

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"/>	Complete the online application	Chronological information beginning with high school, questions and applicant's oath. Documentation will need to be provided for any affirmative answers.
<input type="checkbox"/>	Citizenship	<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 3) statement regarding immigration status <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
<input type="checkbox"/>	Medical education verification	FCVS will provide this portion of your application.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Evidence of passing a licensing exam	FCVS will provide this portion of your application.
<input type="checkbox"/>	Ten-year rule	<p>You must meet one of the following requirements, have taken SPEX and received a score of 75 or greater or taken another exam within the past 10 years:</p> <ul style="list-style-type: none"> • Certification/recertification 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, Fellowship of the Royal College of Physicians of Canada and the Fellowship of the Royal College of Surgeons of Canada (RCPSC) • Completion of graduate medical education approved by ACGME, AOA, CFPC or RCPSC. • 60 hours of Category 1 CME over the past three years <p>Do not meet qualifications above? Submit your CME documentation as indicated below:</p> <p>Category 1 CME providers are:</p> <ul style="list-style-type: none"> • Institutions or organizations accredited by the Accreditation Council on Continuing Medical Education and reciprocating organizations • The American Osteopathic Association • A state medical society or association

	<ul style="list-style-type: none"> • The American Medical Association <p>Specialty boards accredited by the ABMS, AOA or RCPSC</p>
<input type="checkbox"/>	<p>Fingerprint cards, authority to release and criminal history</p> <p>Return fingerprint cards and authority to release form to the NCMB.</p> <ul style="list-style-type: none"> • If there is a discrepancy on your background check report, you will need to contact the NCMB at license@ncmedboard.org.
<input type="checkbox"/>	<p>Payment</p> <p>The amount due at the time of your application is \$392.75. This fee covers the application, background check and databank reports)</p>
<input type="checkbox"/>	<p>FCVS profile</p> <p>Request your FCVS profile be sent to the NCMB.</p> <ul style="list-style-type: none"> • FCVS provides the following documentation: • Verification of Medical Education and transcripts • Examination Scores • ECFMG certification status report • Board Action Data Bank report • Postgraduate training verification
<input type="checkbox"/>	<p>Interview</p> <p>You will be contacted if the Board feels it is appropriate for you to appear for a personal interview.</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.