Process Map for GME Residents/Fellows to Obtain CO Medical License

1. **For CO training license**
   - PC contacts trainee to provide licensure instructions ASAP.
   - PC provides PD Attestation to DORA.
   - PC provides Roster of Trainee Names to Donna Bame at DORA.
   - Trainee completes DORA online licensing application.
   - Trainee submits disclosure or licensure application.

2. **For active trainees going from a CO training license to a full CO medical license**
   - GME releases the MedHub onboarding application including the training agreement.
   - Trainee and PD sign off on the training agreement in MedHub.
   - GME populates the malpractice insurance letter in MedHub.
   - PC obtains a copy of the malpractice letter and delivers it to the trainee with licensure instructions.
   - PC provides Roster of Trainee Names to Donna Bame at DORA.
   - Trainee completes licensure application including copy of malpractice letter or Exception D.

3. **For new trainees who previously reside outside of CO**
   - PC contacts trainee to provide licensure instructions ASAP.
   - Licensing instructions include to select Exception D in lieu of a malpractice letter.

4. **License is issued in 8-10 weeks**
   - Licensing application is flagged for review by DORA Board.
   - DORA requires the trainee to be evaluated by CPHP before the application will be reviewed.
   - CPHP evaluates the trainee and provides a clearance letter to DORA (2-week turnaround).
   - DORA issues the license after the board review meeting that month.

5. **Clinical training may be delayed if license is not issued by the start date**

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*Includes information on what to do if a disclosure is made (e.g. contact GME DFA for referral to CPHP; or self-refer to CPHP)*