



CHECKLIST INSTRUCTIONS: APPLICATION FOR LICENSURE – LICENSED CERTIFIED MIDWIFE (LCM)

Virginia law and regulations require that **Licensed Certified Midwives** be licensed by the Boards of Nursing and Medicine prior to beginning practice in the Commonwealth.

All initial Licensed Certified Midwife license applicants that meet Virginia requirements for *Rx* (prescriptive) *Authority* will be granted one license that will include *Rx Authority* designated on the license issued, as reflected on [License Lookup](#). For a copy of the Licensed Certified Midwife laws/regulations, go to: [Virginia Board of Nursing - Laws and Regulations](#).

REQUIREMENTS BELOW - Please ensure that the applicable items are submitted to the VBON

ALL APPLICANTS MUST PROVIDE THE FOLLOWING:

- (1) Complete Online Application:** An **online** application may be submitted only if you are applying for an initial LCM license in accordance with [18VAC90-70-60](#) **by examination** or **by endorsement** if you have been licensed as a Licensed Certified Midwife in another state in accordance with [18VAC90-70-70](#). A completed application and required fee must be submitted through the **online license application portal**.
- (2) Request verification of current **certification**** as a certified midwife issued by the American Midwifery Certification Board sent directly from the professional certifying organization to the Board of Nursing office by mail or emailed to: lcm@dhp.virginia.gov. A copy of the card, certificate or email verification from the applicant will **NOT** be accepted.

◆ LICENSED CERTIFIED MIDWIFE INITIAL APPLICATION – (BY EXAMINATION)

- Ensure that an official transcript from an approved graduate degree program in midwifery is sent directly from the education institution to the Board of Nursing office by mail or email to lcm@dhp.virginia.gov.

**◆ LICENSED CERTIFIED MIDWIFE APPLICATION – (BY ENDORSEMENT)
If currently/previously licensed as a Licensed Certified Midwife - See: [18VAC90-70-70](#)**

- Request **verification** of licensure as a Licensed Certified Midwife in another U.S. jurisdiction with a license in good standing or eligible for reinstatement if lapsed, sent directly from the jurisdiction to the Board of Nursing office by mail or email to lcm@dhp.virginia.gov.
Endorsement Applicants Only: Do not request that your transcripts be sent directly to the Virginia Board of Nursing (VBON) unless specifically instructed to do so by VBON staff.

THIS COMPLETED INSTRUCTION CHECKLIST MUST BE SUBMITTED WITH PAPER APPLICATION

◆ ADDITIONAL INFORMATION:

- ✓ **Required** application supporting documents may be emailed to: lcm@dhp.virginia.gov
- ✓ If required to file a **paper** application, may request the application by email to: lcm@dhp.virginia.gov
- ✓ **LCMs are required to have a *practice agreement* in accordance with [Virginia Code § 54.1-2957.04](#)**
- ✓ License application processing time - 30 **business** days from the date application is deemed complete by to the Board.
- ✓ Periodically log into your DHP license application portal: <https://www.license.dhp.virginia.gov/apply/> to monitor the process of your application and remember “unchecked” items may have been received but are **pending** review.
- ✓ Check your **license status** on [License Lookup](#) (license information is posted in *real time*). Once the license is issued, allow 24-48 hours for your *Rx Authority* to appear on *License Lookup*.