

**INSTRUCTIONS FOR COMPLETING AN APPLICATION TO PRACTICE OSTEOPATHIC MEDICINE IN VIRGINIA FOR GRADUATES OF OSTEOPATHIC MEDICAL SCHOOLS**

*(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 DO license to practice medicine for a graduate of an osteopathic medical school. 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](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/fcvs.html>

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 30 days for your 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 [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov) with "Osteopathy and Surgery Application" 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 the online process, contact the agency's Call Center 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](http://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 Osteopathic Medical Examinations or the COMLEX** you may request copies of your transcripts at <http://www.nbome.org/transcript-request.asp> or by calling (866) 479-6828. 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 Osteopathic Medical Examiners, the COMLEX, the LMCC or a State Board examination, contact the Federation of State Medical Boards at (817) 868-4083 or [http://www.fsmb.org/m\\_fpdc2.html](http://www.fsmb.org/m_fpdc2.html) to complete the on-line form.

**4. Transcripts – Official medical school transcripts must be received by the Virginia Board of Medicine.** Medical school transcripts must be official and bear the school seal. Transcripts will only be accepted if they come directly from the medical school to the Board or if sent to the Board by the applicant in the same unopened envelope in which they were received. **If using the FCVS credentialing service, transcripts will be included.**

**5. 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. Using a Form B that does not have the heading “OSTEOPATHIC MEDICINE” will delay your application.

**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, affiliations, observerships, professional research positions or professional volunteer service listed for the past 5 years.

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

For Locum Tenens physicians or those practicing telemedicine, employment verifications must be received from each hospital or clinic you have worked for in the past 5 years.

Completed Form B's may be attached as a PDF and sent to [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov), faxed to (804) 527-4426 or mailed.

6. *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 [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov), faxed to (804) 527-4426 or mailed. **If using the FCVS credentialing service, postgraduate training verification is included.**

7. *Jurisdiction Clearance – License Verification*

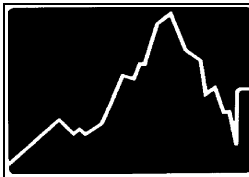
Verification of medical licenses from all jurisdictions within the United States, its territories and possessions or Canada in which you have been issued a full license must be received by the Board. **Please contact the applicable jurisdiction where you have been issued a license to practice medicine 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 [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov), faxed to (804) 527-4426 or mailed. **This documentation is NOT provided by the FCVS credentialing service.**

8. *AOA Physician Profile* – Visit the AOA website at [https://www.doprofiles.org/sign\\_in.cfm](https://www.doprofiles.org/sign_in.cfm) to order a profile. This document must come directly from the AOA. The AOA will mail your profile within 24 hours of your order. **This documentation is NOT provided by the FCVS credentialing service. If you have questions about your AOA profile go here <https://www.doprofiles.org/help/faq.cfm> or email [credentials@osteopathic.org](mailto:credentials@osteopathic.org).**

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 [medbd@dhp.virginia.gov](mailto:medbd@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.

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Acupuncturist    | <input type="checkbox"/> Genetic Counselor                | <input type="checkbox"/> Osteopathy and Surgery        | <input type="checkbox"/> Radiologic Technologist           |
| <input type="checkbox"/> Athletic Trainer | <input type="checkbox"/> Medicine and Surgery             | <input type="checkbox"/> Physician Assistant           | <input type="checkbox"/> Radiologic Technologist - Limited |
| <input type="checkbox"/> BCaBA            | <input type="checkbox"/> Midwife                          | <input type="checkbox"/> Podiatry                      | <input type="checkbox"/> Radiologist Assistant             |
| <input type="checkbox"/> BCBA             | <input type="checkbox"/> Occupational Therapist           | <input type="checkbox"/> Polysomnographic Technologist | <input type="checkbox"/> Respiratory Therapist             |
| <input type="checkbox"/> Chiropractic     | <input type="checkbox"/> Occupational Therapist Assistant |  |  |



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**Virginia Department of Health Professions**

**Board of Medicine**  
9960 Mayland Drive, Suite 300  
Henrico, Virginia 23233-1463

Phone: (804) 367-4600  
Fax: (804) 527-4426  
Email: [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov)

**Please provide name and address of setting/organization exactly as it appears on your application chronology.**

\_\_\_\_\_  
Clearly print/type name of applicant

Name of Setting: \_\_\_\_\_

Address: \_\_\_\_\_

Last 4 of Social Security Number XXX-XX-\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**The Virginia Board of Medicine, in its consideration of an applicant for licensure, depends on information from persons and institutions regarding the applicant's employment, training, affiliations, and staff privileges. Please complete this form to the best of your ability and return it to the Board by mail, fax or email so the information you provide can be given consideration in the processing of his/her application in a timely manner. I hereby authorize all hospitals, institutions or organizations, my references, personal physicians, employers (past and present), business and professional associates (past, and present) and governmental agencies and instrumentalities (local, state, federal or foreign) to release to the Virginia Board of Medicine any information, files or records requested by the Board in connection with the processing of my application.**

Signature of Applicant \_\_\_\_\_

1. Date and type of service: This individual served with us as \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_.  
(Month/Year) (Month/Year)

2. Please evaluate: (Indicate with check mark)

	Poor	Fair	Good	Superior
Professional knowledge				
Clinical judgment				
Relationship with patients				
Ethical/professional conduct				
Interest in work				
Ability to communicate				

3. Recommendation: (please indicate with check mark)  Recommend highly and without reservation  Recommend as qualified and competent  
 Recommend with some reservation (explain) \_\_\_\_\_  
 Do not recommend (explain) \_\_\_\_\_

4. Of particular value to us in evaluating any applicant are any notable strengths and weaknesses (including personal demeanor). We would appreciate such comments from you. \_\_\_\_\_  
\_\_\_\_\_

5. The above report is based on: (please indicate with check mark)  
 Close personal observation  General impression  A composite of evaluations  
 Other: \_\_\_\_\_

Date (Required): \_\_\_\_\_

Signed by: \_\_\_\_\_

Print or type name: \_\_\_\_\_

Signator Contact Number: (\_\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_