Washington Board of Osteopathic Medicine & Surgery
Physician and Surgeon Application Packet

Introduction to the Uniform Application for Physician Licensure (UA)

The Washington Board of Osteopathic Medicine & Surgery is pleased to become one of the first medical boards to implement the new online application process for medical and osteopathic physicians called the “Uniform Application for Physician State Licensure” or “UA.” The UA will benefit physicians by reducing redundancy in filling out multiple applications when applying for licensure in multiple states, thus increasing portability. This new and exciting program is a major innovation in the medical licensing system.

As other boards join the UA application system, physicians will be able to apply to multiple states by filling out the UA once, then directing it to additional states. This will leave only the state-specific instructions and addendums of the application to be completed.

Under a new state law, a spouse or registered domestic partner of military personnel transferring to Washington may receive his or her health professional license more quickly. In order for us to do this, please complete the additional form found at http://www.doh.wa.gov/hsqa/professions/military/ and include supporting documentation with your application.

The Federation Credentials Verification Service (FCVS)

The Board accepts the use of FCVS to primary source verify core physician credentials as part of the licensure process. If using FCVS, it is recommended that you complete the FCVS application prior to completing the Washington Board of Osteopathic Medicine & Surgery Application (UA). Much of the information in the FCVS application will pre-populate into the UA. Please wait three days after completing an FCVS application before proceeding to the UA to allow the data to process.

Applicants using the FCVS to verify their credentials are still required to complete the Online Washington Board of Osteopathic Medicine & Surgery Application.

By using FCVS to verify your credentials, you will establish a permanent repository of primary source-verified documents. Once your file is established, these documents will be available for your use at any time. The documents that FCVS verifies and stores for you fall into the following categories:

- Identity
- Medical Education
- Post Graduate Training
- Examination History (state licensing authorities only)
- Board Action/Disciplinary History
- ECFMG Certification (if applicable)
- ABMS Board Certification
To submit an application with FCVS, please go to www.fsmb.org/fcvs_physician.html. If your credentials are already on file with FCVS, contact FCVS directly at 888-ASK-FCVS (outside the U.S. 1-817-868-5000) to have them forwarded to the Washington Board of Osteopathic Medicine & Surgery.

**Important Social Security Number Information**

Social Security Number: You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, contact the Customer Service Center at 360-236-4700 for more information.

A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

**License Requirements**

To qualify for a license to practice osteopathic medicine and surgery in the state of Washington you must have:

1. Graduated from a college or school of osteopathic medicine accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation.

2. Satisfactorily completed a nationally approved one-year internship program or the first year of a residency program approved by the American Osteopathic Association, the American Medical Association or by their recognized affiliated residency accrediting organizations.

3. Completed an examination approved by the osteopathic Medicine and Surgery Board. See: Examinations Accepted for Endorsement and State Examination.

**Instructions for Completing the Washington Board of Osteopathic Medicine & Surgery Physician and Surgeon License Application**

**General Instructions**

- The application process is considered confidential. Information about a pending application will only be provided to the applicant, or a person identified in writing by the applicant.

- Applications and supporting documents should be complete at least 60 days before you anticipate beginning work in the state of Washington. After initial review, more documentation or information may be requested. More time may also be required to complete any investigation requested by the Board. Practice is not permitted prior to issuance of a license.

- Verification Forms are available for download at the end of the online application if you are not using FCVS. You are not required to use those specific forms, but verifications must contain all of the information specified on the forms.

- All documents must be received from the originating source. Documents verifying your education, training, hospital privileges, or state licenses will not be accepted from you. Copies or faxed documents will not be accepted.
Temporary Permits

A valid license is required to practice osteopathic medicine and surgery in the state of Washington. A one-time temporary permit may be issued for ninety (90) days if you have a license in another state that has equivalent licensing standards to Washington’s. You must have no disciplinary history in any state or any “Yes” answers to the Personal Data Questions. You must apply for a full license. The temporary permit is intended for you to be able to begin work while waiting for issuance of your full license.

Note: Verification of equivalency standards from other states may take longer than it takes to complete the full license application process. Depending on how long it takes to get your documents listed below, you may not benefit by applying for the temporary license. Fees are non-refundable.

Temporary Permit Requirements

- Completed application, endorsement (NBOME only) and temporary permit application fees. You can check the Fees section for current application and other fee amounts.
- Documentation from the other state where its licensing standards are equivalent to those of Washington.
- Verification of all state licenses, whether active or inactive, indicating you are not subject to disciplinary charges or that disciplinary action has not been taken against your license for unprofessional conduct or impairment.
- No “Yes” answers to any Personal Data Question, including #10 regarding malpractice suits.

Examinations Accepted for Endorsement Applications

- Parts I, II and III examination given by the National Board of Osteopathic Medical Examiners or Level 1, Level 2 CE and/or Level 2 PE, and Level 3 of the COMLEX.

Contact: National Board of Osteopathic Medical Examiners, Inc.
8765 W. Higgins Rd, Ste. 200
Chicago, IL 60631-4101
Telephone: 773-714-0622
Online: http://www.nbome.org
Email: transcripts@nbome.org

- FLEX examination taken prior to June 1985. Passed with a FLEX weighted average of at least seventy-five (75) percent.

- FLEX I and FLEX II examinations with a minimum score of seventy-five (75) on each component.

- USMLE Steps 1, 2, and 3 with a minimum score as established by the testing agencies.
  - If your endorsement exam is the FLEX, FLEX I and II, or the USMLE exam, you will also be required to pass the Washington Osteopathic Principles and Practices examination with a seventy-five (75) percent average.
  - FLEX/USMLE scores: The Federation’s Examination and Board Action and History Report (EBAHR) must be sent from: [Tel]
• Other state examinations may be accepted if they include an osteopathic practices and principles section. The Board will determine if they other state’s examination is equal to the Washington examination requirements. Examination scores must be certified by the state where the examination was taken.

State Examination

The USMLE (Step 1, 2, & 3) is the approved state examination after December 1993. Steps 1 and 2 are taken during osteopathic medical school. In addition to the USMLE exam, applicants must obtain a seventy-five (75) percent average on the Washington osteopathic principles and practices examination to complete the examination requirements.

USMLE, Step 3 Eligibility

• Graduate of an accredited osteopathic medical school. Graduation must be confirmed by the Federation of State Medical Board (FSMB) Step 3 deadline date.

• The examination application, instructions, and deadline dates may be obtained online at: [http://www.fsmb.org/usmlestep3.html](http://www.fsmb.org/usmlestep3.html).

Application for Limited License While in Postgraduate Training

A limited license is issued to practice osteopathic medicine and surgery while you are training in a postgraduate (internship, residency, or fellowship) program in Washington. The limited license does not authorize you to engage in practice outside the training program. The limited license permits practice only under supervision of a physician licensed in Washington under chapter 18.57 RCW or chapter 18.71 RCW.

Limited License Application Requirements

• Completed application form – Check Limited License (Postgraduate Program) and Limited license application fee. You can check the Application Fee section for current fees.

• Official osteopathic school transcripts indicating osteopathic doctorate degree.

• Completion of the Limited License Training Appointment Verification form by the program director from your training program in Washington.

• Verification of other postgraduate training, hospital privileges, or state licenses as described in the Application and Documents to be Submitted section, if applicable.

Limited licenses are issued for one year from the beginning date of your postgraduate training and may be renewed annually until completion of the program.
Fingerprint Background Checks

Washington State Department of Health conducts background checks on applicants from out-of-state and some with a criminal history in Washington. Out-of-state applicants were chosen because they are unlikely to have criminal history information in the database maintained by the Washington State Patrol. The department already uses this database to issue licenses for applicants who live in the state.

Applicants must pay $32.50 to have the fingerprints checked against the federal database. Applicants must also arrange for and pay the cost of taking the fingerprints. Fingerprints must be taken on the fingerprint card provided by the department. Fingerprint services may be obtained at local law enforcement offices.

The department will notify applicants who need to undergo this background check. For these applicants, failure to submit fingerprints will delay processing of their applications. Most applicants for health profession licenses will not undergo this criminal background check.

Other Background Information Checked by the Board for All Applicants

- AOA profile
- Federation of State Medical Board Data Bank Report
- National Practitioner Data Bank Report
- Washington State Criminal Background Report

The current address and telephone number of a health care provider governed under chapter 18.130 RCW is not public information.
Completing the Online Washington Board of Osteopathic Medicine & Surgery Licensure Application

Please read all instructions carefully before completing the application. Failure to submit all required information and documentation will result in processing delays. In completing the online application, you will be asked to list your Licensure & Employment History, accounting for all time since medical school graduation, and your Malpractice Liability Claims Information. Having this information on hand before you begin your session will facilitate completing your online application.

Complete the Online Uniform Application as instructed in each section. Please make special note of the information and instructions appearing in light blue at the beginning of each section; this information will instruct you on how to complete the section as well as any documentation that will need to be submitted to the Board. Please utilize the Checklist to ensure that you submit all required documentation.

If you are using FCVS, the information provided in the FCVS application will automatically appear in the UA. Those fields will be shaded in gray and cannot be edited. If you need to make changes to that information, you will need to contact FCVS at 1-888-ASK-FCVS or via email at f cvs@fsmb.org.

Fees: See WAC 246-853-990 for application and other fee amounts.

Personal Information – Full Name: List your full legal name. Do not use nicknames or initials, unless they are part of your legal name. “Legal name” is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name in this section, your application may be denied.

Personal Information – Alternate Names: Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See WAC 246-12-300.

Personal Information – Address/Phone: List the address we should use to send any information on your license. This will be your permanent address with the Department of Health until we have been notified of a change. See WAC 246-12-310. The current address and telephone number of a health care provider governed under chapter 18.130 RCW is not public information.

Personal Information – Identification: In this section, the Washington Board of Osteopathic Medicine & Surgery requires that you provide the city, state and country where you were born. You must list your social security number in this section. Please call the Customer Service Center at 360-236-4700 if you do not have one.

Education & Certification – Examination History: When completing this section, you will be instructed to contact the appropriate examination entity to have a certified transcript of your scores sent directly to the Board. If you are using FCVS, they will obtain your exam score transcripts and forward them to the Board on your behalf. For those that have taken any component of the NBME in conjunction with another exam (USMLE/FLEX), you must request the transcripts from the NBME.

◆ USMLE/FLEX/SPEX – Request transcripts online at www.fsmb.org/transcripts.html. For questions or assistance, please call (817) 868-4041 or email: usmle@fsmb.org

◆ NBME – Download the request form at www.nbme.org/programs-services/medical-students/tabs/certifications-transcripts.html.
For questions or assistance, please call (215) 590-9700 or email: scores@nbme.org
◆ NBOME/COMLEX – Call (773) 714-0622. For questions or assistance, visit their website at www.nbome.org or email: transcripts@nbome.org

◆ State Exam – Contact the state licensing board in which you took the exam

◆ LMCC – Request report at http://www.mcc.ca/en/mcc_docs/cert_exam_transcript.shtml. For questions or assistance, call (613) 521-6012

Licensure & Employment History – Chronology of Activities: This section asks you to list ALL activities (medical and non-medical) in chronological order beginning with medical school graduation. An application is considered incomplete if all time is not accounted for in the application.

List all states where licenses are or were held. Specifically list licenses granted as temporary, reciprocity, exemption or similar with type, date, grantor, and if license is current.

AMA and AOIA Reports: Request the AMA report from the American Medical Association at https://profiles.ama-assn.org/амaprofiles/ or call 800-665-2882. Request the AOIA report from the American Osteopathic Information Association at https://www.doprofiles.org or call 800-621-1773 x8145.

National Practitioner Data Bank and Healthcare Integrity and Protection Data Bank (NPDB/HIPDB) self-query: The request form for the NPDB and HIPDB is available at http://www.npdb-hipdb.com/welcomesq.html. Click on “Individual Self-Query” in the center of the page and follow the instructions provided. If you require additional information, please call the NPDB/HIPDB at (800) 767-6732. Once you have received the NPDB and HIPDB self-query responses, forward both of them to the Board office.

Forms & Affidavit Section – Print out the forms listed in this section. These forms must be physically signed and/or notarized and sent to other state boards and institutions.

◆ Affidavit and Authorization for Release of Information: Please read this form carefully. Attach a recent (less than 6 months old) two inch by two inch (2" x 2") passport quality, color photograph of yourself in the space provided. This form must be notarized and returned to the Board.

◆ Form #1: Licensure Verification Form: Most states require a fee for this service, paid in advance. It is strongly suggested that you contact the state(s) prior to sending your request to prevent delays and to determine the best way to send required fees. Complete the top portion of this form and forward it to each state/province in which you hold or have ever held any health care license or certification. The verifying entity must forward all documentation directly to the Washington Board of Osteopathic Medicine & Surgery.

If you are using FCVS, you will not need to complete forms 2, 3 and 4. FCVS will obtain this information and forward it to the Board on your behalf.

◆ Form #2: Medical School Verification: For applicants not using FCVS, complete Sections 1 and 2 of this form and then send this form to your medical school(s) along with a copy of your diploma. Request the Dean or designated official to complete Section 3 of this form and return this form, the sealed copy of your diploma (to be sealed by your medical school) and a copy of your official transcripts directly to this Board. (Copy this form for multiple schools).
Form #3: Postgraduate Training Verification: For applicants not using FCVS, complete Sections 1 and 2 of this form and then send this form to your training program(s). Request the Program Director to complete Section 3 of this form and return this form directly to this Board. (Copy this form for multiple programs).

Form #4: Fifth Pathway Verification (if applicable): For applicants not using FCVS, complete Sections 1 and 2 of this form and then send this form to the director of your Fifth Pathway Program. Request the Program Director or designated official to complete Section 3 of this form and return this form to this Board.

State Addendums – Print out the “Addendum for Washington Board of Osteopathic Medicine & Surgery. Complete the addendums as instructed and return to the Washington Board of Osteopathic Medicine & Surgery.

Health Professions Reference Numbers and Links

RCW/WAC Links

Uniform Disciplinary Act (UDA)............................................................................................................................ RCW 18.130
Administrative Procedure Act (APA).................................................................................................................. RCW 34.05
Administrative procedures and requirements..................................................................................................... WAC 246-12
Osteopathic Medicine and Surgery RCW........................................................................................................ RCW 18.57
Osteopathic Medicine and Surgery WAC......................................................................................................... WAC 246-853

Continuing Education

Osteopathic Continuing Medical Education Rules............................................................................................ WAC 246-853-060-090

Online

Board of Osteopathic Medicine and Surgery.................................................................................................. Web page
**UNIFORM APPLICATION FOR PHYSICIAN STATE LICENSURE CHECK LIST**

After completing the online application, you are responsible for submitting certain documents. There are two different checklists below; one when you are using the Federation Credentials Verification Service (FCVS) and one when you are not using FCVS. Please use the checklist that applies to you.

<table>
<thead>
<tr>
<th>NOT using FCVS to verify credentials</th>
<th>Using FCVS to verify credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed online application (UA).</td>
<td>□</td>
</tr>
<tr>
<td>Completed State Addendums and application fee sent to the Board.</td>
<td>□</td>
</tr>
<tr>
<td>Affidavit and Authorization for Release of Information form sent to the Board.</td>
<td>□</td>
</tr>
<tr>
<td>State Licensure Verification form (Form #1) sent to the Board from all states in which you have ever held any healthcare license.</td>
<td>□</td>
</tr>
<tr>
<td>National Practitioner Data Bank Report sent to the Board.</td>
<td>□</td>
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<tr>
<td>Notarized copy of birth certificate or current, valid passport sent to the Board.</td>
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<tr>
<td>Supporting documentation of any legal name change sent to the Board.</td>
<td>□</td>
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<tr>
<td>Medical Education Verification form (Form #2) sent to the Board from all medical schools attended – include a copy of your diploma (must be sealed by your school).</td>
<td>□</td>
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<tr>
<td>Medical School Transcripts sent to the Board by your medical school(s).</td>
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<tr>
<td>Postgraduate Training Verification form (Form #3) sent to the Board from all programs you attended.</td>
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<tr>
<td>Examination Transcripts sent to the Board.</td>
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</tbody>
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Mail your initial addendum and documentation and your check or money order payable to:
Department of Health
PO Box 1099
Olympia, WA 98507-1099

Send other documentation not sent with initial addendum to:
Board of Osteopathic Medicine and Surgery
PO Box 47877
Olympia, WA 98504-7877

Contact 360-236-4700 with any questions.

Applicant's Name ____________________________ Date ____________
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