

### IMLCC SUPPLEMENTARY COMPACT REGISTRATION—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. Required forms can be found within the application as well as on the gateway after completion of the application.

Status	Item	Notes
<input type="checkbox"/>	<b>Online Application</b>	Complete the online application including your address, areas of practice, board certification, hospital privileges, out of state/country licenses, medical school, and postgraduate training institutions.  Documentation can be uploaded to your application via the gateway as required.
<input type="checkbox"/>	<b>Supporting Documentation</b>	If applicable, supporting documentation for the following may be required: <ul style="list-style-type: none"> <li>• Actions taken against you by a health care institution;</li> <li>• Regulatory actions by licensing boards, regulatory boards or agencies;</li> <li>• 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.</li> </ul>
<input type="checkbox"/>	<b>Applicant's Oath and Photo</b>	At the end of the application, complete the attestation and applicant's oath. A recent headshot of yourself showing the front of your face will be required to complete the application.

**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: 12/2025