Delaware State Graduate Medical Education Training License

We welcome you to duPont Hospital for Children for a rotation. Please note that you may be required to obtain a Delaware training license.

Do I need a Delaware training license? ...

If you meet all 3 of the follow requirements you will need a training license

✓ Are a graduate medical education trainee – this includes all residents and fellows in a training program   NOTE: Medical education trainees with an unrestricted Delaware medical license must ALSO have a trainee license.

✓ A NEW applicant – anyone who has never had a Delaware license or whose license has expired

✓ Will be rotating through duPont Hospital for Children (or duPont and another hospital site in Delaware) more than 30 days from April 1 through March 31 of any calendar year  -   (Days are counted as the day the rotation starts to the day the rotation ends – NOT the days worked)

For example….Resident Jones does a PICU rotation from 10/22 to 11/18 totaling 30 days. Dr. Jones does NOT need a Delaware license. However, if Dr. Jones returns to do an inpatient pediatric rotation on 1/14 to 2/10 Dr. Jones WILL NEED a Delaware training license BEFORE he returns.

When should I apply?...

Background checks are taking up to 6 weeks. HOWEVER, we have been told by the State Bureau of Identification that some fingerprint cards are being rejected by the FBI as being unreadable, further postponing the process. Therefore, we suggest that you apply as early as possible!

How do I apply?...

Part 1 --- BACKGROUND CHECK

✓ Background checks forms are found at http://dpr.delaware.gov/boards/medicalpractice/index.shtml

✓ Trainee must have fingerprinting completed – see pg 2 for locations

✓ Application and fingerprint card should be mailed to Delaware State Police, State Bureau of Identification, PO Box 430, Dover, DE 19903 Attn: Records (address at the top of the form) along with a check or money order made payable to the “DELAWARE STATE POLICE” for $69
Part 2 --- APPLICATION for residents, interns, and fellows

✓ Trainee must complete a training license application – available at http://dpr.delaware.gov/boards/medicalpractice/documents/Medical_Resident%20ACGME__Application.pdf

✓ The application must be sent to the DIVISION that they will be rotating through for the signature of the physician accepting responsibility for his/her training – the form must then be notarized

✓ Application will be sent directly to State of Delaware, Division of Professional Regulation, Cannon Building, 861 Silver Lake Blvd, Suite 203, Dover, DE 19904-2467 (address at the top of the form) along with a check made payable to the STATE OF DELAWARE for $25. The Board will hold your application until they receive the background check.

Where do I have my fingerprints taken...

These are some locations that we are aware of and have had feedback about. You may find an alternative location if you wish.

In Philadelphia

Ron’s (between 15th & 16th & Callowhill)  
self-standing structure – near Hahnemann Hospital  
passport/fingerprint location  
215-735-5437  
$15.00 fee

Passport/Fingerprint Location  
2nd & Chestnut (10 blocks from Jefferson)  
passport/fingerprint location  
$28.00 fee

In Delaware – these 2 sites do electronic fingerprinting, which we are told sometimes expedites the process.

Troup 2  
100 LaGrane Avenue  
Newark, DE 19702  
302-834-2620 x262  
Accepts cash and credit cards (no personal checks nor American Express)  
Hours: Mon 8:30-3 – by appointment only  
Tuesday 11:30-6 by appointment only  
Thurs 8:30-3:00 by appointment only  
Fridays 8:30-3 no appointment necessary  
For appointments call 800-464-4357

Delaware State Bureau of Identification  
1407 N duPont Highway  
Dover, DE
Other States…..

Contact your local police station for further information.

Who do I call if I have questions about the fingerprinting/background checks…..

State Bureau of Identification
302-672-5301

or

Criminal History Dept
302-739-2134

Who pays for this?…..

The trainee should pay in advance in the interest of saving time. In order to be reimbursed by Nemours please provide a copy of your credit card, money order or canceled check along with a W-9 form to the division secretary or GME office.

How do I know when my license has been issued?…..

You may check the website at https://dpronline.delaware.gov/mylicense%20weblookup/Search.aspx.

Please note that a status of PENDING merely reflects that your application has been received. You will not be issued a license until the background check returns. You may not go beyond your 30 days with a license status of PENDING.