

APPLICATION FOR A PERFUSIONIST LICENSE 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 Licensing section encourages use of provided checklists for all license types.

Status	Item	Notes
<input type="checkbox"/>	Online Application / Chronology	Complete the chronological information in month / year format beginning with high school and answer all questions. Documentation can be uploaded to your application via the gateway for any affirmative responses provided.
<input type="checkbox"/>	ABCP Certification (Licensed and Reciprocity pathways)	For Licensed Perfusionists, request documentation showing current ABCP certification. The institution should email the form to license@ncmedboard.org .
<input type="checkbox"/>	Designation of Supervising Perfusionist (Provisional pathway)	For Provisional Perfusionists, the form should be sent to your designated supervising perfusionist for completion. Your supervising perfusionist should email the form to license@ncmedboard.org .
<input type="checkbox"/>	Name Change Documentation (if applicable)	Upload a copy of documentation of a legal name change (marriage certificate, divorce decree, etc.).
<input type="checkbox"/>	Immigration Status	<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 <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 <p>Documentation can be uploaded during the application process.</p>
<input type="checkbox"/>	Verification of Perfusion Program	Form should be sent to your Perfusionist program for completion. Your program should email the form to license@ncmedboard.org .
<input type="checkbox"/>	State License Verification (Reciprocity pathway)	Secure a report regarding the status of licensure from the state, US territory, or Canadian province where you currently hold an active license. This report must come directly from the Licensing Board. Veridoc is accepted. The Licensing Board should email verification to license@ncmedboard.org .
<input type="checkbox"/>	Reference Forms	Two reference forms must be completed. Reference cannot be from a relative. These forms can be emailed to license@ncmedboard.org from the author.

<input type="checkbox"/>	Fingerprint Cards, Authority for Release of Information Form, and Criminal History	<p><u>Applicants outside North Carolina</u></p> <p>You will need to go to your local law enforcement office to be fingerprinted. Your fingerprints will need to be provided on an FD-258 fingerprint card which can be provided by the law enforcement office. 2 fingerprint cards will need to be submitted.</p> <p>You will need to upload the <u>Authority for Release of Information</u> form to your application via the gateway.</p> <p><u>Applicants in North Carolina</u></p> <p>Live Scan is available to those applicants who are in NC. You will need to go to your local law enforcement office to have this process completed and take the following with you: (1) Applicant Information form, and (2) Electronic Fingerprint Submission Release of Information form.</p> <p>Once the fingerprinting process has been completed, you will need to upload the <u>Electronic Fingerprint Submission Release of Information form</u> to your application via the gateway.</p> <p>The Applicant Information form can be discarded after being fingerprinted.</p>
<input type="checkbox"/>	Applicant Photo	<p>Upload a recent photograph of yourself showing the front view of your face.</p>
<input type="checkbox"/>	Interview (if applicable)	<p>You will be notified if a personal interview will be required.</p>

Renewal: NC law requires licensed perfusionists to renew their licenses every two years prior to the license expiration date. A renewal fee is required.

A provisional license is good for one year.

Updated: 04/24