

**INSTRUCTIONS FOR WRITING THE DEPARTMENT LETTER TO REQUEST A SECTION 2113
CERTIFICATE OF REGISTRATION**

Address the letter to:

Dr. Jonathan Hiatt

Vice Dean for Faculty

Dean's Office, Room 12-138 CHS

Los Angeles, CA 90024-1722

Re: Name of physician

Dear Dr. Hiatt:

This is to request a Section 2113, Certificate of Registration, for Dr. X _____, who will serve as (UCLA faculty title), in the Department of X _____. He or she will be located at (enter the name of the campus such as UCLA Medical Center, Cedars-Sinai Medical Center, Harbor-UCLA Medical Center, etc.). *note – include the name and title of faculty under whose **direction** the 2113 will serve while at UCLA or an affiliated hospital.

Dr. X _____ will (describe the teaching, research, and clinical activities; provide sufficient details to enable physicians with the Medical Board to determine patient interaction.) *note - include a statement that explains to the licensing division the correlation between clinical activity and teaching - what are the clinical duties and how do those duties relate to what the 2113 faculty will be teaching?

Dr. X _____ will be subject to the same disciplinary procedures that are customarily followed in this department.

Sincerely,

Name Chairperson (or designee)

Title

*Please note that this sample letter serves as a guideline only, and that individual circumstances should be noted.