IMPORTANT INFORMATION FOR THE APPLICANT

Welcome to Massachusetts and thank you for choosing our state to practice medicine. This application is for U.S. and international medical school graduates applying for a full, administrative, or volunteer license in Massachusetts for the first time.

It is extremely important that you read and follow all instructions carefully. Please make a copy of your license application and supplement before you submit them to the Board. When sending your application and supplement, please use one of the tracking services offered by the post office or commercial shippers. Please note that you must collect all documents listed on the Required Documents Checklist. Documents from primary sources must be collected in sealed envelopes and included in the original sealed envelopes with your license application; otherwise, your license will be significantly delayed. Your application cannot be processed until the Board receives all of the required documents. After receipt of your license application and all accompanying documents, the Board will notify you about any additional documentation needed--this may take up to eight weeks.

Application processing time is dependent upon receipt of all supporting documents. Under Massachusetts law, you may not practice medicine independently until you have received a full license. The Board strongly recommends that you do not make any commitments such as home purchases, loans, etc. until you have been granted a license to practice medicine in Massachusetts.

If you previously held a Massachusetts full license, you may download the lapsed license application at www.mass.gov/massmedboard, select Physicians, Licensing, Licensing Forms, and Lapsed License.
HOW FAST CAN I GET A FULL LICENSE?

The most frequently asked question from physicians applying for a full license is “How fast can I get my full license?” The answer depends on two factors:

1) whether the physician has submitted all of the required documentation in accordance with the Board’s regulations; and

2) the current volume of applications being processed by the Licensing Division staff.

As part of the application process, a physician seeking a full license is required to provide a number of documents including: primary source verification of completion of medical school training and postgraduate training; examination scores; and satisfactory proof of good moral character. Affirmative responses regarding legal issues necessitate that a physician provide additional primary source documentation including: malpractice complaints; police reports; and other legal documents.

A full license application is complete only after all of the required documentation is received and reviewed by the Licensing Division staff. Timely completion of a full license application is intensive and requires the applicant’s cooperation to supply the required documents. Typically, a full license application, received from August through December, can be issued in approximately ten (10) weeks if there are no legal, competency or good moral character issues. License applications with no legal, competency or good moral character issues received between January and July may take approximately fourteen (14) weeks to process due to the larger volume of applications received during those months.

Listed below are tips to assist physicians applying for a full license:

**Licensing Requirements**
- Review the Board’s licensing requirements to ensure that you meet the current requirements.

**Timeline of Activities since Graduation from Medical School**
- Review this section of the application for completeness and accuracy. You must account for all periods of time, by month and year, beginning with graduation from medical school. You must complete this section and submit a current curriculum vitae.
Adverse Information

- Do not attempt to hide any adverse information from the Board. Making a false statement on an application can be grounds for denial of licensure in Massachusetts.

Active Involvement

- Be actively involved in the licensure process. Follow up with medical schools, training programs, hospitals, and insurers to make sure that requested information is provided promptly.
- Complete the full license application fully and accurately. If you are using a physician licensing service, carefully review your full license application prior to its submission. Inaccurate information causes delays in the application process.
- Review the Board’s full application checklist prior to mailing your application to the Board, to ensure that you have answered all of the questions and obtained all of the required documents.
- The Licensing Division staff reviews applications in the order they are received. You will be notified via email of the items needed to complete your application. Questions about your application should be directed to the Licensing Analyst assigned to your application.
- **Your application will not be processed until the Board receives: a completed application; the licensing fee; and all of the required supporting documentation.**

Change of Address

- If you change your address at any time during the licensure process, please remember to update your address with the Board. **Your wallet card will be mailed to the address that the Board has on file.**

General Information

- Typically, the Licensing Committee and the Board meet twice a month. The dates of the Board and the committee meetings are posted on the Board’s website at [www.mass.gov/massmedboard](http://www.mass.gov/massmedboard). These dates are subject to change.

Please exercise patience throughout the licensing process. The Board’s overriding mission is to serve the public by striving to ensure that only qualified physicians are licensed to practice medicine in the Commonwealth. This requires the Board to take the time to fairly and comprehensively evaluate each application for licensure.
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GENERAL INFORMATION

Previous Medical License in Massachusetts: If you ever held a full license in Massachusetts, do not use this application form. You must complete a lapsed license application to revive your license. The lapsed license application is available on-line at the Board’s website at www.mass.gov/massmedboard.

Address Change: The Board’s regulations require you to notify the Board in writing within thirty (30) days when you change your address. Your wallet-card will be sent to the mailing address that you provide on your license application.

Practice of Medicine: Please be advised that pursuant to Massachusetts laws and regulations, you may not practice medicine in a training program or in an independent practice until you have received a license. Physicians are responsible for determining that the Board has issued a license prior to practicing medicine.

License Renewal (90-Day form): Renewal of your medical license will occur on your first birthday after the license issuance date, unless your birthday falls within ninety (90) days of obtaining initial licensure. If your first birthday after the issuance date falls within this time frame, you will not be required to renew your license until the following birthday. Renewals thereafter will be on a two-year birthday cycle.

Please indicate on the Board’s 90-Day Form if you do not want your application to be presented to the Board until ninety (90) days before your birthdate.

DEA and Controlled Substance Registration: If you wish to prescribe or dispense drugs, you must apply for a Massachusetts Controlled Substance Registration. Go the Department of Public Health website at www.mass.gov/dph/dcp for an application for Massachusetts Controlled Substance Registration and follow the instructions or call (617) 973-0949. For DEA registration go to the DEA website at www.deadiversion.usdoj.gov and follow the instructions.

Registration of Medical License: Please note that, pursuant to M.G.L. c. 112, §8, you are required to register your medical license with the clerk of the city or town where you practice. Failure to do so could result in a fine of up to $100.00.

Grounds for Denial: Each applicant’s qualifications for licensure in Massachusetts are reviewed on an individual basis. The Board has the authority to deny licensure based upon an applicant’s failure to meet the Board’s requirements for licensure; failure to provide satisfactory proof of good moral character; or because of acts which, were they engaged in by a licensee, would violate M.G.L. c. 112, Section 5 or 243 CMR 1.03(5).

Interview: During the licensing process, you may be invited for a personal interview with the Board, and/or the Licensing Committee regarding your license application. Unless otherwise indicated, all meetings of the Board or any of its Committees are held at the Board office at 200 Harvard Mill Square, Suite 330, Wakefield, Massachusetts.

DOCUMENTS TO BE SUBMITTED WITH YOUR FULL LICENSE APPLICATION

***ALL DOCUMENTS SHOULD BE SUBMITTED AS ONE-SIDED***

1. Full License Application – every data field on the full license application must be completed
2. Current Curriculum vitae (month and year format)
3. Supplement – all questions answered and supplement pages completed for any “yes” answers
4. Authorization for Release
5. CORI Acknowledgment Form - notarized
6. Electronic Health Records (EHR) Proficiency Form
7. 90-Day Form
8. Certificate of Moral and Professional Character - notarized (sealed envelope)

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9. State License Verifications (sealed envelope; electronically from State Board; or Veridoc)
10. Supervisory Board Evaluation Form(s) (sealed envelopes)
11. Medical Education Verification (sealed envelopes or through FCVS)
12. Postgraduate Verifications (sealed envelopes or through FCVS)
13. Examination scores (sealed envelope; through FCVS; or electronically through USMLE)
14. National Practitioner Data Bank (sealed envelope)
15. Malpractice History Form – listing all liability carriers since postgraduate training
16. Malpractice history reports from all carriers since postgraduate training
17. ECFMG Certificate (international medical graduates only)
18. Medical School Transcripts and notarized copy of Diploma (international medical graduates only)
19. Legal documents, as required

FULL, ADMINISTRATIVE AND VOLUNTEER LICENSE INSTRUCTIONS

The Full License Application Kit consists of the forms required for completing the application process. You may download additional forms at the Board’s website at www.mass.gov/massmedboard.

Throughout this application:
- Graduates of medical schools in the United States, Canada or Puerto Rico, should follow the instructions for U.S. graduates.
- Graduates of all medical schools not located in the United States, Canada, or Puerto Rico, should follow the instructions for international medical graduates.

Important Notes: As an applicant, you personally are responsible for all information disclosed on your license application, including any responses that may have been completed on your behalf by others. An application may be denied based upon omission, falsification or misrepresentation of any item or response on the application or any supplemental documentation received in connection with your application. The Massachusetts Board of Registration in Medicine considers violations of an ethical nature to be a serious breach of professional conduct.

Following the submission of your application for licensure, the Board may, at any time, request additional documentation to determine the applicant’s compliance with the Board’s statutes and regulations. Applicants who are not in compliance with the Board of Registration in Medicine’s statutes and regulations may not be eligible for licensure.

Application Review: The application review process is defined by the Board of Registration in Medicine’s statutes, regulations and policies. The Board and its staff must comply with those requirements in processing applications. Applications are processed in the order in which they are received at the Board. An application will not be deemed complete until all required application documents and verifications are received and reviewed by the Board and its staff.

Instructions for Completing the Full License Application
- Provide a response for every question on the application and attachments.
- Provide complete names and addresses of medical school(s), postgraduate training program(s), health care affiliation(s) and work site(s).
- Collect all of the documents required for your full license in sealed envelopes and send them to the Board with your full license application.
- If any information or documents are missing or incomplete, your full license will be significantly delayed.
- If you employ a licensing service to assist you with the Massachusetts licensing process, you must provide a letter confirming this representation and directing Board staff to communicate with the licensing service on your behalf.
**Application Fee**

The application processing fee for a full license is $600.00 and is non-refundable. Please make your check payable to the Commonwealth of Massachusetts. A certified check or money order is preferred, but personal checks are accepted.

**License Type**

Select one of the following license types listed on the full license application.

- **Full License** – a full license allows a physician to practice medicine independently in the Commonwealth of Massachusetts.
- **Administrative License** – an administrative license is for a physician whose primary responsibilities are administrative or academic in nature and does not include authority to diagnose or treat patients, write prescriptions for controlled substances, delegate medical acts or prescriptive authority, or issue opinions regarding medical necessity.
- **Volunteer License** – a volunteer license is for physicians who practice medicine at work sites pre-approved by the Board, subject to the same conditions and responsibilities as a full licensee. A volunteer licensee may not accept compensation for his or her practice of medicine.

**Other Name(s)**

If you have had a name change, you must submit a notarized copy of your marriage certificate or a notarized copy of the court order changing your name. Please complete the Name Change and Duplicate License form and the Notary Public Attestation for the Name Change form.

**Social Security Number**

Each applicant is required to provide the Board with a United States Social Security Number pursuant to M.G.L. c. 30A, §13A.

**Email and Mailing Address**

The Board will use your email and mailing address for all correspondence with you.

**Premedical Education**

A minimum of two (2) or more academic years at a legally-chartered college or university is required.

**Medical Education**

Four (4) academic years of instruction of not less than thirty-two (32) weeks in each academic year or courses which in the opinion of the Board of Registration in Medicine are equivalent, in a legally chartered medical school that grants the degree of doctor of medicine or its equivalent.

**Qualifying Examinations**

Please list all the licensing examinations you have completed.
Postgraduate Training

- **U.S. graduates:** Two (2) years of postgraduate training in an ACGME, AOA or Canadian accredited training program.

- **International medical graduates:** Three (3) years of ACGME, AOA or Canadian accredited postgraduate training program.

- Full license applicants requesting a waiver for substantial equivalency of medical school training must complete three (3) years of accredited postgraduate training. (See page 8).

Other State Licenses

List all states where you ever had a full license, whether the license is active, inactive or not renewed.

Opioid and Pain Management Training

Physicians who prescribe controlled substances (Schedules II - VI), must have completed at least three (3) credits of Board-approved continuing professional development in effective pain management. Physicians are responsible for determining whether the pain management continuing professional development requirement applies to them, based upon the nature of their practice. A free online resource to obtain the necessary credits is available at [www.opioidprescribing.com](http://www.opioidprescribing.com).

Requirement to Complete Training to Recognize and Report Suspected Child Abuse or Neglect

M.G.L. c. 119, §51A(k) requires all mandated reporters, professionally licensed by the Commonwealth, to complete training to recognize and report suspected child abuse or neglect. Physicians are one category of mandated reporters.

Physicians may comply with the training requirement through:

- Receiving training in child abuse or neglect assessment in medical school education or postgraduate training;

- Completion of a hospital sponsored training program in recognizing the signs of child abuse and neglect;

- Completion of continuing professional development (formerly known as continuing medical education credits) in identifying and reporting child abuse and neglect;

- Completion of an on-line training program (i.e., The Middlesex Children’s Advocacy Center’s program “51A Online Mandated Reporter Training: Recognizing and Reporting Child Abuse, Neglect, and Exploitation” [www.middlesexcac.org/51A-reporter-training](http://www.middlesexcac.org/51A-reporter-training)); or

- Completion of a specialized certification (i.e., Child Abuse Pediatrics).

Full license applicants must complete the requirement for training prior to submission of an application to the Board. This is a one-time requirement.

MassHealth Enrollment

Physicians (including interns and residents) are eligible to order, refer or prescribe services for MassHealth members and, under state law, must apply to enroll with MassHealth at least as ordering and referring (nonbilling) providers in order to obtain and maintain state licensure. Providers who are already enrolled with MassHealth have already met the requirement and do not need to take further action.
MassHealth has created a Nonbilling Provider Application for providers in provider types that are not eligible to enroll as fully participating providers. This application can also be used by providers who are eligible to enroll in MassHealth as fully participating providers but who choose not to at this time. Physicians must apply to enroll with MassHealth at least as ordering and referring (nonbilling) providers in order to obtain and maintain state licensure. Providers who are already enrolled with MassHealth have already met the requirement and do not need to take further action.

Providers who wish to apply to enroll as nonbilling providers must download the materials from the MassHealth website at http://www.mass.gov/eohhs/docs/masshealth/aca/pe-nbp-con.pdf and send their completed and signed Nonbilling Provider Application and Nonbilling Provider Contract by mail to the MassHealth Customer Service Center at:

MassHealth Customer Service Center  
Attn: Provider Enrollment and Credentialing  
P.O. Box 121205  
Boston, MA 02112-1205

Providers who have questions, or if eligible, would like to request a fully participating provider application should contact the MassHealth Customer Service Center at 1-800-841-2900 with any questions or, if eligible, to request a fully participating provider application.

**Electronic Health Records (EHR) Proficiency Form**

This is a one-time requirement. Complete Section 1 (Demonstrating Proficiency) or Section 2 (Claiming an Exemption). Sign and date the form.

**Authorization for Release of Information**

Sign and date the Authorization for Release of Information form.

**Curriculum Vitae (CV)**

Please submit a current CV (month and year format) with your application.

**Timeline of Activities since Graduation from Medical School**

Provide a chronological listing by month and year of all activities since graduation from medical school. This would include all postgraduate training, research activities, hospital affiliations, medical staff appointments, faculty appointments, private practices, military assignments, locum tenens and telemedicine assignments and any other employment or volunteer activities. Also include periods of unemployment or any activities outside of the practice of medicine. You must account for any time gaps of 30 days or more since your graduation from medical school. Failure to complete this section or address any time gaps may result in delay of licensure. Attach a separate sheet of paper if necessary. Do not write, “See CV” or “See attached;” you must complete this section AND attach your curriculum vitae. If none, enter “N/A”.

**Full Application Supplement**

Every question on the Full Application Supplement must be answered “yes” or “no.” If a question is answered “yes” you must provide an explanation in the supplement section for that question and provide the additional documents in sealed envelopes.
You will be requesting the following documents to be sent directly to you in sealed envelopes. Please request the signature of the endorser or seal of the institution to be placed across the back flap of the envelope. The National Practitioner Data Bank Profile and the USMLE will not have a seal or signature.

**Certificate of Moral and Professional Character (Must be in a sealed envelope)**

The Certificate of Moral and Professional Character must be completed and signed by a physician who has a current medical license in the United States. The designated physician must not be the applicant’s relative but should have known the applicant for at least one (1) year. The form must be notarized by a U.S. notary.

**Postgraduate Training Verification Form (Must be in a sealed envelope or through FCVS)**

Submit the Postgraduate Verification form to all health care facilities in the U.S., Puerto Rico or Canada where you have participated in any internship, residency or fellowship training, including training programs that were not completed.

**Note:** If you are currently enrolled in a postgraduate training program, please do not have your postgraduate verification form signed by your program director until you have completed two (2) years of postgraduate training for U.S. graduates and three (3) years for international medical graduates.

**Supervisory Evaluation Form (Must be in a sealed envelope)**

At least one (1) year of current evaluations are required. The Board’s Supervisor Evaluation form must be completed by a supervising physician, such as a training program director, chief medical officer, department chairperson, chief of service, medical director or other supervising physician who can evaluate your clinical performance. The Evaluator must have no financial interest in your licensure in the State of Massachusetts.

Physicians in private practice who have not had any affiliations with a healthcare facility within the past four (4) years must obtain Supervisory Evaluation forms from three physicians who refer patients to them for clinical care.

Locum tenens physicians must have Supervisory Evaluation forms completed for the most recent two (2) years by health care facilities where you have had locum tenens assignments.

**Note:** Evaluation forms must be current within 120 days prior to Board review. The Board reserves the right to require additional Supervisory Evaluation forms be submitted in connection with your application for licensure.

**State License Verifications (Must be in sealed envelopes or submitted electronically by State Board or Veridoc)**

You must obtain a written verification of every full license issued to you in the U.S., Puerto Rico or Canada in support of your full license application. The state boards of California, Texas, Indiana, Pennsylvania and Veridoc will only send license verifications directly to the Massachusetts Board of Registration in Medicine. The license verifications will be held in a pending file until your completed full license application is ready to be processed.

**National Practitioner Data Bank Profile (Must be in sealed envelope)**

License applicants must request a self-query profile from the National Practitioner Data Bank (NPDB). You may access the NPDB at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov) and complete the self-query form online. After completing the self-query form, you will be required to verify your identity. In most cases this is an electronic process. If you are unable or unwilling to verify your identity electronically, you must verify your identity offline. The offline
process requires you to print out a hard copy of your self-query form, have it notarized and forward it to the Data Bank.

Please note that the NPDB will offer you a pdf and a paper copy of your NPDB profile. You must request a paper copy of your NPDB profile in addition to the pdf.

The self-query fee of $5.00 is payable by credit card (VISA, MasterCard, American Express and Discover) or debit card (with VISA or MasterCard logo on the card). Please remember to include your credit or debit card number and expiration date on your query form.

Once your identity is verified, the Data Bank will process your self-query request. When your profile is available, you will receive an email notification and instructions to view your profile online. In addition to the online profile, you will receive a paper copy of your profile by U.S. mail. **DO NOT OPEN THE ENVELOPE** when you receive the paper copy of your NPDB profile. You must mail it directly to the Board with your license application. If the envelope is opened, it will be returned to you and a new profile request must be submitted. The NPDB requires up to four weeks to process a new profile. If you have questions, contact the Data Bank at 1-800-767-6732.

**Medical Education Verification (Must be in sealed envelope or through FCVS)**

Complete the authorization statement at the top of the Medical Education Verification form and send it to your medical school. If more than one medical school was attended, the form must be duplicated and sent to each additional school.

If there were gaps in your medical education, or more than four (4) years of medical school for U.S graduates, or more than six (6) years for international medical school graduates, you must provide an explanation for the additional months or years and the medical school must also provide the dates and reason(s) for the additional months or years.

International medical schools must provide a copy of the medical school transcripts in English. If the transcripts are in a language other than English, the Board will send a copy of the medical school transcripts to you to be translated either by your medical school or a U.S. translation company.

**Note:** If you were ever issued a limited license in Massachusetts, your medical school verification is on file at the Board and you do not need to provide the medical education verification.

**Medical School Diploma**

International medical school graduates must provide a notarized copy of their medical school diploma with the full license application. The notarization must be completed by a U.S. notary and, if it is not in English, it must be translated by a U.S. translation company.

**Transfer from Ph.D. or Dental School Program to an M.D. Program**

Transfer students who received credit from a Ph.D. or dental school program must submit the Medical Education Verification form with the official transcripts from the Ph.D. or dental school program. A letter of matriculation must also be sent to the Board from the medical school.

**Examination Requirements - USMLE and FLEX (Must be in sealed envelope, through FCVS or electronically from USMLE)**

Contact the Federation of State Medical Boards (FSMB) at [www.fsmb.org](http://www.fsmb.org) to request USMLE and FLEX scores.
Please note that the Board’s regulations require that the USMLE Steps 1, 2 and 3 must be completed within a seven (7) year time period, beginning with the examination date when the examinee first passes his/her first Step (either Step 1 or Step 2). The Board may grant a waiver of the seven-year examination completion requirement in the case of an applicant who is actively pursuing another advanced doctoral study. In addition, in very limited and extraordinary circumstances, the Board may grant a case-by-case exception to the seven-year period upon petition by the applicant and demonstration by the applicant of: a.) a verifiable and rational explanation for the failure to satisfy the regulation; b.) strong academic and post-graduate record; and c.) a compelling totality of circumstances. If the Board determines that an applicant is not eligible for a waiver of the seven-year examination completion requirement, the Board may preliminarily deny the application for licensure based upon a determination that the applicant does not meet the requirements for licensure set forth in the Board’s statutes and regulations. Please review the Board’s regulation 243 CMR 2.02(3) (b) and (c) for additional information.

An applicant who fails to pass Step 3 of the USMLE or level 3 of the COMLEX within three (3) attempts is required to take an additional year of ACGME or AOA approved postgraduate training prior to attempting the step a fourth time.

**National Board of Osteopathic Medical Examiners Diplomate Certification**

You may access the National Board of Osteopathic Medical Examiners (NBOME) website at [www.nbome.org](http://www.nbome.org) for a transcript request form and instructions.

**LMCC (Must be in sealed envelope)**

Applicants providing documentation of Licentiate of the Medical Council of Canada (LMCC) must request the results of the MCCQE transcripts be sent to the Massachusetts Board at [www.service@mcc.ca](http://www.service@mcc.ca).

**FLEX Examination/State Board Examination Verification (Must be in sealed envelope)**

Verification of a FLEX/State Examination must include the examination dates and scores. Massachusetts requires a FLEX passing score of 75 in each component. For examinations prior to June 1985, a FLEX weighted average score of 75 is required in one sitting. A state Board examination taken after June 19, 1970 will not be accepted for licensure.

**AMA Physician Profile**

The AMA Physician Profile may be requested online at [https://commerce.ama-assn.org/amaprofiles/](https://commerce.ama-assn.org/amaprofiles/), or you may contact the AMA Unified Service Center for ordering assistance at (800) 665-2882. The AMA Physician Profile will be sent electronically directly to the Board.

**Osteopathic (D.O.) Physician Profile**

The Official Osteopathic Physician Report may be requested at [www.osteopathic.org](http://www.osteopathic.org) or at the American Osteopathic Information Association Credentials Services, 142 E. Ontario St., Chicago, IL 60611.

**Education Commission for Foreign Medical Graduates (ECFMG) Status Report**

An ECFMG Status Report may be requested at [https://cvsonline2.ecfmg.org/ImgGenInfo.asp](https://cvsonline2.ecfmg.org/ImgGenInfo.asp). The ECFMG Status Report will be sent electronically to the Board.
**Substantial Equivalency of Medical School Education and Off-Site Rotations:**

In situations where an international medical graduate cannot comply with 243 CMR 2.03(1)(b), requiring substantial equivalency of medical school education, a Waiver Request may be submitted to the Board. If an applicant completed more than three (3) months of any required or elective clinical rotation outside of the primary teaching hospital of their medical school of attendance, a Waiver Request (Form J) and Forms E-1 and E-2 are required. You must send a copy of Form E-1 to your medical school and Form E-2 must be forwarded to the program director at the program where you completed each clinical clerkship. E-2’s must be returned directly to the applicant in a sealed envelope.

The Board will review the applicant’s medical school training and/or off-site clinical rotations to determine whether they are substantially equivalent to U.S. medical school training. In assessing the applicant’s equivalency of medical education, the Board relies on the factors detailed in Board Policy 91-001. If the Board determines that an applicant is not eligible for a waiver of substantial equivalency of medical school education, the Board may preliminarily deny the application for licensure based upon a determination that the applicant does not meet the requirements for licensure set forth in the Board’s statutes and regulations. The Waiver for Substantial Equivalency of Medical School education, Board Policy 91-001 and the E-1 and E-2 forms are available at the Board’s website. Requesting a waiver for substantial equivalency of medical school education may result in a delay in processing your full license, as determinations on waiver requests are made by the Board on a case-by-case basis.

**Please note:** The Board has determined that the medical education at the following medical schools is substantially equivalent to U.S. medical school training. Graduates of the following medical schools do not have to complete a Waiver Request or Forms E-1 and E-2:

- St. George’s University School of Medicine;
- SABA University;
- Ross University School of Medicine; and
- The American University of the Caribbean.

**Malpractice History Request Form**

Complete the Malpractice History Request Form listing all liability carriers from the time you completed your postgraduate training to the present. If you were enrolled in a postgraduate training program, include the liability carrier for the time period when you were in a postgraduate training program only if you had a full license OR you were named in a malpractice case during that period.

- Send a copy of the malpractice history form to all liability carriers from the date that your first full license was issued, whether or not a claim or suit was filed against you.
- You must include with your full license application: the original Malpractice History Request Form and the malpractice history reports received from your liability carriers detailing your medical malpractice history during the period of your coverage.
- If you were enrolled in a postgraduate training program, you do not need to list a liability carrier for the time period when you were in a training program unless you had a full license OR you were named in a malpractice case.
- Complete a supplement form for each medical malpractice claim whether the claim is currently pending or is closed and follow the instructions on the supplement for the additional documents to be included with your full license application.

**Note:** If a malpractice history report is unavailable from the liability carrier due to merger or if the carrier is no longer in business, you must obtain a letter confirming the merger or closure from the liability carrier that took over in the merger or the Division of Insurance in the state where the liability carrier was registered.
Criminal History

You must report being arrested, arraigned, indicted or convicted, even if the charges against you were dropped, filed, dismissed or otherwise discharged. A charge of operating under the influence or its equivalent is reportable. A medical malpractice claim is a civil, not a criminal, matter and need not be reported for purposes of this question.

For each criminal proceeding in which you were named a defendant, certified copies of the complaint, judgment or other disposition and a copy of the police report must be sent to you in sealed envelopes from your lawyer, the court or other appropriate agency. The sealed envelopes must be included with your full license application. You must also provide a detailed explanation of the incident, including date, time, place, the court action and final disposition. If in doubt as to whether an arrest or criminal offense must be disclosed, it is best to disclose the action on your application.

Expunged/Sealed Offenses: While expunged offenses, arrests, tickets or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact been expunged or sealed. Failure to reveal an offense, arrest, ticket or citation that is not in fact expunged or sealed, raises questions related to truthfulness in addition to questions regarding the offense itself. You may have been told your record is expunged or sealed when in fact it is not. If, during the course of the application process, information about an offense is discovered which you did not disclose because you believed it to be expunged or sealed, you will be required to provide a copy of the expunction or sealing order.

Current Probation Agreement in another State

It is the practice of the Licensing Committee, a committee of the Board of Registration in Medicine, to defer action on applications from individuals with a current probation agreement in another state, until that state’s licensing board has terminated the probation.

Criminal Offender Record Information (CORI)

Criminal Offender Record Information ("CORI") is part of a general background check for licensing purposes. In order to complete this background check, applicants must submit a notarized CORI Acknowledgment Form. You must sign your name in the presence of a U.S. Notary Public. It is preferred that, for purposes of identification, applicants submit identification issued by the U.S. government (i.e., driver’s license, identification card, etc.) If you do not have any identification issued by the U.S. government, an international passport may be used to verify the information on the CORI Acknowledgment Form.

In completing the CORI Acknowledgment Form, you will need to provide the following required information: Last Name; First Name; Date of Birth; Last 6 digits of your Social Security Number ("SSN"). If you do not have an SSN, then you must enter 6 zeros – zeros may only be used for CORI if you do not have a valid SSN. An applicant who has a valid SSN and submits a CORI with zeros for a SSN can be subject to civil and criminal penalties.
The Massachusetts Board of Registration in Medicine accepts the FCVS (Federation Credentials Verification Services) for verification of core credentials which includes medical school (from primary source) postgraduate training, examination scores and ECFMG verification. If you choose to utilize FCVS, you may obtain information at [www.fsmb.org](http://www.fsmb.org) or contact the FCVS at (817) 868-5000 or (888) 275-3287. The FCVS does not verify medical licenses in other states. **Applicants utilizing FCVS for their core documents must also complete the following additional Board forms in accordance with the Board’s application instructions:**

- Full License application
- Supplement
- Moral and Professional Character form (sealed envelope)
- State License Verifications (sealed envelopes or electronically from State Board or Veridoc)
- Supervisory Board Evaluation Form (sealed envelope)
- National Practitioner Data Bank Profile (sealed envelope)
- AMA Profile
- Malpractice history request form – listing all liability carriers since postgraduate training
- Malpractice history reports from all carriers since postgraduate training
- Malpractice documents related to any closed or pending claims, as required
- Legal documents, as required

**Copy your full application and supplement. You will be required to provide a copy to every health care facility for credentialing and for enrollment in health plans.**

**Documents in a license application that must be updated after 6 months:**

- Full license application
- Supplement
- Malpractice History Request form
- Liability reports from all liability carriers
- State license verifications
- NPDB Profile; and
- Supervisory Evaluation form(s) *(expires after 4 months).*
TELEPHONE DIRECTORY AND WEBSITE ADDRESSES

American Medical Association .................................................................(800) 621-8335  
www.ama-assn.org

American Osteopathic Association ....................................................(888) 626-9262  
www.osteopathic.org

Board of Registration in Medicine .......................................................(781) 876-8200  
www.mass.gov/massmedboard

Education Commission for Foreign Medical Graduates (ECFMG) .......(215) 386-5900  
www.ecfmg.org

Federal Drug Enforcement Administration (DEA) ..........................(617) 557-2468  
www.deadiversion.usdoj.gov

Federation of State Medical Boards (FSMB) ........................................(817) 868-4000  
www.fsmb.org

Massachusetts Department of Public Health--Controlled Substance License ....(617) 753-8052

Massachusetts Medical Society ..............................................................(781) 893-4610  
www.massmed.org

National Board of Medical Examiners (NBME) .................................(215) 590-9500  
www.nbme.org

National Board of Osteopathic Medical Examiners (NBOME) ...........(773) 714-0622  
www.nbome.org

National Practitioner Data Bank (NPDB) ............................................(800) 767-6732  
www.npdb-hipdb.hrsa.gov
FULL LICENSE APPLICATION

Non-refundable Application Fee: $600.00 check or money order payable to the Commonwealth of Massachusetts.

Type of License
☐ Initial Full License
☐ Administrative License
☐ Volunteer License

Check One:
☐ U.S./Canadian Graduate
☐ International Graduate

Are you submitting primary source documents (medical education, previous postgraduate training, etc.) for licensure through FCVS?
☐ Yes ☐ No

Legal Name (do not use nicknames or initials, unless they are part of your legal name)

Last Name (type or print clearly) First Middle Suffix (Jr., etc.)
☐ M.D. ☐ D.O. ☐ PhD ☐ Other degree____________________ ☐ Male ☐ Female

Other Name(s) Used - List any other name(s) you have used which may appear on your identifying documents, such as medical education and examination records. If not applicable, check here.

Entire Last Name (type or print clearly) First Middle Suffix (Jr., etc.)

Social Security Number: ______/_____/_______
Date of Birth: _____/___/____
Month Day Year

NPI (National Provider Identifier) Number: ________________________________

Place of Birth:
City State/Province/Territory Country if not USA

*Mailing Address:____________________________________ Telephone: ___________________________
Number and Street

City State/Province/Territory Zip (or postal) Code

Home Address:____________________________________ Telephone: ___________________________
Number and Street

City State/Province/Territory Zip (or postal) Code

Full Lic App – Form 2 (Application), Page 1 of 6, Rev. 02/18
Business Address:_________________________________________________ Telephone:________________________

Number and Street

<table>
<thead>
<tr>
<th>City</th>
<th>State/Province/Territory</th>
<th>Zip (or postal) Code</th>
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Email Address:_________________________ Fax number:_________________________

* The Board will use your Email and/or Mailing Address for all correspondence

**Pre-medical School**

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<tr>
<th>Name:_________________________</th>
<th>Degree:_______________</th>
<th>Year:_______</th>
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**Medical School**

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Medical School Graduation Date: ______/______

Month Year
**Examination History**

Please contact the appropriate examination entity and have the examination scores sent to you in a sealed envelope. If you are using FCVS, your examination scores will be sent to the Board with your credentials packet.

List each licensure examination, U.S. or international, you have taken (USMLE, NBME, NBOME, MCCQE, FLEX, COMVEX, COMLEX or a state examination.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Number of attempts</th>
<th>Passed (P) or Failed (F)</th>
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<tbody>
<tr>
<td>USMLE Step I</td>
<td>___________________</td>
<td>□ P □ F</td>
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<tr>
<td>USMLE Step II</td>
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<td>□ P □ F</td>
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<tr>
<td>USMLE Step III</td>
<td>___________________</td>
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<tr>
<td>NBME Part I</td>
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<td>NBME Part II</td>
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<td>NBME Part III</td>
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<td>FLEX Component 1</td>
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<td>FLEX Pre-1985</td>
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<td>NBOME Part I</td>
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<td>MCCQE – Part II</td>
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<tr>
<td>State Board Exam</td>
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(State of examination and year)
**Timeline of Activities since Graduation from Medical School**

Please provide a chronological listing by month and year of all activities since graduation from medical school. This would include all postgraduate training, research activities, hospital affiliations, medical staff appointments, faculty appointments, private practices, military assignments, locum tenens and telemedicine assignments and any other employment or volunteer activities. Also include periods of unemployment or any activities outside of the practice of medicine. You must account for any time gaps of 30 days or more since your graduation from medical school. Failure to complete this section or address any time gaps may result in delay of licensure. Attach a separate sheet of paper if necessary. Do not write, “See CV” or “See attached”; you must complete this section AND attach your curriculum vitae. If none, enter “N/A”.

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<tr>
<th>Start Date (mm/yyyy)</th>
<th>End Date (mm/yyyy)</th>
<th>Institution/Place of Employment</th>
<th>Address (City, State/Country)</th>
<th>Position Held (Resident, Attending, Research Fellow, etc.)</th>
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Full Lic App – Form 2 (Application), Page 4 of 6, Rev. 02/18
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<th>Position Held (Resident, Attending, Research Fellow, etc.)</th>
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Questions 1 through 7 below must be answered by every applicant.

FULL LICENSE APPLICATION CHECKLIST

Please confirm that all documents listed on this checklist are included with your full license application. All documents from primary sources must be received as indicated below. If the document must be submitted in a sealed envelope, the facility seal or signature must be on the back of the envelope. DO NOT OPEN THE ENVELOPES.

<table>
<thead>
<tr>
<th>Description of Documents Required</th>
<th>Applicant Document Checklist</th>
<th>For Board use only</th>
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<tbody>
<tr>
<td>Check for $600.00</td>
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<tr>
<td>• Must be from a U.S. bank (or a U.S. money order).</td>
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<tr>
<td>• Made payable to the <strong>Commonwealth of Massachusetts</strong>.</td>
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<tr>
<td>• Application cannot be processed without the fee.</td>
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<tr>
<td>• Application fee is non-refundable.</td>
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<tr>
<td>Full license application</td>
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<tr>
<td>• All fields completed.</td>
<td></td>
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<tr>
<td>• All questions answered.</td>
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<tr>
<td>• Complete timeline from the date of medical school graduation to the present is required (month/year format). Provide the Board with a written chronological description of all your professional and non-professional activities with no gaps.</td>
<td></td>
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<tr>
<td>• Application signed and dated.</td>
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<tr>
<td><strong>Current</strong> Curriculum Vitae (medical school graduation to present (month/year format))</td>
<td></td>
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<tr>
<td>Electronic Health Records (EHR) Proficiency Form</td>
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<tr>
<td>• Questions answered.</td>
<td></td>
<td></td>
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<tr>
<td>• Signed and dated.</td>
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<tr>
<td>90-Day Form</td>
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<td></td>
</tr>
<tr>
<td>Moral and Professional Character form (sealed envelope)</td>
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</tr>
<tr>
<td>• Must be notarized by a U.S. notary.</td>
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<td></td>
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<tr>
<td>Authorization for Release of Information form</td>
<td></td>
<td></td>
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<tr>
<td>• Signed and dated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORI Acknowledgment Form</td>
<td></td>
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</tr>
<tr>
<td>• Must be notarized by a U.S. notary.</td>
<td></td>
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<tr>
<td>• All fields with an asterisk are mandatory.</td>
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<tr>
<td>Supplement</td>
<td></td>
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<tr>
<td>• All Questions answered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide explanation for “yes” answers and additional documentation in accordance with instructions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Supplement signed and dated.</td>
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</tbody>
</table>
Medical Education Verification Form (sealed envelope or through FCVS)

Postgraduate Verification Form(s) for ALL postgraduate training years. Form must be completed by postgraduate training program director or authorized agent (sealed envelopes or through FCVS).

For purely research postgraduate training, please provide a letter from the program/research director detailing the beginning and end date of the research postgraduate training (sealed envelope).

Supervisory Evaluation Form completed by a supervising physician (i.e. Chief Medical Officer; Department Chair; Program Director or physician who evaluates your clinical activities. The evaluator must confirm that s/he has no financial interest in your licensure in the Commonwealth of Massachusetts (sealed envelope).

Original Malpractice History Request Form listing ALL liability carriers with dates of coverage and policy numbers **from the time your first full license was issued in any state**.

Malpractice history reports from all liability carriers listed on your Malpractice History form.

If malpractice claim: 1) malpractice claim report(s) or letter regarding malpractice claim from the attorney or liability carrier(s); 2) copy of the complaint or claim letter; and 3) if claim is closed, a copy of final judgment or other closing papers from the attorney or liability carrier(s). Attorney or liability carrier(s) should send this information directly to the Board (sealed envelope).  

USMLE, NBME, AOA, LMCC or FLEX examination scores (sealed envelope; through FCVS; or electronically from the following websites:

- USMLE, FLEX – [www.fsmb.org](http://www.fsmb.org)
- NBME – [www.nbme.org](http://www.nbme.org)
- LMCC (Canada) – [www.mcc.ca](http://www.mcc.ca)

State License Verifications from current and past state license boards where you have held a full license (sealed envelopes; electronically from State Board; or Veridoc).

Either:

- AMA (American Medical Association) Physician Profile [https://commerce.ama-assn.org/amaprofiles/](https://commerce.ama-assn.org/amaprofiles/) (sealed envelope or electronically); or
- AOA Osteopathic Physician Profile [www.osteopathic.org](http://www.osteopathic.org) (sealed envelope or electronically)

National Practitioner Data Bank profile (sealed envelope) [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov)
### International Medical Graduates ONLY:

- ECFMG Status Report (sent electronically) [www.ecfmg.org](http://www.ecfmg.org)
- Medical education transcript (An official medical school transcript prepared on university letterhead affixed with the signature of the dean or registrar. The transcript must be mailed directly from the medical school to the Board to be acceptable. If the medical education transcript is not in English, it must be translated by your medical school. If your transcript is in a language other than English, the Board will send a copy of the transcript to you to be translated by a U.S. translation company).
- Medical school diploma (A notarized (US Notary) copy of your medical school diploma is required. If the medical school diploma is not in English, it must be translated either by your medical school or a U.S. translation company).

### Substantial Equivalency of Medical School Education and Off-Site Rotations ONLY:

(This applies only to applicants who completed more than three (3) months of any required or elective clinical rotation outside of the primary teaching hospital of their medical school of attendance.)

- Waiver Request (Form J) - All fields completed; signed; and dated.
- E-1 Form (send to medical school).
- E-2 Form (send to each program director where you completed a clinical clerkship. E-2 Forms must be returned directly to the applicant in a sealed envelope. DO NOT OPEN THE ENVELOPE. When all E-2 forms are collected, please forward to the Board).

The Board has determined that the medical education at the following medical schools is substantially equivalent to U.S. medical school training. Graduates of the following medical schools DO NOT need to complete a Waiver Request or Forms E-1 and E-2.

- St. George’s University School of Medicine;
- SABA University;
- Ross University School of Medicine; and
- The American University of the Caribbean.

### Interview – You will be notified if a personal interview will be required.

The following documents expire 6 months after date signed/run:

- Full License Application;
- Supplement;
- Malpractice History Request form;
- Liability reports from all liability carriers;
- State license verifications;
- NPDB Profile; and
- Supervisory Board Evaluation form(s) (expires after 4 months)

Please make a copy of your full license application and supplement before sending it to the Board. You are required to provide a copy to every health care facility for credentialing and for enrollment in health plans.
Pursuant to M.G.L. c. 112, § 2, an applicant for licensure must demonstrate proficiency in the use of electronic health records (EHR). This is a one-time requirement.

Complete Section 1 (Demonstrating Proficiency) OR Section 2 (Claiming an Exemption) and Sign in Section 3.

SECTION 1. DEMONSTRATING PROFICIENCY

1. I have demonstrated proficiency in the use of EHR in one of the following ways:

   ____ Participation in a Meaningful Use program as an eligible professional;
   ____ Employment with, credentialed to provide patient care at, or in a contractual agreement with an eligible hospital or critical access hospital with a CMS Meaningful Use program;
   ____ Participation as either a Participant or an Authorized User in the Massachusetts Health Information Highway.
   ____ Completion of 3 hours of a Category 1 EHR-related CPD course that discusses, at a minimum, the core and menu objectives and the Clinical Quality Measures (“CQMs”) for Meaningful Use.

SECTION 2. CLAIMING AN EXEMPTION (Exemptions must be claimed each licensing cycle, if applicable. If you are exempted from the EHR proficiency requirement, please select the appropriate exemption.)

2. I am exempt from the EHR Proficiency requirement because I am an applicant

   ____ who will not be engaged in the practice of medicine as defined in 243 CMR 2.01(4);
   ____ for an Administrative License;
   ____ for a Volunteer License;
   ____ on active duty as a member of the National Guard or of a uniformed service called into service during a national emergency or crisis; or
   ____ for an Emergency Restricted License.

SECTION 3. SIGNATURE

I, the undersigned applicant, hereby certify that all information included in this EHR Proficiency Form constitutes a true statement made under penalties of perjury.

NAME: ___________________________________________ DATE: ____________________
Dear Doctor,

Renewal of your medical license will occur on your first birthday after your license is issued, unless your birthday falls within ninety (90) days of your license issue date. If your first birthday is within the 90-day time period that your license is issued, you will not be required to renew your license until your following birthday. Example: If your birthday falls on September 1, 2014, and your license is issued on July 1, 2014, your renewal date will be September 1, 2015. However, if your birthday falls on September 1, 2014, and your full license is issued on January 1, 2014, you will be required to renew your full license by your birthday on September 1, 2014. Renewals thereafter will be on a two-year birthday cycle. Please select one of the choices below and return this form with your Full License application.

Thank you.

Please select one of the boxes below:

☐ Do not hold my Full License Application; send it to the Board as soon as it is completed.

☐ Hold my Full License Application until it is within the 90-day time period.

My birthdate is _______/_____/______

Month Day Year

Signature:__________________________________________

Today’s Date: _______/_____/______

Month Day Year

Please return this form with your Full License Application. If you do not submit this form with your Full License Application, your completed Full License Application will be forwarded to the Board for approval at the next Board meeting. Thank you.
CERTIFICATE OF MORAL AND PROFESSIONAL CHARACTER

INSTRUCTIONS TO THE APPLICANT: This form must be signed by a physician legally authorized to practice medicine in the United States. Someone who has known you for at least one year and is not a relative should execute this statement. The Board of Registration in Medicine prefers statements from physicians licensed to practice in Massachusetts. The form must be notarized by a U.S. Notary Public.

<table>
<thead>
<tr>
<th>PHOTOGRAPH</th>
<th>CERTIFICATION OF MORAL AND PROFESSIONAL CHARACTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach a recent 2 x 2 color photograph. Black and white photographs will not be accepted.</td>
<td></td>
</tr>
<tr>
<td>You must sign your name in the presence of a U.S. Notary Public.</td>
<td></td>
</tr>
</tbody>
</table>

This certifies that I have been personally acquainted with the physician named below:

__________________________________ (name of applicant )

for __________ years. I believe that the above named physician is of good moral character and worthy of confidence and recommend him/her to the Massachusetts Board of Registration in Medicine.

Signature of applicant

Signature of Certifying Physician

License Number

State

Type or print name clearly

Address: _____________________________________________

Signature of Notary

City: ______________ State: ______ Zip: ______

My commission expires

Telephone: (____)__________________

Date: ___/___/____

Instructions to the certifying physician: Please answer every question, date this form, and return it to the applicant in a sealed envelope with your signature across the seal.
AUTHORIZATION FOR RELEASE OF INFORMATION, DOCUMENTS AND RECORDS

I, ________________________________________________________________
(type/print your complete name)

request and authorize every person, institution, professional licensing board of any state in which I hold or may
have held a license to practice my profession, hospital, clinic, government agency (local, state, federal or foreign),
law enforcement agency, or other third parties and organizations and their representatives to release information,
records, transcripts and other documents concerning my professional qualifications and competency, ethics,
character and other information pertaining to me to the Massachusetts Board of Registration in Medicine.

I further request and authorize that the requested information, documents, and records be sent directly to:

Board of Registration in Medicine
200 Harvard Mill Square, Suite 330
Wakefield, MA  01880
Attention:  Licensing

Immunity and Release

I hereby extend absolute immunity to and release, discharge, and hold harmless from any and all liability:  1) the
Board of Registration in Medicine, its agents, representatives, directors and officers;  2) other agencies,
institutions, hospitals and clinics providing information, their representatives, directors and officers; and 3) any
third parties and organizations for any acts, communications, reports, records, transcripts, statements, documents,
recommendations or disclosures involving me, made in good faith and without malice, requested or received by
the Board of Registration in Medicine.

By my signature below, I acknowledge that information, documents and records required to be furnished by
another organization, educational institution, hospital, individual or any person or groups of persons has been sent
to me directly from the primary source in a sealed envelope and that none of the seals have been broken.  I
understand that the Board of Registration in Medicine will not accept any such information, records or documents
forwarded by me unless they are in sealed envelopes.

A photocopy or facsimile of this authorization shall be as valid as the original and shall be valid up to one year
from the date signed.

____________________________________________
Applicant’s Signature

____________________________________________
Applicant’s Printed Last Name, First Name, Middle Initial, Suffix (e.g., Jr.)

____________________________________________
Applicant’s Date of Birth (month/day/year)

Full Lic App – Form 6 (Authorization for Release), Page 1 of 1, Rev. 7/14
The Board of Registration in Medicine is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening license applicants.

As a license applicant, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Board of Registration in Medicine to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Board of Registration in Medicine written notice of my intent to withdraw consent to a CORI check.

The Board of Registration in Medicine may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that the Board of Registration in Medicine must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgment Form is true and accurate.

Signed under the penalties of perjury, this _____ day of ________________, 20 ___.

____________________________________________
Signature of Applicant

____________________________________________
Print Name
SUBJECT INFORMATION: An asterisk (*) denotes a required field.

<table>
<thead>
<tr>
<th>*Last Name</th>
<th>*First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
</table>

*Maiden Name (or other name(s) by which you have been known)

*Date of Birth  Place of Birth

*Last Six Digits of Your Social Security Number: _____ - ________

Sex: _____  Height: _____ft. _____in.  Eye Color: ________  Race: ______________

Driver’s License or ID Number: ______________________  State of Issue: ______________

_____________________________  _______________________
Mother’s Full Maiden Name  Father’s Full Name

Current and Former Addresses:

<table>
<thead>
<tr>
<th>Street Number &amp; Name</th>
<th>City/Town</th>
<th>State</th>
<th>Zip</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Number &amp; Name</th>
<th>City/Town</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On this _____ day of ____________, 20___, before me, the undersigned notary public, personally appeared ______________________ (name of document signer), proved to me through satisfactory evidence of identification, which were ______________________, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

_____________________________
Notary Public:

_____________________________
Expires On
**FULL LICENSE APPLICATION SUPPLEMENT**

**IMPORTANT NOTE:** If you answer “yes” to any of these questions, you must provide a detailed explanation and arrange for the appropriate agency or institution to submit copies of all official documentation and correspondence related to the underlying occurrence or action. Documents should be sent directly to you in a sealed envelope.

**QUESTIONS**

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>1. While enrolled in college, medical school, graduate school or postgraduate training were you ever the subject of any disciplinary action? (This includes action that was formal or informal, oral or written, voluntary or involuntary. A confidentiality agreement does not absolve you of your requirement to answer this question.)</td>
<td></td>
</tr>
<tr>
<td>2-A. Have you ever been terminated or granted a leave of absence by a medical school or any postgraduate training program or have you ever withdrawn from a medical school or any postgraduate training program or had to repeat a year of postgraduate training?</td>
<td></td>
</tr>
<tr>
<td>2-B. Have you ever been placed on probation or remediation by a medical school, graduate school or any postgraduate training program?</td>
<td></td>
</tr>
<tr>
<td>3. If you are a US or Canadian graduate, did you take more than four (4) years to complete medical school; or if you are an international medical graduate, did you take more than six (6) years to complete medical school?</td>
<td></td>
</tr>
<tr>
<td>4. Since your enrollment in college, have you been denied the privilege of taking or finishing an examination or been accused of or found to have cheated or engaged in improper conduct during an examination?</td>
<td></td>
</tr>
<tr>
<td>5. Have you ever been denied a medical license, whether full, limited, temporary, or have you withdrawn an application for medical licensure?</td>
<td></td>
</tr>
<tr>
<td>6. Have you ever surrendered a license to practice medicine or any professional license or has your license or certificate ever been revoked? (You do not need to report a lapsed license.)</td>
<td></td>
</tr>
<tr>
<td>7. Have you been denied American Board of Medical Specialties or American Board of Osteopathic Medicine certification or has your certification ever been suspended or revoked?</td>
<td></td>
</tr>
<tr>
<td>8-A. Are you aware of any pending investigation or inquiry into your professional conduct by any entity or are any disciplinary charges pending against you?</td>
<td></td>
</tr>
<tr>
<td>8-B. Since your completion of postgraduate training, has any disciplinary action ever been taken against you? (A confidentiality agreement does not absolve you of your requirement to answer this question.)</td>
<td></td>
</tr>
</tbody>
</table>
9-A. Have you ever relinquished any medical staff membership or association with a health care facility?  

YES ☐  NO ☐

9-B. Has your medical staff membership, medical privileges, medical staff status or association with a health care facility ever been limited, suspended, revoked, not renewed or subject to probationary conditions or has processing toward any of those ends been instituted or recommended by a medical staff committee, administration or governing board?  

☐ ☐

9-C. Have you ever withdrawn an application for hospital privileges or appointment, or have you ever been denied medical staff membership, advancement in medical staff status or association with a health care facility, or has such denial been recommended by a medical staff committee, administration or governing body?  

☐ ☐

10. Have you ever been charged with any criminal offense? (You must report being arrested, arraigned, indicted or convicted, even if the charges against you were dropped, filed, dismissed, expunged or otherwise discharged. A charge of operating under the influence or its equivalent is reportable. A medical malpractice claim is a civil, not a criminal, matter and need not be reported for purposes of this question.)  

☐ ☐

11. Has your privilege to manufacture, distribute, administer, possess, dispense or prescribe controlled substances ever been suspended, revoked, denied, restricted or surrendered, or have you ever been called before or warned by any state or other jurisdiction including a federal agency regarding such privileges?  

☐ ☐

12. Has any professional liability insurance provider ever restricted, limited, terminated, imposed a surcharge or co-payment, or placed any condition on your coverage or have you ever voluntarily restricted, limited or terminated your insurance coverage in response to any inquiry by a professional liability insurance provider?  

☐ ☐

13. Have you ever had an application for membership as a participating provider denied by any third-party payor, Medicare or Medicaid (any state) or have you ever been the subject of any termination, suspension or probation proceedings instituted by any third-party payor, Medicare or Medicaid (any state) or have you ever been restricted from receiving payments from any third-party payor, Medicare, Medicaid (any state)?  

☐ ☐

14-A. Has any medical malpractice claim ever been made against you, whether or not a lawsuit was filed in relation to the claim or has such a suit been settled, adjudicated or otherwise resolved?  

☐ ☐

14-B. Has any lawsuit, other than a medical malpractice suit, ever been filed against you which is related to your practice of medicine or has such a suit been settled, adjudicated or otherwise resolved?  

☐ ☐
CONFIDENTIAL INFORMATION

If answering “yes” to any of the questions, provide details on the supplemental pages for questions 15 - 17. For purposes of the following questions, “currently” does not mean on the day of, or even the weeks or months preceding the completion of this application; it means recently enough to impact one’s functioning as a physician.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Do you have a medical or physical condition that currently impairs your ability to practice medicine?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16. Have you engaged in the use of any substance(s) with the result that your ability to practice medicine is currently impaired?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>17. Have you ever refused to submit to a test to determine whether you had consumed and/or were under the influence of chemical substances?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If you have a substance use disorder or mental or physical health diagnosis that impacts your ability to practice medicine, the Board encourages you to seek assistance voluntarily and to abide by any recommendations of your health care provider.

When the Board receives notice of a substance use disorder, its primary mission is to protect the public; however, the Board also seeks to ensure successful rehabilitation through the physician’s participation in approved treatment programs and supervised structured aftercare. Similarly, when the Board receives notice of a mental health or physical health diagnosis that impacts a physician’s ability to practice, the Board needs to ensure that the physician can practice medicine safely.

In regard to issues of physician impairment, whether the impairment is caused by a substance use disorder, or a mental or physical health diagnosis, the Board works cooperatively with the Massachusetts Medical Society’s Physician Health Services (PHS) and encourages physicians to contact PHS to determine what services may be available to them in order to ensure their safe practice of medicine. Please call PHS at (781) 434-7404.

If your responses to Questions 1-17 change while your application is pending, you must immediately notify the Board of the new information.
CERTIFICATIONS

• Pursuant to M.G.L. c. 112, § 2 and 243 CMR 2.07(15), I certify that I will not charge to or collect from a Medicare beneficiary more than the Medicare “reasonable charge” for services, in compliance with Chapter 475 of the Acts of 1985.  (Note: Signing this certification does not imply that you will participate in the Medicare program).

• Pursuant to M.G.L. c. 62C, § 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed any Massachusetts state tax returns and paid any Massachusetts state taxes that are required under law.  (Note: This applies even if you reside out of the state or out of the country.)

• Pursuant to G.L.c. 62C, § 49A, to the best of my knowledge and belief, I am in compliance with G.L.c. 119A relating to withholding and remitting child support.

• Pursuant to M.G.L. c. 119, § 51A, I certify under the penalties of perjury that I will fulfill my obligation to report abuse or neglect of children.

• By signing this form, I am providing my consent for the Massachusetts Board of Registration in Medicine and, where relevant, their supervising state agencies and the Massachusetts Executive Office of Health and Human Services, and where relevant, its provider enrollment vendor, to obtain, read, copy, and share with each other information regarding your MassHealth application and enrollment status and Massachusetts licensure status.

• I will read the Board’s regulations, 243 CMR 1.00 through 3.00.

I certify under the penalties of perjury that all information on this form, and all attached pages, is true, accurate and complete, to the best of my knowledge.

Applicant’s Signature:________________________________________________________ Date:____/____/____
For all questions, please attach additional pages, whenever necessary, using the same format.

**QUESTIONS #1, 8A, 8B – Disciplinary action.**

Name of agency or institution taking action: ____________________________ Date: __/__/____

Description: ________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

You must arrange for the appropriate agency or institution to submit copies of all official documentation and correspondence related to any disciplinary action. Documents should be sent directly to you in a sealed envelope.

**QUESTION #2-A or 2-B – Medical school or any postgraduate training termination, leave of absence, withdrawal, repeating a year of training, probation, or remediation.**

Name of institution: ________________________________________________

State or Country: ___________________________ Dates of attendance: From: __/__/____ To: __/__/____

Date of action: __/__/____

Description: ________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

You must arrange for the appropriate agency or institution to submit copies of all official documentation and correspondence regarding any leave of absence, withdrawal, failure to complete, requirement to repeat, termination, probation, or remediation. Documents should be sent directly to you in a sealed envelope.

**QUESTION #3 – Medical school more than 4 years for U.S. or Canadian graduates or more than 6 years for international medical graduates.**

Name of institution: ________________________________________________ Date: __/__/____

State or Country: ___________________________ Dates of attendance: From: __/__/____ To: __/__/____

Explanation: ____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
QUESTION #4 – Examination denial; improper conduct.

Name of organization: ___________________________ Name of exam: ___________________________
Action: ______________________________________ Date: ___/___/____
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
You must arrange for the appropriate agency or institution to submit copies of all official documentation and correspondence regarding any examination denial or improper conduct. Documents should be sent directly to you in a sealed envelope.

QUESTIONS #5 & 6 – Medical license application denial or withdrawal; license surrender or revocation.

Describe circumstances under which license application was withdrawn or denied, or license was surrendered or revoked.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
State: __________ Year: ______________
You must arrange for the appropriate agency or institution to submit copies of all official documentation and correspondence regarding any medical application denial or withdrawal and any license surrender or revocation. The documents must specify the reason(s) and should be sent directly to you in a sealed envelope.

QUESTION #7 – ABMS or AOA certification denial, suspension, or revocation.

Specialty Board: ___________________________ Date: ___/___/____
Explain reason(s) for loss or denial:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Please contact the certifying board to provide a letter explaining the reason(s) for the denial, suspension, or revocation. The letter should be sent directly to you in a sealed envelope.
**QUESTIONS #9-A, 9-B, 9-C – Medical staff membership, status, privileges or association with a health care facility.**

Name of facility:____________________________________________________________ Date: / / 

Address:_________________________________________ City:_________ State:______ Zip:________

Description:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

You must arrange for the appropriate agency or institution to submit copies of all official documentation and correspondence regarding any affirmative responses to Questions 9-A through 9-C. Documents should be sent directly to you in a sealed envelope.

**QUESTION #10 – Criminal Offenses.**

Court:___________________________ Charge(s): __________________________ Date: / / 

Describe the circumstances leading up to criminal proceedings.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Status:

You must arrange for your lawyer or the court officer to submit copies of the indictment, complaint, judgment or other disposition in any criminal proceeding in which you were a defendant. Documents should be sent directly to you in a sealed envelope.

**QUESTION #11 – Controlled substances privileges.**

Type of restriction: __________________________ Date: / / 

Describe the circumstances of restriction:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

You must arrange for the appropriate agency or institution to submit a copy of all official orders, findings of fact, and correspondence related to any suspension, revocation, denial, restriction or surrender of controlled substance privileges. Documents should be sent directly to you in a sealed envelope.
QUESTIONS #12 & 13— Liability insurance provider, third party payor, Medicare and Medicaid (any state).

Name of Organization: __________________________________________________ Date of action: ___/___/____

Action: ________________________________________________________________

Describe reason(s) for action:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

You must arrange for your liability carrier or appropriate institution or agency to submit documents regarding any restrictions, denials, or revocations. Documents should be sent directly to you in a sealed envelope.
QUESTION #14-A – Malpractice claims.

For each instance of alleged malpractice, you must provide the following information.

Claimant’s name:_________________________ Date of incident:_____/_____/______

Insurer’s name:________________________________________

Insurer’s Address:________________________________________

Description of claim (allegations only: this does not constitute an admission of fault or liability).

Allegation:_________________________ Allegation:_________________________ Allegation:_________________________

REQUISITE DESCRIPTIVE INFORMATION:

1. Patient’s condition at point of your involvement:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Patient’s condition at end of treatment:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. The nature and extent of your involvement with the patient:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. Your degree of responsibility for the course of treatment leading to the claim:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. If incident resulted in patient’s death, indicate cause of death according to autopsy or patient chart:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

6. Legal representative’s name:________________________________________

Address:________________________________________ Telephone:_________________________

City:_________________________ State:____________________ Zip:____________________

(Question #14-A continued on next page)
QUESTION #14-A (continued)

Current status of claim:☐ Closed  ☐ Pending

Was the case resolved before the entry of a verdict? ☐ Yes  ☐ No

What was the decision? ☐ Dismissed before trial  ☐ Plaintiff Verdict  ☐ Defense Verdict

Decision determined by: ☐ Judge  ☐ Jury

If a payment was made: Amount allocated to you: $___________ Payment Date: _____/_____/_____

In addition to the information listed above, you must arrange for your lawyer or liability carrier to submit a copy of the following documents directly to the Board for the following malpractice cases:

Open case – a copy of the complaint naming the physician as a defendant.

Closed case – a copy of the complaint and final judgment, settlement and release or other final disposition of each claim, even if you were dismissed from the case by the court and/or if the case was closed with or without prejudice and the amount of monies paid on your behalf.

Dismissed case – a copy of the dismissal if you were dismissed before the case was reviewed by a tribunal or jury. The dismissal must include the name or initials of the patient and confirmation that no monies were paid on your behalf.

NOTE: Please be advised that the Board may request pertinent medical records or additional information.

QUESTION #14-B – Civil lawsuits (other than medical malpractice).

Plaintiff’s name: __________________________________________ Date: _____/_____/_____

Your legal representative’s name: __________________________________________

Description of claim (this does not constitute admission or liability): __________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Outcome of lawsuit: __________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Full Lic App – Form 8 (Application Supplement), Page 10 of 11, Rev. 02/18
CONFIDENTIAL MEDICAL INFORMATION

QUESTION #15 – Medical condition.
If you answered “yes” to Question 15, please provide the specifics of your condition and any related treatment, including dates and diagnoses. In addition, provide any adjustments or interventions you may have made or taken to ameliorate or address the impact of your medical condition on your current practice, including a change of specialty or field of practice, or participation in any supervised rehabilitation program, professional assistance or retraining program, or monitoring program.


QUESTION #16 – Substance use.
If you have obtained medical treatment related to your use of substances, please provide the specifics of your treatment, including dates and diagnoses. In addition, provide any adjustments or interventions you may have made or taken to ameliorate or address the impact of your use of substances on your current practice, including participation in any supervised rehabilitation program or monitoring program.


QUESTION #17 - Refusal to take a screening test for chemical substances.
If you answered “yes” to Question 17, please provide a description of the circumstances leading to your refusal to take the screening test and any resulting criminal or disciplinary consequences.


Full Lic App – Form 8 (Application Supplement), Page 11 of 11, Rev. 02/18
MEDICAL EDUCATION VERIFICATION – FORM A

APPLICANT INSTRUCTIONS: Please complete the waiver for release of information and forward this form to your university/medical school(s) or university of graduation for verification. Please note: Fourth year medical students must include the letter to the medical school registrar and Form B.

Waiver for Release of Information

I authorize the medical school/university listed below to provide any and all information pertaining to my medical education at your institution.

Applicant’s Signature: __________________________________________ Date of Birth: _____/_____/

Name (Please type or print): __________________________________________ (Last Name)

(First Name) (Middle Initial)

Other Name(s) (Please type or print.): __________________________________________

Name of Medical School: __________________________________________

Address: __________________________________________ City: __________________________________ State or Province: ________

INSTRUCTIONS TO THE DEAN OR DESIGNATED OFFICIAL OF MEDICAL SCHOOL

Please complete Form A. For fourth year medical graduates, please complete Form B after the student completes the degree requirements. Please include a copy of the official transcript (which indicates courses taken, dates and hours of attendance, scores, grades, or evaluations) and return to the applicant in a sealed envelope. Please sign or stamp across the seal on the envelope.

APPLICANT’S EDUCATIONAL HISTORY

If name of institution was different from the above-named institution when applicant attended, please enter name below:

__________________________________________

Premedical Education: Does your school have a premedical school education requirement? ☐ Yes ☐ No

If yes, indicate where the applicant completed premedical school.

Applicant’s Undergraduate School: __________________________________________

Undergraduate School Address: __________________________________________
Enrollment and Participation:

Our records indicate that
(Print the applicant's name): (Last name) (First name) (Middle Initial)
attended our medical school for a total of ______ weeks (must be included) of continuous medical education on the
following dates from _____/_____/______ to _____/_____/______.

This applicant:

Check one: □ was awarded the degree of ________________________________ on _____/_____/______
___/_____/______

□ will be awarded the degree of ________________________________ on _____/_____/______
____/_____/______
(Form B must also be completed and returned directly to the Board.)

□ was not awarded a degree because: __________________________________________________________

Unusual Circumstances: The following questions apply to unusual circumstances that occurred during any part of the
applicant's medical education. All questions must be answered. If you answer "YES" to any of the questions below,
please enclose an explanation.

1. Was the medical school training more than four (4) years for U.S. graduates or 6 years for international medical graduates, or did the applicant take any leaves of absence (i.e. for research, public service, participation in an M.D./Ph.D. program) or for any "personal reasons"?
□ YES □ NO

2. Was the applicant ever placed on probation or remediation?
□ YES □ NO

3. Was the applicant ever disciplined or under investigation?
□ YES □ NO

4. Were any negative reports ever filed by instructors regarding the applicant?
□ YES □ NO

Please provide a detailed explanation for any of the above questions __________________________________________

________________________________________

AFFIX INSTITUTIONAL SEAL HERE

(If the institution does not have a seal, this form must be notarized.)

Signature: ________________________________
Print Name: ________________________________
Title: ________________________________
Date: _____/_____/_____ Telephone: (_____)________________

E-mail address: ________________________________

This form must be stamped with the institutional seal or notarized. Please return to the applicant with the medical school transcripts in a sealed envelope with the signature of the Dean or the seal of the medical school affixed on the back of the envelope. Thank you.

Full Lic App – Form 9 (Medical Education Verification – Form A), Page 2 of 2, Rev. 8/16
POSTGRADUATE TRAINING VERIFICATION

APPLICANT’S AUTHORIZATION: I authorize the release of information from my postgraduate training program listed below, as requested by the Massachusetts Board of Registration in Medicine.

Applicant’s Signature: ___________________________________________ Date: __________________

Print or Type Name: ________________________________________________

Name and Address of Institution: ____________________________________________

TO BE COMPLETED BY PROGRAM DIRECTOR

Please complete this form and forward it to the applicant in a sealed envelope, signed across the seal.

Name of Institution: _________________________________________________

Name of Institution, if different when applicant attended: ________________________________

Verification for: ___________________________________________________________

(Print applicant’s name)

<table>
<thead>
<tr>
<th>Program Type</th>
<th>PGY</th>
<th>Department or Type of Specialty Training</th>
<th>Dates Attended (Month/Day/Year)</th>
<th>Completed (Yes/No/In Progress)</th>
<th>Accredited by (ACGME, AOA, RSC, or not accredited)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Report internships, residencies, and fellowships separately.)</td>
<td>FROM TO</td>
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Report incomplete training levels (years) separate from those that were successfully completed. If the training level (years) is currently in progress, report the expected completion date in the “TO” field.

Full Lic App – Form 10 (Postgraduate Training Verification), Page 1 of 2, Rev. 8/16
APPLICANT’S NAME: _____________________________

Unusual Circumstances: The following questions apply to unusual circumstances that occurred during any part of the applicant’s medical education. If you answer “yes” to any of these questions, please enclose an explanation.

QUESTIONS

1. Did the applicant take any leaves of absence or breaks from his/her postgraduate training? □ □

2. Was the applicant ever placed on probation? □ □

3. Was the applicant ever disciplined or under investigation? □ □

4. Were any negative reports ever filed by instructors regarding the applicant? □ □

5. Were any limitations or special requirements imposed on the applicant because of questions of academic incompetence or disciplinary problems? □ □

COMMENTS: __________________________________________________________

_____________________________________________________________________

Certification: I hereby certify that the above information is an accurate account of this individual’s record and is true and correct.

AFFIX INSTITUTIONAL SEAL HERE

(IF the institution does not have a seal, this form must be notarized by a notary public).

Program Director’s Signature:  __________________________________________

Print Name:  __________________________________________________________

Academic Title:  _______________________________________________________

Telephone:  (_____)_______________  Today’s Date:  ____/____/____

E-mail address:  _______________________________________________________  

PLEASE RETURN THIS COMPLETED FORM TO THE APPLICANT IN A SEALED ENVELOPED WITH YOUR SIGNATURE ACROSS THE SEAL OF THE ENVELOPE.

Full Lic App – Form 10 (Postgraduate Training Verification), Page 2 of 2, Rev. 8/16
SUPERVISORY EVALUATION FORM

APPLICANT INSTRUCTIONS:
- This form must be completed by a supervising physician who can evaluate your clinical performance.
- At least one year of current evaluations are required. Locum tenens physicians must have evaluations from the most recent two years of assignments. The Board reserves the right to require additional Evaluation forms.
- Evaluation forms must be current within 120 days prior to Board review.
- The Evaluator must have no financial interest in your licensure in the State of Massachusetts.

I hereby authorize the representatives or staff of the facility listed below to provide the Board of Registration in Medicine with any and all information requested in this evaluation form, whether such information is favorable or unfavorable, and I hereby release from any and all liability the named facility and/or any person for any and all acts performed in fulfilling this request, provided that such acts are performed in good faith and without malice.

Signature of applicant: __________________________________________ Date: __/__/____

Please PRINT your name: __________________________________________

Name of Evaluating Hospital/Workplace: _____________________________ State: ___

SUPERVISING PHYSICIAN INSTRUCTIONS:
- Please complete items #1-10 below and return to the applicant with your name affixed across the envelope seal.
- The Board may provide a copy of this Form and any attachments to the applicant.

1. Date(s) of applicant’s affiliation at facility (month/year)? From: _____/_____ To: _____/_____

2. In what capacity did you supervise the applicant? ________
   - Department Chair
   - Chief of Service
   - Medical Director
   - Training Director
   - Supervising Physician
   - Chief Medical Officer

3. Applicant’s Status: ________
   - Intern
   - Resident
   - Fellow
   - Staff Member
   - Other ___________

4. Do you have any conflict of interest, personally, professionally or financially in recommending this applicant for licensure in Massachusetts? ________
   - YES
   - NO

5. Please rate the following (if "BELOW AVERAGE or "POOR", explain in detail on a separate sheet).

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<th>Superior</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
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<td>Clinical knowledge</td>
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<td>Clinical competency</td>
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<td>Character and ethics</td>
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<td>Technical skills</td>
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<td>Relationships with staff</td>
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<td>Relationship with patients</td>
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<td>Cooperativeness/ability to work with others</td>
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(Continued on page 2)
6. Has the applicant’s privileges to admit or treat patients ever been modified, suspended, reduced or revoked?  □ YES  □ NO (if “yes” please explain below)

______________________________________________________________________________________________

7. Has this applicant ever been the subject of disciplinary action or had staff privileges, employment or appointment at this hospital or facility voluntarily or involuntarily denied, suspended, revoked or has (s)he resigned from the medical staff in lieu of disciplinary action? If “yes” please explain below.  □ YES  □ NO

______________________________________________________________________________________________

8. Please comment on the applicant’s strengths or weaknesses and/or any other information that you may have to assist in this evaluation.

______________________________________________________________________________________________

9. The above comments are based on the following:

□ Personal observation  □ General impression  □ A composite of evaluations by other physicians

□ Other ________________________________________________________________

10. Recommendations:

□ Recommend for licensure in Massachusetts.

□ Recommend for licensure in Massachusetts, with the following reservations:

______________________________________________________________________________________________

□ Do not recommend for the following reason(s):

______________________________________________________________________________________________

Signature of Evaluator: __________________________________________ (check one) □ M.D. or □ D.O.

Name of Evaluator (Printed):_________________________________________ Date: _____/_____/_______

Title/Position: ____________________________________________________________

E-mail address:____________________________________ Phone number: __________________________

PLEASE RETURN THE COMPLETED EVALUATION TO THE APPLICANT IN A SEALED ENVELOPE WITH YOUR SIGNATURE AFFIXED ACROSS THE ENVELOPE SEAL.
COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION IN MEDICINE

POLICY ON SUPERVISOR EVALUATIONS

POLICY 2017- 03

Adopted September 28, 2017

The Board and its Licensing Committee (Board) undertakes a rigorous and comprehensive process when evaluating the professional qualifications of an Applicant for a limited or initial license in Massachusetts. The honest and impartial assessment of an Applicant by his or her Program Director or Residency Director is a crucial component in the Board’s evaluative process.

All persons who submit Evaluations to the Board shall avoid any actual or perceived conflict of interest so as to ensure that the conflict does not affect patient safety, quality of care or the integrity of the services provided by the Board. A “conflict of interest” is a situation where financial, professional or personal interests (including the interests of immediate family members), may compromise one’s professional judgment or official responsibilities. A conflict of interest exists when an Evaluator may gain financially or professionally from an Applicant’s prospective employment.

All persons who submit an evaluation to the Board shall certify that they have knowledge of the Applicant’s performance and have reviewed the Applicant’s training record; that there is no evidence of any unprofessional behavior or any serious question of clinical competence; that the applicant has demonstrated competency to practice medicine without direct supervision; and that the Evaluator is the supervisor and has no conflict of interest, personally, professionally or financially, in recommending the Applicant for licensure.
MALPRACTICE HISTORY REQUEST FORM

Applicant's Instructions: Please list the names of your liability carriers and send a signed copy of this form to each of these liability carrier(s). You must include all of your liability carriers from the time your first full license was issued in any state. Do not include your time in a postgraduate training program unless you held a full license OR you were named in a malpractice case during that period. This form must be returned to the Board with your license application.

Liability Carrier's Instructions: Please submit to the applicant a malpractice history report on letterhead, which includes the following information:

1. dates of policy coverage;
2. whether the applicant has any claims history;
3. if the applicant does have a claims history, please include:
   a. the name/initials of the claimant(s);
   b. nature and date of claim(s);
   c. whether the claim is pending or closed;
   d. amounts paid on the applicant’s behalf, if any; and
   e. final disposition.
4. If your company’s name has changed, please provide any former company names.

If the applicant has a claims history, for each claim please provide a copy of the complaint, notice of intent to file a claim letter, or other claim letter and a copy of the final judgment, settlement and release or other final disposition of each claim. The information should be sent directly to the Board.

Liability Carrier: _________________________________________
City: _________________________________ State: ___________  Policy #:________________________
From: _____/_____/______ To: _____/_____/______

Liability Carrier: _________________________________________
City: _________________________________ State: ___________  Policy #:________________________
From: _____/_____/______ To: _____/_____/______

Liability Carrier: _________________________________________
City: _________________________________ State: ___________  Policy #:________________________
From: _____/_____/______ To: _____/_____/______

Applicant's signature: ______________________________________
Date: _____/_____/______

Print Name: _______________________________________________
Address: _________________________________________________
City: _________________________________ State: ___________ Zip code: __________________

Additional forms available at the Board’s website at www.mass.gov/massmedboard.
NAME CHANGE AND DUPLICATE LICENSE REQUEST

Please read the following instructions for requesting a name change as a result of marriage or court order attached to the Notary Public Attestation For Name Change form.

NAME CHANGE AS A RESULT OF MARRIAGE OR BY A COURT ORDER

Please submit the following:

- A notarized copy of the marriage certificate from the jurisdiction in the United States in which the licensee was married (if you were married outside of the United States, you must submit your original marriage certificate with a self-addressed envelope to be returned to you), or a notarized copy of a court order.

- A current passport-size color photograph (2 x 2) which has been attested to by a notary public or other official authorized to administer oaths. The attestation must identify the individual represented in the photograph and state that the photograph accurately depicts the individual so identified. Please complete the Notary Public Attestation for Name Change form.

- Your original wall certificate and your wallet sized card (full licensees only).

Print Name: _____________________________________ MA License #:__________________________
Print new name: ____________________________________________________________________________
Mailing Address:____________________________________________________________________________
City:_________________________________________ State: _____ Zip: __________________________

For Office use only

Date Rec: _____/_____/____  □ Photograph notarized/dated  □ Board photograph confirmed  
□ Name changed   □ Wallet card printed/mailed  □ Wall Certificate printed/mailed
Date Completed: _____/_____/____  Board Staff ________________________________
Approved by: ___________________________________________ Date: _____/_____/____
### NOTARY PUBLIC ATTESTATION FOR NAME CHANGE

**INSTRUCTIONS TO THE APPLICANT:** A current passport-sized color photograph (2 x 2) which has been attested to by a notary public or other official authorized to administer oaths. The attestation must identify the individual represented in the photograph and state that the photograph accurately depicts the individual so identified. The photograph must have the signature of the applicant, the date and the signature and seal of a U.S. Notary Public.

### IDENTIFICATION PHOTOGRAPH

Attach a recent 2 x 2 color photograph on the left side. Black and white photographs will not be accepted. The photograph must be current within the past six months.

**You must sign your name and the date in the presence of a Notary.**

I swear or affirm that the contents of this document are truthful and accurate to the best of my knowledge and belief.

<table>
<thead>
<tr>
<th>Signature of Applicant:</th>
<th>Date: <strong><strong>/</strong></strong>/_______</th>
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Print Name: ____________________________

**NOTARY ATTESTATION**

I certify that the photograph above is a genuine likeness of the maker of the signature, who personally appeared before me this day. The maker of the signature provided satisfactory evidence of identification, which was ____________________________

Subscribed and sworn to before me:

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<th>Signature of Notary:</th>
<th>Date: <strong><strong>/</strong></strong>/_______</th>
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Print name of Notary: ____________________________

My commission expires: ____________________________

*Notary Public Seal or Stamp*
FORM E-1

INTERNATIONAL MEDICAL GRADUATES: Complete form E-1 if you have completed any required, or more than three (3) months of elective, medical school clinical study as a part of the two (2) year medical school clinical study requirement outside of the primary teaching hospital of the medical school of attendance.

MEDICAL SCHOOL INSTRUCTIONS: Please complete the following information regarding all of the applicant’s clinical training and include school transcripts with this form.

Name of Applicant: ___________________________________________ Medical School: ___________________________________________

<table>
<thead>
<tr>
<th>Clerkship Area of Study</th>
<th>Name of Clerkship Director/Supervisor</th>
<th>Name and Address of Hospital/Facility</th>
<th>Was this Hospital the primary teaching hospital for the Medical School?</th>
<th>Was this Hospital an affiliated teaching hospital for the Medical School?</th>
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SCHOOL SEAL

Return to: Board of Registration in Medicine, 200 Harvard Mill Square, Suite 330, Wakefield, MA 01880
Name of Applicant: ________________________________________________  Medical School: ________________________________________________

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<th>Clerkship Area of Study</th>
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FORM E-2 is only for international medical graduates who have completed any required or more than three (3) months of elective medical school clinical study as a part of the two (2) year medical school clinical study requirement outside of the primary teaching hospital of the medical school of attendance.

INSTRUCTIONS: A COPY OF THIS FORM MUST BE SUBMITTED BY THE APPLICANT DIRECTLY TO EACH HOSPITAL/TEACHING INSTITUTION WHERE YOUR OFFSITE CLINICAL TRAINING WAS COMPLETED. FORMS MUST BE RETURNED TO THE APPLICANT IN A SEALED ENVELOPE. THIS FORM MAY BE DUPLICATED AS NECESSARY.

Name of Applicant:___________________________________________________________________________________________

Clinical Area of Study:______________________________________ Type (Elective or Required):__________________________

Dates of Attendance: From _____/____/_____ To _____/____/_____ Weeks of Credit:____________________________

Name of Hospital/Teaching Institution:_________________________________________________________

Name(s) of medical school(s) affiliated with this Hospital/Teaching Institution:____________________________________________
___________________________________________________________________________________________________________

Name of Clerkship Director:__________________________

Name of Instructor or Supervisor:________________________________________________

Is/was supervisor fully-licensed to practice medicine in your state/country?  YES  NO

Did the supervisor of this clinical training hold a faculty appointment at a legally chartered medical school?  YES  NO
If yes, indicate name of medical school: ________________________________________________________________

Did the supervisor of this clinical training hold a faculty appointment at the student’s medical school?  YES  NO
If yes, indicate term of appointment (dates): From: _____/____/_____ To: _____/____/_____

Did the Hospital/Teaching Institution conduct accredited postgraduate training programs?  YES  NO
If yes, the postgraduate training programs were accredited by:  ACGME  AOA  RCPSC/CFPC  other:

Did the Hospital/Teaching Institution conduct a postgraduate training program in the same specialty as the clerkship?  YES  NO
If yes, the postgraduate training program was accredited by:  ACGME  AOA  RCPSC/CFPC  other:

Number of students from U.S. or Canadian medical school(s) affiliated with this hospital who simultaneously participated in this clerkship: __________

PLEASE PROVIDE A COPY OF THE STUDENT’S EVALUATIONS FOR THIS CLERKSHIP AND ANY ADDITIONAL INFORMATION REGARDING THE APPLICANT’S CLINICAL TRAINING EXPERIENCE AT YOUR INSTITUTION.

SIGNED:____________________________________________________________________ DATE:_________________________

Name and Title (please print or type):___________________________________________________________________________

Name and Address of Institution:________________________________________________________________________________

HOSPITAL SEAL (If no seal, indicate so) ____________________________

Form E-2 (Elective Medical School Clinical Study Verification), Page 1 of 1, Rev. 02/18
COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION IN MEDICINE

POLICY 91-01

(Adopted January 9, 1991)

BOARD PROCEDURE REGARDING REQUEST FOR WAIVER OF 243 CMR 2.03(1)(B):
FULL LICENSURE

In situations where an applicant cannot comply with 243 CMR 2.03(1)(b), requiring substantial equivalency of medical school education, the applicant must submit a waiver request pursuant to 243 CMR 2.03(4).

In order for the Board to grant such a waiver request, section 2.03(4), incorporating by reference M.G.L. c.112, § 2, requires that the Board determine that the applicant’s course of medical education is substantially equivalent, in its entirety, to a U.S. medical school graduate’s education. In addition, the Board must determine that the licensure of this applicant would not impair the public health, safety, and welfare. It is the applicant’s responsibility to demonstrate s/he is qualified under both of these standards.

The Licensing Committee will review each such application on a case-by-case basis. The assessment and determination of the applicant’s equivalency of complete medical education may include, but not be limited to the following factors:

1. Quality of basic science education
2. Quality of clinical clerkship experience (evaluations required)
3. Number of years and quality of post-graduate training (evaluations required)
4. Number of years and quality of post-training practice (evaluations required)
5. Licensure in other states
6. American Specialty Board Certification
7. Other distinctions: honors, awards, publications
8. Results of SPEX exam (applicable only in certain cases)
9. Licensing Committee recommendation from personal interview with applicant (interview to include, but not be limited to, inquiry regarding the applicant’s education, professional commitment and assessment of communication skills).

The Licensing Committee will evaluate the application with attention to these factors, as well as any other relevant information, and, in its discretion, recommend approval or denial of the license application to the full Board.
APPLICANT’S NAME _________________________________________________________________

FORM J: WAIVER REQUEST

Complete each section below. DO NOT cross-reference to other documents. If you need more space to complete the information, you may attach additional sheets as needed. Please type your answers or print clearly.

1. List the Board licensing requirement(s) for which you are seeking a waiver:

________________________________________________________________________

________________________________________________________________________

2. List all institutions where medical school basic science education was completed (include location of each institution):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. List all institutions where you obtained clinical experience while in medical school; include location of institution, starting and ending dates, and total number of weeks for each rotation and field of clinical experience.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________
4. List all post-graduate training institutions, field of specialty, location of institution, length of training program, and whether the institution had an ACGME-approved program in the field specified. Also, you must have a copy of the Board’s Evaluation Form (attached) completed by your supervisor at EACH program, and have the evaluation(s) submitted directly to the Licensing Division at the Board of Registration in Medicine. The Board encourages submission of additional, specific evaluations and letters of recommendation.

5. List all post-training experience, including location, nature of practice, length of time of practice. Also, you must have a copy of the Board’s Evaluation Form completed by a physician supervisor or close peer physician from EACH practice site, and have the evaluation(s) submitted directly to the Licensing Division at the Board of Registration in Medicine. The Board encourages submission of additional, specific evaluations and letters of recommendation.

6. List all states in which you have held full licensure (use abbreviations). If you do not have “good standing” status in any state in which you are licensed or have been licensed, you must also indicate that here.

NAME OF STATE: __________   __________   __________   __________   __________

LICENSE STATUS (current or inactive): __________   __________   __________   __________   __________
7. List certification(s) by American Specialty Boards, with date of your certification(s).

Name of Specialty Board: __________________________ Date Certified: ___/___/____
Name of Specialty Board: __________________________ Date Certified: ___/___/____

8. List honors and awards received, publications, and other distinctions here (attach copies):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

9. Indicate SPEX exam results (if taken): __________________________

APPLICANT’S SIGNATURE __________________________ DATE: ___/___/____