

APPLICATION FOR AN 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.

1. Online application

Complete the online application and pay the fees. Fill out the chronological information in the application in month/year format, beginning with medical school. Any gaps in chronology should be explained in detail. Answer all questions. Documentation will need to be provided to your GME office for any affirmative answers provided.

2. SSA (Social Security Administration) Authorization

Pursuant to [N.C. Gen. Stat. § 93B-14](#), all applicants for licensure must provide a Social Security number. Social security numbers are strictly confidential and only released for purposes authorized by state or federal law.

Applicants are required to complete the form [SSA-89 Authorization](#). The SSA Authorization Form must have a **physical signature in ink** and **must be mailed** to the **North Carolina Medical Board, 3127 Smoketree Court, Raleigh, NC 27604, Attn: License Associates**.

- The form cannot be uploaded to the gateway portal.
- The form must be completed with a physical signature
- The form must be mailed in
- Indicate the reason for authorizing consent is “To meet licensing requirements”
- Forms that are not completed will not be accepted.

For questions, email: ssa_cbsv@ncmedboard.org.

3. Questionnaire

- Applicants must answer questions pertaining to:
- Complaints, investigations, or adverse actions by other licensing boards, regulatory boards, or agencies.
- Withdrawal, denial, surrender, restrictions, or limitations of a license application, license, or renewal.
- The use of controlled substances or prescription drugs obtained illegally or improperly; illicit or illegal drug use; or impairment due to alcohol or other substances. (These questions do not apply to anonymous participants in the NC Professionals Health Program who are in compliance with their agreement.)
- Cancellation, denial, or nonrenewal of any professional liability insurance.
- Separation or discharge other than honorably from the U.S. military, Veterans Administration, or public health service.
- Acknowledgment of NC employee misclassification law and reporting investigations for employee misclassification.

4. Name change documentation (if applicable)

If you have ever had a legal name change, provide a copy of the legal documentation. Example: marriage certificate, divorce decree, etc.

5. Verification of Medical Education

The form should be sent to your medical school for completion. Your medical school should email the form to your GME office.

6. Medical School Transcripts

Transcripts are required if you attended more than one medical school or more or less than the standard four years.

7. Appointment Letter

The GME office will provide an appointment letter for your application.

For Rotation Appointments ONLY: If the appointment is to complete a rotation in NC as part of a program you are currently enrolled in outside of NC, you will need to download and complete a rotation appointment form, along with obtaining the appointment letter from the institution you will be rotating to in North Carolina.

8. ECFMG examination

International medical school graduates must have a current ECFMG. Contact ECFMG to have a “Certification Status Report” sent directly to the NCMB.

9. Licensing Examination Transcript

Your licensing examination scores must be sent directly from the original source, i.e., USMLE, COMLEX, MCCQE, to the North Carolina Medical Board. This is required of every applicant. Copies of your scores cannot be accepted.

10. Postgraduate training verification

Send the 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.

11. Applicant Fingerprints

Applicants outside North Carolina

Contact your GME office for information on obtaining fingerprint cards. Take them to your local law enforcement office. Mail the cards to your GME office.

Applicants in North Carolina

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 advise the GME office that you are submitting your fingerprints electronically, so they will not hold your application while they wait for fingerprint cards.

12. Supporting Documentation

If applicable, supporting documentation for the following may be required:

- Any complaint, investigation, inquiry, or actions taken against you by a health care institution;
- Regulatory actions by licensing boards, regulatory boards, or agencies;
- Malpractice actions – if applicable, you will be asked to provide a copy of the plaintiff’s complaint, a copy of the judgment, award, payment, or settlement documents.

13. Applicant's oath and photo

At the end of the application, complete the attestation and applicant's oath. A recent photo of yourself showing the front of your face will be required to complete the application.

14. Additional Documentation

Upon request, supply any additional information the Board deems necessary to evaluate your competence and character.

15. Interview

You will be notified if a personal interview is required.

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.

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