

INSTRUCTIONS FOR COMPLETING AN APPLICATION TO PRACTICE MEDICINE IN VIRGINIA FOR GRADUATES OF MEDICAL SCHOOLS NOT IN THE UNITED STATES OR CANADA

(This form has been designed to be used as a checklist when preparing to submit your application.)

APPLICATION FEES ARE NONREFUNDABLE

BEFORE YOU PROCEED, READ THE FOLLOWING POINTS CAREFULLY!

This is the application for a full and unrestricted MD license to practice medicine for a graduate of a medical school not in the US or Canada. It is not the application for a training license to practice as a resident or fellow.

You should familiarize yourself with the qualifications required for a full license by reviewing the laws and regulations governing the practice of medicine in Virginia. They can be found at: http://www.dhp.virginia.gov/medicine/medicine_laws_regs.htm

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until the issuance of a license is dependent upon entities over which the Board has no control. It is the applicant's responsibility to ensure that outside entities send the necessary documentation to the Board. You should not expect the process to take less than 3-4 months, so plan accordingly if you are pursuing a practice position in Virginia.

The Virginia Board of Medicine accepts the verified documentation provided by the Federation Credentials Verification Service (FCVS) in case you choose to engage FCVS to help you with your application. <http://www.fsmb.org/licensure/fcvs/>

The Virginia Board of Medicine accepts credentials verified through the Educational Commission for Foreign Medical Graduates' (ECFMG) Electronic Portfolio of International Credentials (EPIC) in case you choose to engage EPIC to obtain primary-source verification of your medical education credentials in support of your application. For information on EPIC, visit <http://www.ecfmgepic.org>. Special Instructions for applicants to the Board can be found at <http://www.ecfmgepic.org/instructions-virginia.html>

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 30 days for your initial application checklist to be updated on the Board's website. Supporting documentation will be added to your checklist as it is received. Processing of documents may take up to 10 business days after they are received. If you find your checklist does not exist or does not indicate necessary documents have been received, e-mail the Board at

medicineandsurgeryapplications@dhp.virginia.gov with “Medicine and Surgery Application Question” in the subject line. E-mails will be answered within 2 business days.

Your application checklist may be viewed by logging into your application and clicking on the “View Checklist” link located in the Pending Licenses section. This link will not be visible for applicants who have not yet paid the application fee. If you have submitted your application and required fee online, but no longer see your checklist listed in the Pending Licensing section, your license may have been issued by the Board. Please visit <https://www.license.dhp.virginia.gov/license/> and use your current User ID and Password to login and view your newly issued license. If you need technical assistance with your checklist contact the agency’s helpdesk at 804-367-4444. The helpdesk cannot provide assistance regarding information about your documents.

Supporting documentation sent to the Board when there is no application on file will be purged after six months.

NB: Virginia law considers material misrepresentation of fact in an application for licensure to be a Class 1 misdemeanor. Misrepresentation may be by commission or omission. Be sure of your facts and provide full responses to the Board’s questions.

PROCEEDING TO THE APPLICATION SIGNIFIES THAT YOU HAVE READ AND ACCEPT THE FOREGOING PRINCIPLES REGARDING THE BOARD’S PROCESSES.

1. Complete the online application at <https://www.license.dhp.virginia.gov/apply/> which includes paying the nonrefundable application fee of \$302.00. Application fees may only be paid using Visa, MasterCard or Discover.

2. Examination Scores – If you took all three steps of the USMLE examination or the FLEX examination, contact the Federation of State Medical Boards (FSMB) at (817) 868-4000 or www.fsmb.org to have your scores submitted to the Board. Scores MAY NOT be faxed and MUST come directly from the FSMB. **If using the FCVS credentialing service, scores will be included.**

If you took the National Board of Medical Examiners or a combination of the USMLE examination, contact the National Board of Medical Examiners at (215) 590-9500 or www.nbme.org to have your scores submitted to the Board. Scores MAY NOT be faxed and MUST come directly from the National Board. **If using the FCVS credentialing service, scores will be included.**

If you took the LMCC examination, contact the Medical Council of Canada (MCC) at (613) 521-6012. Scores MAY NOT be faxed and MUST come directly from the MCC. **If using the FCVS credentialing service, scores will be included.**

If you took a state examination, contact the state agency or licensure board to have your scores submitted to the Board. Scores MAY NOT be faxed and MUST come directly from the agency maintaining your score. **If using the FCVS credentialing service, scores will be included.**

3. Disciplinary Inquiry - If using the FCVS credentialing service, the Disciplinary Inquiry will be included. If you have requested FLEX or USMLE scores be sent directly to the Board, the Disciplinary Inquiry will be provided in the score report. If you took the National Board of Medical Examiners, the LMCC

or a State Board examination, contact the Federation of State Medical Boards at (817) 868-4083 or <http://www.fsmb.org/pdc/> to complete the on-line form.

4. Transcripts – Until January 1, 2017, the Board will accept notarized copies of transcripts and diplomas. For those applicants who apply January 1, 2017 you must provide an original copy of your professional school diploma and medical school transcripts with a certified English translation provided by your medical school. **If using the FCVS credentialing service or ECFMG, Electronic Portfolio of International Credentials (EPIC), transcripts will be included.**

5. Report of Clinical Clerkships (Form H) Complete the attached report of clinical clerkships with the requested clerkships completed while in medical school. Many medical schools have their students perform these clerkships at multiple locations or during multiple time-frames. If this is your case, you may use additional forms. If clerkships were completed in the United States, an ACGME number for each corresponding residency program is required.

6. Employment Activity (Form B) Questionnaire – List all activities from the date of graduation from medical school including but not limited to internships, residencies, fellowships, employment, affiliations, private practice, periods of non-activity or unemployment, observerships and volunteer service in the “Employment Activity” section of the application beginning with your first activity following medical school graduation.

Form B’s sent to the Virginia Board of Medicine by the applicant will not be accepted.

A completed Form B Activity Questionnaire or a letter of recommendation must be received from all places of practice or professional employment, affiliation, observership, professional research positions or professional volunteer service listed for the past 5 years even if completed in a country outside of the United States or Canada.

If engaged in private practice, without hospital affiliation, have another physician who is not related submit a letter attesting to your practice.

For applicants practicing tele-radiology or tele-pathology, a form B is only required from the medical director of the company to which you are employed. To be accepted, the Form B must be signed by the medical director with a complete professional evaluation.

For applicants practicing all other forms of telemedicine and for Locum Tenens physicians employment verifications must be received from each location of service in the past 5 years.

Completed Form B’s may be attached as a PDF and sent to medicineandsurgeryapplications@dhp.virginia.gov , faxed to (804) 527-4426 or mailed by the person completing the document.

7. Postgraduate training -- A completed Form B Activity Questionnaire or a letter of recommendation must be received from all places of postgraduate training including internships, residencies and fellowships listed for the past 5 years. If your postgraduate training occurred more than 5 years ago, you may fulfill this requirement by sending copies of your certificates of completion. Otherwise have your program complete and forward Form B. PDF attachments may be emailed to medicineandsurgeryapplications@dhp.virginia.gov, faxed to (804) 527-4426 or mailed. **If using the FCVS credentialing service, postgraduate training verification is included. If using EPIC, you may request that EPIC Verification Reports for your United States or Canadian postgraduate training be sent to the Board through EPIC. Visit <http://www.ecfmgepic.org/instructions-virginia.html> for instructions.**

8. License Verification

Verification of medical licenses from all jurisdictions within the United States, its territories and possessions or Canada in which you have been issued a full license must be received by the Board. **Please contact the applicable jurisdiction where you have been issued a license to practice medicine to inquire about having documentation forwarded to the Virginia Board of Medicine.** Verification must come from the jurisdiction and may be sent by

email to medboard@dhp.virginia.gov, faxed to (804) 527-4426 or mailed. **This documentation is NOT provided by the FCVS credentialing service and will not be accepted as part of your EPIC report.**

8. AMA Physician Profile – Visit the AMA website at <http://info.commerce.ama-assn.org/AMA-profiles-hub> to order a profile. This document must come from the AMA and may be sent by email to medboard@dhp.virginia.gov, faxed to (804) 527-4426 or mailed. **This documentation is NOT provided by the FCVS credentialing service.**

9. ECFMG Certification: To request your ECFMG certification follow this link <https://cvsonline2.ecfmg.org/> or you may provide the Board with a currently notarized copy of your ECFMG certificate if you apply before January 1, 2017. **For all applicants who apply after July 1, 2017, original ECFMG documentation must be received either from the ECFMG or as part of the FCVS credentialing service. ECFMG verifications may not be faxed.**

Please note:

▶ Applications not completed within 12 months may be purged without notice from the board.

▶ Additional information not already listed may be requested at any time during the process.

▶ Application fees are non-refundable.

▶ The Board's mailing address is **The Virginia Board of Medicine
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233**

▶ Email inquiries are normally responded to within 2 business days. Send your email inquiries to medboard@DHP.Virginia.gov.

▶ Submission of an application does not guarantee a license. A review of your application could result in the finding that you may not be eligible pursuant to Virginia laws and regulations.