

APPLICATION FOR A FULL LICENSE USING FCVS—CHECKLIST

The following checklist is designed to assist applicants in submitting the necessary materials needed during the application process. Delays often occur when applicants fail to provide required information to the Board. The Board’s Licensing Department encourages use of provided checklists for all license types.

Status	Item	Notes
<input type="checkbox"/>	Online application	Complete the chronological information beginning with high school and answer all questions. Documentation will need to be provided for any affirmative answers.
<input type="checkbox"/>	Applicants Oath	Document will need to be signed and notarized. The original must be sent to the NCMB. Faxes and emailed copies will not be accepted.
<input type="checkbox"/>	Legal Resident Status	<p>U.S. citizens must submit a photocopy of one of the following:</p> <ol style="list-style-type: none"> 1) birth certificate 2) valid, unexpired U.S. passport <p>Not a U.S. citizen? Provide a photocopy of one of the following:</p> <ol style="list-style-type: none"> 1) Alien Registration Card or Green Card (form I-555) 2) Employment Authorization Document (form I-688 B or I-766) 3) Certification of Report of Birth (form DS-1350) 4) Arrival/Departure Record (form I-94) 5) Other documentation providing lawful U.S. status <p>Documentation can be emailed to license@ncmedboard.org</p>
<input type="checkbox"/>	Name change documentation (if applicable)	A photocopy of documentation of a legal name change. Example: marriage certificate, divorce decree, etc. Do not submit original documents. This information can be emailed to license@ncmedboard.org .
<input type="checkbox"/>	Evidence of completing a 5th pathway program (if applicable)	If you completed a 5 th pathway program and a licensing exam other than USMLE, contact ECFMG to have an “ECFMG Examination Score Transcript” sent to the NCMB. Obtain a “Fifth Pathway Verification Form” from the NCMB. Email license@ncmedboard.org to request this form.
<input type="checkbox"/>	Physician References	Two recommendation forms must be completed by physicians. Recommendation cannot be from a relative. These forms must be mailed from the reference source directly to the NCMB. Faxes and emailed copies will not be accepted.
<input type="checkbox"/>	Fingerprint cards, authority to release form and criminal history	<p>Applicants outside North Carolina Request a set of fingerprint cards to be mailed to you at fpc@ncmedboard.org. You will need to send in the authority to release form and fingerprint cards to the NCMB.</p> <p>Applicants in North Carolina Live scan is available to those applicants who are in NC. You will need to go to your local law enforcement office to have this completed. You will need to take the Applicant Information form with you. The Electronic Authority to Release form will need to be</p>

		<p>sent to the NCMB.</p> <p>The authority to release forms can be emailed to license@ncmedboard.org.</p>
<input type="checkbox"/>	Ten-year rule	<p>You must submit documentation of 60 hours of Category 1 practice relevant CME obtained in the past three (3) years unless you have done one of the following:</p> <ol style="list-style-type: none"> 1. You have passed one of the following examinations in the past 10 years <ul style="list-style-type: none"> • USMLE examination. • MCCQE examination. • National Osteopathic Board of Medical Examiners Examination or COMLEX. • SPEX examination with a score of at least 75. • COMVEX examination, the Osteopathic examination equivalent to SPEX. • Certification or recertification of CAQ by a specialty board recognized by the American Board of Medical Specialties (ABMS), American Osteopathic Association (AOA), Certificat of the College of Family Physicians of Canada (CCFP), Fellowship of the Royal College of Physicians of Canada (FRCP) and Fellowship of the Royal College of Surgeons of Canada (FRCS). 2. You have participated in a graduate medical education program approved by ACGME, AOA, CFPC or RCPC in the last 10 years.
<input type="checkbox"/>	FCVS profile	<p>Request your FCVS profile be sent to the NCMB.</p> <p>FCVS provides the following documentation:</p> <ul style="list-style-type: none"> • Verification of Medical Education and medical school transcripts. • License examination scores • ECFMG certification status report • Board Action Data Bank report • Postgraduate training verification
<input type="checkbox"/>	Interview	<p>You will be notified if a personal interview will be required.</p>

Annual Renewal: NC law requires licensed physicians to renew with the Board within 30 days of their birthday, every year, no matter when the license is issued. A renewal fee is required.

Updated: 1/15