

APPLICATION FOR A FULL PHYSICIAN 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 the required information to the Board. The Board's Licensing Department encourages use of the checklists provided for all license types.

1. Online application

Complete the online application including your name, and if relevant, name change, address, practice plan, areas of practice, and chronology. Complete the chronological information in month / year format beginning with medical school and answer all questions. Any gaps in chronology should be explained in detail. Documentation can be uploaded to your application via the gateway as required.

2. 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 prescriptions 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 U.S. military, Veteran's Administration or public health service.
- Acknowledgment of NC employee misclassification law and reporting investigations for employee misclassification.

3. Name change documentation (if applicable)

Documentation of a legal name change (marriage certificate, divorce decree, etc). Documentation can be uploaded to your application via the gateway.

4. 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 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.

5. Immigration/Legal Resident Status

U.S. citizens must submit a photocopy of one of the following:

1. Birth certificate
2. Valid, unexpired U.S. passport

Not a U.S. citizen? Provide a photocopy of one of the following:

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

Documentation can be uploaded to your application via the gateway.

6. FCVS profile

Request your FCVS profile be sent to the NCMB. FCVS provides the following documentation:

- Verification of medical education and medical school transcripts.
- ACGME postgraduate training verification
- ECFMG certification status report/5th Pathway
- License examination scores

7. Ten-year rule

You must submit documentation of 60 hours of Category 1 practice relevant CME obtained in the past three (3) years unless you have completed one of the following:

1. You have passed one of the following examinations in the past 10 years
 - 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), Certificate 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 RCPSC in the last 10 years.

8. Evidence of completing a 5th pathway program (if applicable)

International medical school graduates must have a current ECFMG. **If a current ECFMG status report is included in the FCVS profile, no additional documentation is needed.** If it is not included in the FCVS profile, [contact ECFMG](#) to have a “Certification Status Report” sent to NCMB.

If you completed a 5th pathway program and a licensing exam other than USMLE, contact ECFMG to have an “ECFMG Examination Score Transcript” sent to NCMB. Obtain a “Fifth Pathway Verification Form” from NCMB. Email license@ncmedboard.org to request this form.

9. Applicant Fingerprints

Applicants must provide fingerprints in order for the North Carolina Medical Board to conduct State and Federal criminal history record checks. There is a \$38 fee from the North Carolina State Bureau of Investigation (NCSBI) to cover the processing of the record check. This fee will be added to your NCMB licensee fee at the end of the online application. Questions regarding the fingerprinting process should be emailed to the License Department at license@ncmedboard.org.

If you are completing your fingerprinting outside of North Carolina:

Obtain **two (2)** FD-258 fingerprint cards from your local law enforcement office (or Amazon if not provided). Once fingerprint cards have been completed, mail **both** cards to:

North Carolina Medical Board
3127 Smoketree Ct
Raleigh NC 27604

If you are completing your fingerprinting inside North Carolina: DO NOT do Live Scan until after you have completed your application and paid the application fee.

Go to a fingerprinting agency that does Live Scan. **Be sure to confirm that the prints will be sent directly to the NCSBI. If not, we will not receive the results which will delay your application.** Photo identification and a fee may be required by the agency performing the service.

If you are unable to be fingerprinted electronically, follow the instructions for completing fingerprints outside of North Carolina.

For detailed information about the fingerprint requirements, view [the fingerprint guidance instructions](#).

10. AMA and AOA Profiles

An AMA physician profile is required and, if the applicant is an osteopathic physician, also an AOA physician profile. Profiles must list all completed ACGME/AOA training or current board certification. This document cannot be provided by the applicant.

11. 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.

12. 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.

13. Additional Documentation

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

14. NPDB and FSMB Profiles

NCMB will download the National Practitioner Data Bank (NPDB) and Federation of State Medical Boards (FSMB) profiles once all requirements are met. These documents cannot be provided by the applicant.

15. Interview

You will be notified if a personal interview will be 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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