



LICENSING CHECKLIST

Requested

Copies Obtained

Instructions: Before starting any licensing, its important to request and store all the required documents needed for each state you want to proceed with. While each state requires different items, it expedites the process by collecting everything before beginning.

Notes

☐☐**Medical School Diploma**☐☐**Medical School Transcripts**☐☐**Proof of Postgraduate Training (Residency)**☐☐**USMLE/COMLEX Scores**☐☐**ECFMG Certification (if applicable)**☐☐**State Board Exams**☐☐**Criminal Background Check**☐☐**Licensing Sponsorship** (CA, TX, FL)☐☐**Verification of Licensure** (other states)☐☐**Proof of Malpractice** (some states)☐☐**Malpractice Insurance Coverage**☐☐**Continuing Medical Education (CME) Credits**☐☐**Personal Identification**☐☐**Professional References** (some states require direct submission)☐☐**Curriculum Vitae (CV)**

Exercise:

Building a Licensing Plan



Getting your medical license, especially across multiple states, can feel like a complex puzzle. These exercises will help you create a clear and organized plan, ensuring you have everything you need to navigate the licensing process smoothly.

Instructions: Use the prompt below to brainstorm and begin a licensing roadmap.

Take a moment to review where you're currently licensed. Are your licenses active? Note down all the states actively licensed in and your reason for being licensed there.

Identify a few states that interest you. Leverage the next exercise to see what your options are for getting fully licensed or how to prioritize different states. Create specific states to prioritize and note down that you need for those states to get started.

Create your licensing budget using the License Prioritization exercise to start tracking the necessary resources needed for your license investment.

Tools to Expedite Licensing

These resources help simplify and accelerate the verification and application processes, ensuring that you can practice medicine across multiple states with greater ease and efficiency. Below are two key tools that can expedite your licensing efforts.

Federation Credentials Verification Service (FCVS)

The FCVS provides a centralized process for verifying physician credentials, creating a permanent repository of your core credentials. This reduces the need for repeated primary source verification. The initial application costs around \$375, with additional fees for subsequent profiles. For more information, visit: www.fsmb.org/fcvs

FCVS Checklist

FCVS Requirements:

- ☐ Identity Documentation: Passport, driver's license, or other government-issued ID.
- ☐ Medical Education Verification: Transcripts, diplomas, and a verification form from your medical school.
- ☐ Postgraduate Training Verification: Verification forms from all training programs.
- ☐ Exam Scores: USMLE, COMLEX, or other relevant exam scores.
- ☐ Board Certification Verification: If applicable.
- ☐ Licensure Verification: Verification of all current and past medical licenses.
- ☐ Professional History: Documentation of your professional experience.

FCVS Fees:

- Initial application fee: \$375
- Additional fee per medical license verification: \$60

Interstate Medical Licensure Compact (IMLC)

The IMLC facilitates the process for physicians to obtain licenses in multiple states. By meeting certain eligibility criteria, physicians can streamline their application process and gain licensure in participating states more quickly. For more information, visit: www.imlcc.org

IMLC Checklist

IMLC Requirements:

Eligibility Criteria:

- ☐ Hold a full, unrestricted medical license in a member state.
- ☐ No disciplinary actions or investigations.
- ☐ Passed the USMLE or COMLEX within three attempts.
- ☐ Completed a graduate medical education program accredited by ACGME or AOA.
- ☐ Board certified in a medical specialty.
- ☐ Have a clean criminal record.

Self Screener Questions:

1. Do you hold a full, unrestricted medical license in a compact member state?
2. Have you passed the USMLE or COMLEX within three attempts?
3. Are you board certified in a medical specialty?
4. Do you have a clean criminal record and no history of disciplinary actions?
5. Have you completed an ACGME or AOA accredited graduate medical education program?

IMLC Fees:

- Application fee: \$700
- Additional state application fees are same as a standard application.



AIR ACADEMY PLAYBOOK

Licensing For Physicians

Becoming a fully licensed physician in all 51 states is a significant undertaking that requires navigating through various regulatory requirements, maintaining compliance, and understanding the nuances of each state's licensing process. This playbook aims to provide a comprehensive guide to help physicians achieve multi-state licensure efficiently and effectively.

The medical licensing process is designed to ensure that physicians meet specific educational, training, and professional standards to practice medicine safely and competently. State medical boards are responsible for protecting public health and safety by issuing licenses to qualified candidates and enforcing standards of practice.

Best Practices before Starting Licensing

- **Stay Organized:** Keep detailed records of all documents, correspondence, and deadlines related to your licensure applications.
- **Understand State-Specific Requirements:** Each state has unique requirements and processes. Familiarize yourself with these early in the process.
- **Utilize Available Resources:** Take advantage of resources provided by state medical boards, professional organizations, and licensing services.
- **Leverage Tools to Expedite:** Utilize tools and resources such as the Federation Credentials Verification Service (FCVS) and the Interstate Medical Licensure Compact (IMLC) to help expedite the process.
- **Plan Ahead:** Start the licensing process well in advance of when you plan to practice in a new state to account for any delays.
- **Maintain Continuous Communication:** Regularly follow up with state boards to ensure your application is progressing and address any issues promptly.

Pros and Cons of Licensing Processors and Self-Submissions

Licensing can be handled independently or through a Licensing Professional. Whether you choose to hire a licensing service or self-submit your applications, thorough preparation and organization are key to success.

	Pros	Cons
Licensing Professional	<p>Expertise: Licensing services have experience navigating complex state requirements and can streamline the process. Additionally, they can guide and support through the process as questions arise given it may be difficult to contact the various medical boards.</p> <p>Time-Saving: They handle paperwork and follow-ups, freeing up your time to focus on practice.</p> <p>Reduced Errors: Professional services can help avoid common mistakes and incorrect submissions that lead to application delays.</p>	<p>Cost: Licensing services can be expensive.</p>
Independent	<p>Cost-Effective: Cheaper. Avoid the fees associated with licensing services.</p> <p>Direct Control: Maintain full control over the application process and timelines. Gives the physician the ability to maintain the pace of submissions as needed.</p>	<p>Time-Consuming: The process can be lengthy and requires significant administrative effort. In many instances, the state board will email, call and send various correspondence that require constant oversight and follow-up making it difficult to track.</p> <p>Potential for Errors: Without expert guidance, there is a higher risk of making mistakes given there are many differences between different states.</p>