SCOPE:

All Accreditation Council for Graduate Medical Education (ACGME) accredited and non-ACGME residency and fellowship programs sponsored by CH.

III. DEFINITIONS:

Trainee
Trainee refers to all interns, residents and fellows participating in an ACGME accredited, or non-ACGME training programs sponsored by CH.

Training Program
Training program or program refers to an ACGME accredited or non-ACGME internship, residency or fellowship training program sponsored by CH.

IV. REQUIREMENTS:

Residents
All Residents must apply for and hold an "active" Medical Training License (MTL) in the District of Columbia before the clinical start date.

- As part of the application process, Residents must complete a criminal background check according to the instructions on the DC Board of Medicine's website.
- New Residents must upload a copy of the approved current MTL license to the institutional

medical education software so that the GME Office can complete the GME attestation.

- Instructions and the application for applying for the Medical Training License, New Application, can be found at this site: https://dchealth.dc.gov/node/120782
- The MTL is valid for the term of the academic year only. Residents must renew the MTL online every year during the DC MTL renewal period, typically beginning in March/April of every year and upload the approved renewal license to the institutional medical education software.

Fellows

All Fellows, except as noted below, must obtain a full medical license in the District of Columbia before the clinical start date.

- As part of the application process, fellows must complete a criminal background check according to the instructions on the DC Board of Medicine's website.
- A copy of the DC medical license must be uploaded to the MedHub site on or before the first day of orientation.
- Instructions and the application for applying for the full DC Medical License can be found at this site: https://dchealth.dc.gov/node/120782
- DC Full Medical Licenses expire on December 31st of every even year; fellows must renew their licenses and upload a copy of the new license to MedHub before the expiration date.

Exceptions

Fellows who are foreign medical graduates and have not completed 3 years accredited training program in the United States are ineligible for a full DC medical license and must apply for the MTL II as per DC Board of Medicine requirements.

Maryland

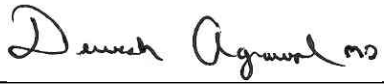
A Maryland training license is not required for residents/fellows in the performance of training duties as assigned by the program director.

Virginia

Virginia law requires Trainees rotating to affiliated institutions in Virginia or Trainees providing telemedicine to residents of Virginia to obtain a Virginia training license or a full license. Applications for Virginia training license or full license must be completed by the Trainee and submitted to the appropriate state medical board. These licenses must be renewed every year.

V. APPROVAL

Approved by:



DIO/Vice Chair, Medical Education

6/10/2026

Date

VI. REVIEW OR REVISION DATE

Approved by the GMEC: September 9, 2020
Reviewed and Approved by the GMEC: October 13, 2021
Reviewed and Approved by the GMEC: June 15, 2022
Modified and Approved by GMEC: September 13, 2023
Reviewed and Approved by the GMEC: May 8, 2024