



Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

March 26, 2024



- **Medical Board of California Special License Requirements**
Presented by Lisa Reevesman
- **Volunteer Clinical Faculty (VCP) Annual Call**
Presented by Amy Edwards
- **Questions & Answers**

Objectives

- **Medical Board of California
Special Permit Programs**
 - Types of Permits
 - Eligibility
 - Application Process and Timeline
 - Associated fees
 - Resources

- **VCP Annual Call**
 - Appointments
 - Reappointments
 - Promotions
 - Terminations

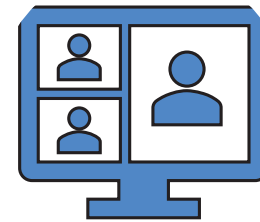
Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation



Special Permits are issued to international physicians who are not currently eligible for a Physician's and Surgeon's License in California.

Eligibility:

- They must be sponsored by a medical school, hospital, or an approved fellowship training program in California.
- These permits authorize the practice of medicine only within the sponsoring medical school and any of its affiliated institutions.
- Depending upon the type of Special Program, there may be supervision requirements, limits on permitted activities, or eligibility limits based on U.S. citizenship.

<https://www.mbc.ca.gov/Licensing/Physicians-and-Surgeons/Apply/Special-Permits/>

Special Permits



Category	Section 2111	Section 2113	Section 2168
Applicable for	Visiting fellow, non citizen, not yet eligible for CA license	Visiting Full-time faculty, foreign trained MD, not yet eligible for CA license	Associate/Full professor not yet eligible for medical licensure in California
Application Requirements	<ol style="list-style-type: none"> 1. Initial application 2. Renewal application (annual) 3. Separation/Termination application 	<ol style="list-style-type: none"> 1. Initial application 2. Renewal application (annual) 3. Separation/Termination application 	<ol style="list-style-type: none"> 1. Initial application 2. Renewal application (2 years) 1. Separation/Termination application

**Applications are found in the [Recruitment Toolkit](#)*

Special Programs 2111 – Postgraduate Medical School Study by Non-Citizens

To qualify for Special Program Permit Pursuant to BPC section 2111 they shall have:

- ✓ Received all their medical school education from, and graduated from, a medical school recognized or approved by the Medical Board of California (Board);
- ✓ Completed at least three years of basis postgraduate residency training;
- ✓ A United States Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) prior to the issuance of the permit;
- ✓ Received fingerprint clearances from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) prior to the issuance of a permit;
- ✓ Initial application (**\$86 fee**);
- ✓ Applicant obtains fingerprints (**\$49 fee**).

Note: *Time spent under appointment in a medical school may not be used to meet the requirements for licensure.*

2168 Special Faculty Permit – Full-time Faculty Academically Eminent in the field

To be eligible for a Special Faculty Permit Pursuant to (BPC section 2168), they shall have:

- ✓ Been offered a full-time appointment at the level of associate or full professor at a California medical school approved by the Board and must not be otherwise eligible for medical licensure in California;
- ✓ Received all of their medical school education from, and graduated from, a medical school recognized or approved by the Board;
- ✓ Completed at least three years of basic postgraduate residency training;
- ✓ Hold a license to practice medicine in another state, Canadian province, foreign country, or other jurisdiction.

2168 Special Faculty Permit – Full-time Faculty Academically Eminent in the field

To be eligible for a Special Faculty Permit Pursuant to ([BPC section 2168](#)), they shall have:

- ✓ Not held a position under Section 2113 of the California BPC for a period of two years or more preceding the date of the application for a Special Faculty Permit (exceptions may be granted by Medical Board);
- ✓ A United States Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) prior to the issuance of a license;
- ✓ Received fingerprint clearances from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) prior to the issuance of a permit;
- ✓ Department pays Initial application (**\$444 fee**);
- ✓ Applicant obtains fingerprints (**\$49 fee**);
- ✓ The faculty member will pay an initial license (**\$808 fee**) upon written notice of approved permit.

Note: *Time spent in a faculty position shall not be counted toward the postgraduate training required for licensure and shall not qualify you to be waived of any written examination required for licensure.*

Special Programs 2113 – Certificate of Registration to Practice Incident to Duties as Medical School Faculty Member

To qualify for Special Program Permit Pursuant to (BPC section 2113) they shall have:

- ✓ Received all medical school education from, and graduated from, a medical school recognized or approved by the Board;
- ✓ Completed at least four years of basic postgraduate residency training or three years with ECFMG certification;
- ✓ A United States Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) prior to the issuance of a 2113 permit;
- ✓ Received fingerprint clearances from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) prior to the issuance of a permit.

Special Programs 2113 Initial Application



Recruitment Timing - Must submit 120-days in advance of candidate's tentative start date.

Begin Process

1. See Business and professions Codes (BPC section 2113) to see how your applicant's specific clinical experience align with the requirements.
2. Take action in Recruit. If the candidate is not hired through an open search, submit an exemption to hire a visiting assistant professor contingent on visa and license;
3. Start H1-B Visa application;
4. After Recruit is approved, initiate Special Permit application;

Special Programs 2113 Initial Application



Gather Supplemental Materials for Application

5. The applicant will obtain fingerprints either online or at local police station with fingerprint cards (\$49 fee);
6. Department submits the 2113 application and all supporting documents including a memo requesting candidate's 2113 privileges addressed to AVC for Academic Personnel with the cashier's check for the application (\$86 fee);
7. A U.S. Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) for applicants who are already in the states;
8. Academic Personnel will send ORIGINAL file to the Medical Board. Initial Special Program applications must be accompanied by application fee;
9. The board meets to review the application and they will contact the candidate and Academic Personnel with a deficiency letter if anything is missing;

Special Programs 2113 Initial Application



Recruitment Timing - Must submit 120-days in advance of candidate's tentative start date.



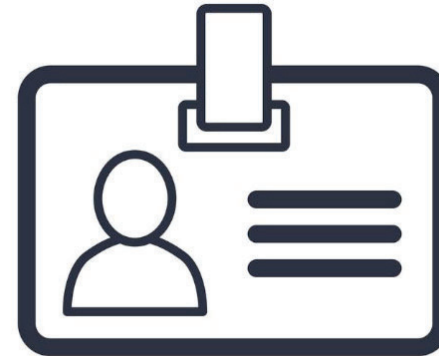
International Candidate Arrival in U.S.

10. A United States Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) prior to the issuance of a license;
11. The Medical Board will contact the candidate and Academic Personnel when the license is approved;
12. Academic Personnel will provide copies to the Department of the approved permit.

Special Programs 2113 – Certificate of Registration to Practice Incident to Duties as Medical School Faculty Member

ID Badge

When providing clinical services, the registrant shall wear a visible name tag containing the title **visiting fellow, visiting assistant professor, or visiting faculty** as appropriate, and the institution at which the services are provided.



Special Programs 2113 Renewal Application



First and Second Renewal Application – Needs to be submitted 90 days in advance of candidate’s special license end date.

1. Take action in Recruit to reappoint Visiting Assistant Professor via Exemption;
2. Department will complete and send the “Request for Renewal” form and send to Office of Academic Personnel;
3. The Department will order the renewal (**\$43 fee**) in the form of a check/cashier’s check or money order;
4. A copy of the USMLE transcript of scores is not required but can be submitted with the renewal application;
5. Academic Personnel will obtain the AVC for AP or Dean signature on the Renewal Request Form;
6. Academic Personnel will send ORIGINAL copy of the Renewal Request and supplemental materials to the CA Medical Board. Requests for renewal must be accompanied by fees;
7. AP/Department wait for renewal approval from CA Medical Board. When approval is received, AP will scan and email a copy of the renewal approval letter to the Department.

Special Programs 2113 Renewal Application



Third Renewal by Exception Application – Needs to be submitted 120-days in advance of candidate’s tentative end date.

1. Take action in Recruit to Extend Visiting Assistant Professor (Third year by exception)
2. Department needs to complete and send the “Request for Renewal” form to Office of Academic Personnel;
3. The Department will order the renewal (**\$43 fee**) in the form of a check/cashier’s check or money order;
4. Academic Personnel will obtain AVC or Dean’s signature on the Renewal Request Form;
5. Academic Personnel will send ORIGINAL copy of the Renewal Request to the CA Medical Board. Requests for renewal must be accompanied by fees;
6. AP/Department wait for renewal approval from CA Medical Board. When approval is received, AP will scan and email a copy of the renewal approval letter to the Department.

Note: To renew beyond the 3rd year, a letter indicating the registrant’s licensing plan. This letter needs to explain what steps the faculty member is taking to apply for a physician’s and surgeon’s license in California (i.e., certification from ECGMF, USMLE steps taken/passed, etc.).

Special Programs 2113 Separation



Separation – Needs to be submitted 45-days in advance of candidate’s special license end date.

1. Department needs to complete and send the “Notice of Separation” form to Office of Academic Personnel;
2. Academic Personnel will obtain AVC AP or Dean’s signature on the Notice of Separation Form;
3. Academic Personnel will send the ORIGINAL Notice of Separation request form to the CA Medical Board;
4. AP/Department waits for separation acknowledgment letter from the CA Medical Board. When acknowledgement letter is received, AP will scan and email a copy of the letter to the Department.

Pathway from 2113 to Physician's and Surgeon's License in California

2113 Holders become eligible for a Physicians and Surgeons License, when:

- ✓ Complete a minimum of 24 months of Board-approved postgraduate training in Accreditation Council for Graduate Medical Education (ACGME) program; ([BPC section 2065](#)) with at least 85% clinical and/or teaching duties for a 40-hour workweek.
- ✓ Passed all required examinations ([BPC section 2170](#)).
Applicant obtained a passing score on all parts of Step 3 of the United States Medical Licensing Examination (USMLE) within not more than four attempts.
- ✓ Be in good standing with the medical school.

Summary

- Allow enough time to process these medical board and visa applications and renewals.
- Turnaround time for Special License Applications with the CA Medical Board is a minimum of 3 to 4 months.
- To see a full list of requirements, review the CA Legislative Business and Professions Codes.
- Applications for 2111, 2113, 2168 are found in the Recruitment Toolkit.
- Allow an additional four months on 2113 while applying for an unrestricted California license.
- To see full list of requirements review the CA Legislative Business and Professions Code for Section 2113. ([BPC section 2113](#)).

Volunteer Clinical Professor (VCP) Annual Call 2024 - 2025

- VCP Annual Call 2024-2025 was issued via email on March 25th
- Individual department rosters will be sent directly to department admins during the week of March 25th – 28th.
- Please direct any questions to your department's assigned AP non-faculty analyst.

VCP Appointments

Appointment Information

- Current appointments should be effective July 1, 2024.
- Appointment requests are accepted throughout the year. Retroactive appointments should be rare and will only be processed with oath/patent and I-9 compliance.
- Appointment length may be for up to 5 years.
- All appointments must end on June 30.
- Most new appointments are at Assistant rank. However, depending on the appointee's experience and employment history, they may be appointed at Associate or Full rank.

VCP Appointments

Appointment Process

- Appointment requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair letter requesting the appointment
 - Candidate CV
 - VCP application
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)
- After the Exemption has been submitted, please submit a completed background check request form to our shared email address HS-SOMAPTeam@ucdavis.edu with cc to your AP non-faculty analyst. This email should also include your Tracker I-9 request.
- Once the Exemption has been approved, please submit an onboarding case in AggieService to initiate data entry into UCPath. Please include the Exemption EXR # in the case comments.
- Please email all onboarding docs to your AP non-faculty analyst.
- Appointment letter will be created by AP and sent to department admin for issuance to the employee.

VCP Reappointments

Reappointment Information

- Current reappointments should be effective July 1, 2024.
- Please submit reappointment requests at least 1 month prior to the end date of the appointment.
- Reappointment length may be for up to 5 years.
- All reappointments must end on June 30.
- Flexibility will be allowed for meeting minimum teaching hours considering the pandemic and its impact on the ability to conduct in-person teaching during 2020 – 2023.
- Title change to Clinical Instructor is permitted at time of reappointment if the required teaching hours will be 49 hours or less for the reappointment period.

VCP Reappointments

Reappointment Process

- Reappointment requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair reappointment letter or reappointment request included in the “Additional Details” section under “Department comments”
 - Candidate CV
 - VCP Hours Worksheets for the past 5 years or since Appointment if less than 5 years
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)
- Once the Exemption has been approved, please submit Job Changes case (reason: New End Date) in AggieService to initiate data entry into UCPath. Please include Exemption EXR # in the case comments.
- Reappointment letter will be created by AP and send to department admin for issuance to the employee.

VCP Promotions

Promotion Information

- Candidates may be considered for promotion after 10 years at the rank of Volunteer Assistant Clinical Professor and after 10 years at the rank of Volunteer Associate Clinical Professor. Candidates with fewer than 10 years of service may be considered for promotion on an exceptional basis.
- Promotions should be effective July 1, 2024.
- Promotions can only be submitted between April 1 through June 30. Late promotion submissions will be returned to departments.
- Promotion actions include reappointment. Maximum reappointment length of 5 years and June 30 end date apply.
- Flexibility will be allowed for meeting minimum teaching hours considering the pandemic and its impact on the ability to conduct in-person teaching during 2020 – 2023.

VCP Promotions

Promotion Process

- Promotion requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair letter which must include evaluation of clinical competence and excellence in teaching
 - Candidate CV
 - VCP Promotion Proposal Form
 - VCP Hours Worksheets for the past 5 years
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)
- Once the Exemption has been approved, please submit Job Changes case (reason: New End Date) in AggieService to initiate data entry into UCPath. Please include Exemption EXR # and new title/job code in the case comments.
- Promotion letter will be created by AP and sent to department admin for issuance to the employee.

VCP Terminations

Non-Reappointment

- VCP appointments have a specified end date. These appointments expire by their own terms on that date (June 30) and written notice of termination is not required.
- It is within the University's sole discretion not to reappoint an individual.

Termination Prior to End Date

- An appointment may be terminated before the end date for cause, such as failure to serve the required minimum number of hours, or when, in the opinion of the Dean or designee, there is no longer a need for the appointee's services, or the conduct or performance of the appointee does not warrant continued appointment.
- In the case of early termination, a 30-day notice is required.
- VCP 30 Day Termination Letter template is available on our website.
- Early terminations will not be processed without a 30-day notice letter and proof of issuance to the employee.

VCP Terminations

Termination Process

- VCP appointments are not set to auto-terminate.
- A Termination case is required in AggieService to initiate termination in UCPath and to separate the employee.
- No attachments are required for terminations processed on their specified end date.
- Early termination requests must include the 30-day notice letter and a PDF of the email showing issuance to the employee.

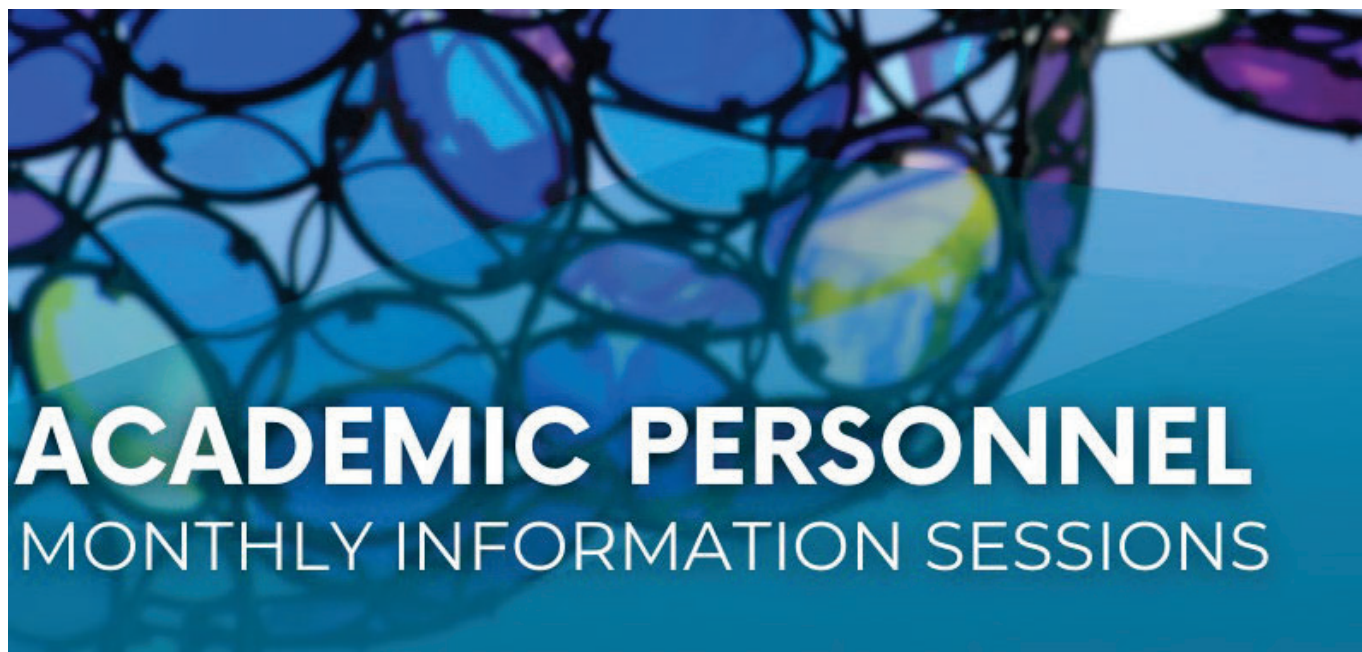
VCP Resources

- [Volunteer Clinical Professor | Academic Personnel | UC Davis School of Medicine](#)
- VCP Guidelines: [SCHOOL OF MEDICINE \(ucdavis.edu\)](#)
- APM 279, includes Appendix A Attestation Form: [APPOINTMENT AND PROMOTION NEW POLICY SECTION \(ucdavis.edu\)](#)

Questions



Upcoming Session-Tuesday April 23, 2024



Thank you for your attendance today!!!