

INSTRUCTIONS FOR COMPLETING PODIATRIC MEDICINE APPLICATION

(This form has been designed for you to use as a checklist for processing your application)

APPLICATION FEES ARE NONREFUNDABLE

BEFORE YOU PROCEED, READ THE FOLLOWING POINTS CAREFULLY!

DO NOT BEGIN PRACTICING BEFORE YOU ARE ISSUED A LICENSE.

This is the application for a license to practice Podiatric Medicine.

You should familiarize yourself with the qualifications required for a license by reviewing the laws and regulations governing the practice of podiatric medicine in Virginia. They can be found at:

<https://www.dhp.virginia.gov/Boards/Medicine/PractitionerResources/LawsRegulations/>

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 2-3 months, so plan accordingly if you are pursuing a practice position in Virginia.

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 15 business days for your application checklist to be first 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 15 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 dpm-medbd@dhp.virginia.gov. 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. Before calling the Board, please visit <https://dhp.virginiainteractive.org/Lookup/Index> to view your newly issued license. This website is primary source license verification that meets the Joint Commission's requirements for license verification. 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 and accurate 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.

- ☐ **Complete the online application** <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, American Express or Discover.

- ☐ **Podiatric School Transcripts – Official podiatric medical school transcripts must be received by the Virginia Board of Medicine.** Contact your school of professional education and request that transcripts be sent directly to the Virginia Board of Medicine. Transcripts must be official with the school seal, if sent by mail. Transcripts will be accepted if they come directly from the school to the Board or if sent to the Board by the applicant in the original sealed envelope. Faxed transcripts are not accepted. The Board also accepts transcripts delivered electronically. **Official school transcripts can be emailed directly by the school to dpm-medbd@dhp.virginia.gov**

- ☐ **Employment Activity** - List all activities from the date of graduation from your professional school including but not limited to internships, employment, affiliations, periods of non-activity or unemployment, observerships and volunteer service in the “Employment Activity” section of the application beginning with your first activity following professional school graduation. If you are employed by a group practice or locum tenens/traveler company, please list all locations where you have provided service or held privileges. If more space is needed to record your activities, follow this link to obtain and submit a supplemental form with your application:

Supplemental Form: <https://www.dhp.virginia.gov/media/dhpweb/docs/med/forms/SupplementalForm.pdf>

For applicants practicing as locum tenens, have the company you are affiliated with provide a complete list of all locations and dates where you have provided service.

- ☐ **License Verification** - Verification of your medical license from a jurisdiction 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 dpm-medbd@dhp.virginia.gov, faxed to (804) 527-4426, or mailed.
- ☐ **PMLexis Scores and Federation Disciplinary Inquiry** – The Board requires verification of passage of the Federation of Podiatric Medical Boards Parts I, II, Part III PMLexis Examination and the Disciplinary Report. These documents must come directly from the Federation. Please visit www.fpmbo.org and click on “Order Reports” for instructions.”
- ☐ **Postgraduate Training** - **All post graduate training, including internships, transitional year, residency and clinical fellowships received in the United States or Canada must be listed regardless of when it was obtained or completed. You may also submit** a letter of recommendation signed by the Program Director from all places of postgraduate training including internships, residencies and fellowships completed in the United States.
- ☐ **NPDB Self Query** –
Complete the online [Place a Self-Query Order](https://www.npdb.hrsa.gov/) form at <https://www.npdb.hrsa.gov/>.

Be ready to provide:

- o **Identifying information such as name, date of birth, Social Security number**
- o **State health care license information (if you are licensed)**
- o **Credit or debit card information for the \$4.00 fee (charged for each copy you request)**

Verify your identity. This can be done electronically as part of your order or by completing a paper form and having it notarized. You will receive full instructions as you complete your order.

Wait for your response. Once your identity is verified, the NPDB will process your order. A paper copy of your response will be sent the next business day by regular U.S. mail.

Please note that the Board will accept a digitally-certified electronic copy of the NPDB report that is emailed to the Board, in lieu of a mailed report.

Should you choose to mail your report, when you receive your report in the mail from NPDB, **DO NOT OPEN IT**. Place your unopened NPDB report in an oversized envelope and forward it to the Virginia Board of Medicine. The Board recommends using Fed EX or UPS for tracking purposes.

The Board of Medicine is unable to track any mail or other package that is sent via the United States Postal Service. Any NPDB report received for an application not completed within 3 months of receipt of the NPDB report will have to be resubmitted.

PLEASE NOTE

- ▶ Virginia is a direct verification state. All supporting documents must come from the original source unless specifically noted in the instructions.
- ▶ Applications not completed within 180 days 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 dpm-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.