DO I NEED A DELAWARE TRAINING LICENSE?

You will need a training license if you meet all three of the following requirements. If you:

- **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.

- **Are a NEW applicant**
  Anyone who has never had a Delaware license or whose license has expired.

- **Will be rotating through Nemours/Alfred I. duPont Hospital for Children**
  (or Alfred I. duPont Hospital and another hospital site in Delaware) for 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 Oct. 22 to Nov. 18 totaling 30 days. Dr. Jones does not need a Delaware license. However, if Dr. Jones returns to do an inpatient pediatric rotation on Jan.14 to Feb. 10, Dr. Jones will need a Delaware training license before he returns.

WHEN SHOULD I APPLY?

Background checks generally take up to six weeks. However, according to the State Bureau of Identification, 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 check forms are found at [http://dpr.delaware.gov/boards/medicalpractice/documents/Medical_Resident%20ACGME__Application.pdf](http://dpr.delaware.gov/boards/medicalpractice/documents/Medical_Resident%20ACGME__Application.pdf)
- Trainee must have fingerprinting completed – see below for locations.
- Application and fingerprint card should be mailed (along with a check or money order made payable to the “Delaware State Police” for $69) to:

  Delaware State Police
  State Bureau of Identification
  P.O. Box 430
  Dover, DE 19903
  Attn: Records
Part 2: Application for residents, interns, and fellows


- The application must be sent to the Division of Professional Regulation through which he or she will be rotating for the signature of the physician accepting responsibility for the applicant’s training. The form must then be notarized.

- After the signature has been obtained, the application must be sent (along with a check made payable to the State of Delaware for $14) directly to:

  State of Delaware  
  Division of Professional Regulation  
  Cannon Building  
  861 Silver Lake Blvd.  
  Suite 203  
  Dover, DE 19904-2467

- The Board will hold your application until they receive the background check.

WHERE SHOULD 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 St.)  
  Self-standing structure – near Hahnemann Hospital  
  Passport/fingerprint location  
  215-735-5437  
  $15.00 fee

- 2nd and Chestnut (10 blocks from Thomas Jefferson University Hospital)  
  Passport/fingerprint location  
  $28.00 fee

In Delaware: These two sites do electronic fingerprinting, which may sometimes expedite the process:

- Delaware State Police, Troop 2  
  100 LaGrane Ave.  
  Newark, DE 19702  
  302-834-2620 x 262  
  Accepts cash and credit cards  
  (no personal checks or American Express)  
  Hours:  
  Monday: 8:30 a.m. – 3 p.m., by appointment only  
  Tues. 11:30 a.m. – 6 p.m., by appointment only  
  Thursday: 8:30 a.m. – 3 p.m., by appointment only  
  Fri. 8:30 a.m. – 3 p.m., no appointment necessary  
  For appointments, call 800-464-4357

- Delaware State Bureau of Identification  
  1407 North DuPont Highway  
  Dover, DE  
  302-739-5871  
  Hours:  
  Monday: 9 a.m. – 7 p.m.  
  Tuesday – Friday: 9 a.m. – 3 p.m.

Other States: Contact your local police station for further information.
WHO SHOULD I CALL IF I HAVE QUESTIONS ABOUT THE FINGERPRINTING/BACKGROUND CHECKS?

State Bureau of Identification
302-672-5301

Criminal History Department
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 canceled check or credit card or money order receipt, along with a W-9 form to the division secretary or Graduate Medical Education (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 28 days with a license status of “pending.”