



## Texas Medical Board Uniform Application Instructions

Dear Applicant:

The Texas Medical Board is pleased you have chosen to apply for licensure using the Uniform Application for Physician State Licensure (UA). The Uniform Application benefits physicians applying to more than one participating medical or osteopathic board during the span of their career by reducing data entry redundancy. The core Uniform Application information can be updated and sent as needed.

### **The Federation Credentials Verification Service (FCVS)**

As part of the licensure process, the Board **highly recommends**, but does not require, the use of FCVS for credentials verification. Applicants not using FCVS must provide their credentials directly to the Board for verification.

FCVS verifies primary source documents related to your identity, medical education, postgraduate training, examination history, board action and disciplinary history, and certain certifications. During the verification process, FCVS creates a personalized profile that eliminates the re-verification of items that never change. The FCVS profile can be updated as needed throughout a physician's career, resulting in a shortened credentialing process when applying to more than one state board.

To work on the initial FCVS application for creating a profile or the subsequent FCVS application for updating an existing profile, visit <http://www.fsmb.org/> and select FCVS in the Licensure or Sign In menu, then sign in as directed. For assistance, use the messaging tool within FCVS or call 888-275-3287 with your FCVS ID number between 8am and 5pm CT Monday through Friday.

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### **Completing the Online Uniform Application (UA)**

Read the following information carefully before completing and submitting your application. You will be asked to account for all time since medical school graduation, including providing your employment history, and asked to provide any information on medical malpractice claims. We recommend having this information on hand before you begin working on your UA.

To work on the UA, go to <http://www.fsmb.org/> and select Uniform Application from the Licensure menu or Sign In menu. If you have submitted a UA, select the state board in the State Board section to open the UA for editing. Submit your UA to the board when you have finished updating your UA.

Please note the following:

- Provide both your current home address and current business practice or training address, otherwise an error will occur. Do not enter the same address for both home and work.

- MD and DO licenses cannot be added or edited in the UA as all MD and DO license information comes directly into the system from the state boards. Email [ua@fsmb.org](mailto:ua@fsmb.org) with the correct information if changes are needed. Depending on volume of license update requests, it may take 1-3 business days for the changes to appear in your UA.
- Enter all other professional licenses (nurse, EMT, physician assistant, etc.) you have held (active or inactive) in the U.S. or Canada. Request verification from these boards as well.
- If you hold licenses in countries outside the U.S. or Canada, please provide that information on a separate sheet of paper to the Board.
- If you have no malpractice claims, you may leave that section blank.
- First time UA users will be taken to a payment page for a one-time service fee of \$50. This is a separate fee collected by FSMB and is separate from FCVS fees. A receipt will be available immediately after UA submission for printing and a separate receipt will be emailed to you.
- In lieu of a state addendum and all UA forms, upon submission of your UA, you will be redirected to the Texas Medical Board's website to complete the Texas application. Your UA data should already be included in the Texas application. To complete the Texas application at a later time, log in at <https://applications.tmb.state.tx.us/PH/identification1.aspx> and click on the "Get FSMB information" button. Enter the Application ID found in your UA confirmation email to transfer information from your UA into the Texas application. Continue and complete the Texas application and all applicable forms as directed.
- To open an already submitted UA for editing, select the Board from the State Board section. Update your UA as needed, then resubmit your UA to the Board. A new Application ID will be generated upon resubmission. Use the new Application ID in the Texas application.

### **Uniform Application Tips**

The UA FAQ at <https://www.fsmb.org/licensure/uniform-application/faq> answers the most common UA questions. If your question or issue isn't listed, contact UA customer service at 800-793-7939 or email [ua@fsmb.org](mailto:ua@fsmb.org) with your username or FCVS ID if applicable, and a description of what you were doing at the time.

For questions about the application process or the status of your Texas licensure application, please refer to <http://www.tmb.state.tx.us/page/licensing> or contact the Texas Medical Board at 512-305-7010.