

Step-by-Step

PHYSICIAN LICENSING Checklist



IMLC State?

NO

Cost

\$735

Avg.
Timeline

4-6 months

Renewal
Frequency

Triennially

DOCUMENTS TO PROVIDE

☐ FCVS Credentials

- Complete the application and submit the required fee to the Federation Credentials Verification Service (FCVS):
- FCVS Website
 - Address: 400 Fuller Wiser Road, Suite 300, Euless, TX 76039
 - Phone: 1-888-ASK-FCVS

☐ Online Application for Licensure (Form 1)

- Complete the licensure application here:
- [Form 1 - NY Application](#)

☐ NY Child Abuse Training Certificate

- Complete the required training and obtain the certificate:
- [NY Child Abuse Training](#)
- Cost: \$10 (takes ~2 hours).

☐ Refer to Checklist II

- Use this checklist for detailed document submission:
- [Checklist II - NYSED](#)

TASKS TO COMPLETE

☐ Complete FCVS Application

- Submit the application and fee to FCVS for credential verification.

☐ Submit Online Licensure Application (Form 1)

- Complete and submit via the NYSED portal.

☐ Complete NY Child Abuse Training

- Finish the course and submit the Certificate of Completion.

☐ Follow Up Regularly

- Week 1-4: Follow up with the NY State Education Department, Office of Professions:
 - Phone: 518-747-3817 (Press 1, then Ext. 260).