

Military Relocation License Physician Application Reference Sheet

The North Carolina Medical Board has prepared this reference sheet for military servicemembers or spouses of military servicemembers that have been relocated to North Carolina pursuant to military orders while the Military Relocation License application is being developed. In the interim, please complete the Full License application. This reference sheet will serve as a guide while you complete your Full License application, as certain aspects of the Full License application are not needed for the Military Relocation License. This reference sheet will walk you through the Full License application step-by-step, noting any special actions, submissions, or exclusions that are needed.

Step	Task	Notes
Step 1	Begin your application.	Read and confirm the acknowledgement.
Step 2	Complete the "General Information" section.	<ul style="list-style-type: none"> • Answer all the questions under the General Information section. • Indicate your practice plan as directed. In this same area, indicate if you are a military service member or spouse.
Step 3	Complete the "Prior Names" section.	
Step 4	Complete the "Address Changes" section.	<ul style="list-style-type: none"> • A current North Carolina address is required for licensure. If you have not yet moved to North Carolina, use your current address. You will need to provide documentation of a North Carolina address prior to licensure. • Acceptable documentation of your North Carolina address include: a North Carolina driver's license, a utility bill with current address and name, proof of homeownership, or a document specifying housing location related to military orders.
Step 5	Complete sections entitled "Practice Address" through "Malpractice" as directed.	
Step 6	Skip the "Examination Score Transcripts" section. This is not required.	

Step 7	Complete the “Medical Education” section.	<ul style="list-style-type: none"> You do <u>not</u> need to provide a transcript or Verification of Medical Education Form. You <u>must</u> complete the “Education” component of this section by entering the Medical School that you attended.
Step 8	Skip the “Recommendations” section. This is not required.	
Step 9	Complete the “Training” section. This is required.	
Step 10	Skip the “Postgraduate Training Verification” section. This is not required.	
Step 11	Complete the “Out of State/Country Licenses” section. This is required.	<ul style="list-style-type: none"> If you have been licensed in any other state, country, or province, you must report that licensure to the NCMB in this section. Applicants must secure a report from one state, US territory or Canadian province where they currently hold a full unrestricted active license and have held that license for five years immediately preceding the application. To report this, please complete the License Verification Form. If you are verifying a license held in the state of Connecticut, you must download the Connecticut Release Form.
Step 12	Complete sections entitled “Criminal History Background Check” through “Email Notifications” as directed.	
Step 13	Skip the “Ten Year Qualification” section. This is not required.	
Step 14	Complete the “Information” section. This is required.	
Step 15	Submit proof of clinical practice.	Please send an email to license@ncmedboard.org certifying that you have provided clinical patient care for an average of 20 hours or more per week for the 2 years immediately prior to this application.

<p>Step 16</p> <p><i>*Note: For International Medical School Graduates Only</i></p>	<p>Request ECFMG Confirmation Status.</p>	<ul style="list-style-type: none"> • Foreign medical school graduates must have a current ECFMG. Contact ECFMG to have a “Certification Status Report” sent to the 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 the NCMB. Obtain a “Fifth Pathway Verification Form” from the NCMB. Email license@ncmedboard.org request this form.
<p>Step 17</p>	<p>Complete your Attestation and Applicant’s Oath.</p>	<p>Applicants <u>must</u> provide a photo of themselves after completing their Attestation and Applicant’s Oath. You can provide this photo here along with this section.</p>

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