

## APPLICATION FOR A NC RESIDENT TRAINING LICENSE - CHECKLIST

The following checklist is designed to assist applicants in submitting the necessary materials needed during the application process. You should contact your GME office with any questions regarding your application.

Status	Item	Notes
<input type="checkbox"/>	<b>Online application</b>	Complete the “online” portion of the application and pay the fees. The chronological history section must begin with high school graduation. Do not leave any time frame unreported. Documentation will need to be provided to your GME office for any affirmative answers provided.
<input type="checkbox"/>	<b>Applicants Oath</b>	Document will need to be completed and signed in the presence of a Notary Public. You are required to initial the statements on page 1. Do not use check marks or X's. Mail the original document to your GME office.
<input type="checkbox"/>	<b>Name change documentation</b> (if applicable)	If you have ever had a legal name change, provide a photocopy of the legal documentation. Example: marriage certificate, divorce decree, etc. Do not submit original documents. Mail or email documentation to your GME office.
<input type="checkbox"/>	<b>Verification of Medical Education</b>	Form should be sent to your medical school for completion. Your medical school should email the form to your GME office.
<input type="checkbox"/>	<b>Medical School Transcripts</b>	Transcripts are required if you attended more than one medical school or more or less than the standard four years. Documentation should be sent to your GME office.
<input type="checkbox"/>	<b>ECFMG examination</b>	International medical school graduates must have a current ECFMG. <a href="#">Contact ECFMG</a> to have a “Certification Status Report” sent directly to the NCMB.
<input type="checkbox"/>	<b>Licensing Examination Transcript</b>	Your licensing examination scores must be sent directly from the original source i.e., USMLE, COMLEX, MCCQE to the NC Medical Board. This is required of every applicant. Copies of your scores cannot be accepted.
<input type="checkbox"/>	<b>Postgraduate training verification</b>	Send PGT form to every US or Canadian institution where you have participated in postgraduate training. Institutions should email the form to your GME office. If you have not participated in postgraduate training in the US or Canada, this requirement does not apply to you.

<input type="checkbox"/>	<p><b>Fingerprint cards, authority to release form and criminal history</b></p>	<p><b>Applicants outside North Carolina</b> Contact your GME office on how to obtain fingerprint cards. Take them to your local law enforcement office. Mail the cards and the Authority to Release of Information form to your GME office.</p> <p><b>Applicants in North Carolina</b> Live scan/electronic submission is available to applicants who have fingerprints taken in NC. You will need to go to your local law enforcement agency to have this completed. You will need to take the Applicant Information form and Electronic Fingerprint Submission Release of Information form with you. Once your fingerprints have been taken, send the release form to your GME office. You will need to advise the GME office that you are having your fingerprints submitted electronically so they will not hold your application waiting to receive fingerprint cards.</p> <p>The authority to release forms can be emailed to your GME office.</p>
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**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: 02/22