Please Note:

To apply for a Physician Medical License, (MD), please print pages 1-15.

To Apply for a Physician Assistant License, please print pages 16-26.
Dear Applicant:

The Virgin Islands Board of Medical Examiners (VIBME) received your request for information pertaining to licensure procedures to practice medicine in the U.S. Virgin Islands. Please review these instructions carefully and provide accurate and complete information on your application to avoid delays in processing. Use the checklist provided at the end to ensure that you send all required documentation.

All applicants are required to complete and submit the VI licensure application through the Uniform Application for Physician State Licensure (UA) and the Federation Credentials Verification Service (FCVS) profile on the Federation of State Medical Boards website at http://www.fsmb.org/ under FCVS and Uniform Application (UA) respectively. You should first complete the FCVS application as this process can take from 6 to 8 weeks.

Enclosed are the remaining instructions for Physician licensure in the U.S. Virgin Islands.

Your interest is appreciated and please feel free to contact any of our offices if you need further assistance.

Sincerely,

Frank A. Odlum, MD
Chairperson
V.I. Board of Medical Examiners
Requirements for Medical Licensure in the U.S. Virgin Islands

You must comply with the following licensure requirements:

- Complete and submit an application for credentials verification online with the Federation Credentials Verification Service (FCVS). This includes but is not limited to:
  - Verification of certificate issued by the Educational Council for Foreign Medical Graduates (ECFMG) if an international graduate.

- Complete and submit the online Uniform Application for Physician State Licensure (UA). This includes but is not limited to:
  - A chronological account of all time spent between the date of graduation from medical school and time of application.
  - Information on any malpractice liability claims.
  - Uniform Application Addendum in this packet.
  - Official license verification from all states in which you are/were licensed.

- Submit UA Affidavit and Authorization of Release form.

- Submit the $250.00 application fee payable to the “Government of the VI” directly to the Board office.

- Be a graduate of an accredited school of medicine, having satisfactorily completed at least a three (3) year residency program recognized by the American Medical Association (AMA) or the American Osteopathic Association (AOA) or show proof of AMA or AOA Board certification.

- Be twenty-one (21) years of age or older.

- Have passed the United States Medical Licensing Examination (USMLE) Steps 1, 2 & 3) or its equivalent as provided in Rules & Regulations of the Board.

- VIBME requires the completion of two (2) original and currently dated Professional Recommendation forms from the Chief Medical Officer (or Chief of Service) of the hospital where I have privileges and/or a licensed physician with whom I have worked and who has personal knowledge of my character, personal reputation, background and professional ability. This form must be mailed directly to the Board office.

- Submit original notarized affidavit (attached) form attesting non-addiction to “intemperate use of alcohol, illicit drugs, any prescription medications including controlled substances or any mind altering substances that may alter or impair your judgement and ability to carry out the duties of the profession.”

- Submit a current National Practitioner Data Bank Self-Query.

- Submit twenty-five (25) American Medical Association (AMA) Category 1 or American Osteopathic Association (AOA) continuing medical education credits dated within one (1) year of application submittal.

- Applications for licensure are reviewed quarterly.
Read the following instructions carefully. For questions about licensure requirements, please call the Virgin Islands Board of Medical Examiners at (STT) 340-774-7477 xt 5694 or (STX) 340-718-1311 xt 3849.

**Instructions for Medical Licensure in the U.S. Virgin Islands**

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

The Federation of State Medical Boards (FSMB) is a national non-profit representing the 70 medical and osteopathic boards of the United States and its territories, serving as the national resource and voice on behalf of these boards in their protection of the public. Two of the services provided are the Federation Credentials Verification Service (FCVS) and the Uniform Application for Physician State Licensure (UA).

We require the use of FCVS for credentials verification as part of the overall licensure process. FCVS staff verifies primary source documents related to your identity, education, training, and more, creating a personalized profile of credentials that do not need to be re-verified. This profile can be updated and sent to boards and other entities as needed.

To use FCVS, visit [http://www.fsmb.org/](http://www.fsmb.org/) and select FCVS from the Licensure or Sign In menu. Sign in and continue as directed. Complete an Initial Application if you are using FCVS for the first time. Complete a Subsequent Application if you need to update your FCVS profile. Designate your profile to be received by the Virgin Islands Board of Medical Examiners.

For assistance with FCVS, use the messaging tool within FCVS or call 888-275-3287 with your FCVS ID number between 8am and 5pm CT Monday through Friday.

**The Uniform Application for Physician State Licensure (UA)**

The UA simplifies the licensure application process by eliminating data entry redundancy. Once the core UA is completed, it can be updated as needed and sent to another participating board when applying for licensure.

As part of the online UA, you will be asked to complete a chronology of activities of all working and non-working time since medical school graduation and provide details of any malpractice liability claims. Having this information on hand before you begin will help you to complete the UA more efficiently.

To use the UA, visit [http://www.fsmb.org/](http://www.fsmb.org/) and select Uniform Application (UA) from the Licensure or Sign In menu. Sign in and continue as directed.

Please note:

- If you see incorrect USMLE, FLEX, or SPEX examination information listed in your UA, please email information to [ua@fsmb.org](mailto:ua@fsmb.org).

- MD and DO license information in the UA cannot be changed by you, as that information is provided directly from the state boards. If you see incorrect or missing pre-filled medical license information in your UA, email [ua@fsmb.org](mailto:ua@fsmb.org) with your FCVS ID or nine-digit Federation ID (FID) plus the information to be corrected. Do not select “Other” to add information unless it is for a non-medical professional license.

- All licenses current and previously held must be verified by the issuing board. The Virgin Islands Board of Medical Examiners accepts Veri Doc, online “primary source” verification or use the UA Licensure Verification Form in this packet.

Review all your entries before submitting your UA at the bottom of the Review & Submit page. You will be able to print a copy of your UA immediately after it is submitted.

First time UA users will be charged a one-time service fee of $60. This is a separate fee collected by FSMB, not by state boards, and is separate from FCVS fees. A receipt will be available for printing immediately after payment is made. A separate receipt will be sent to you via email.
For UA assistance, see the UA FAQ at http://www.fsmb.org/licensure/uniform-application/faq. If your issue is not listed, contact UA customer service at 800-793-7939 or ua@fsmb.org with a description of the problem. Please email a screenshot if you see an error.

**National Practitioner Data Bank Self-Query**


- After your Self-Query has been processed by the NPDB, they will send the Self-Query report directly to you. You must first open this report to make sure that the results were not rejected, and all information submitted is correct.

- Send all parts of the Self-Query report directly to our office for final review.

- For questions or assistance, call 800-767-6732 or email help@npdb.hrsa.gov.

Please use the checklist on the next page to ensure all required documents are submitted.
**Uniform Application Checklist**

| o | Completed online Uniform Application |
| o | Completed the Uniform Application addendum in this packet. |

| o | Completed licensure verification from each board that has issued you a healthcare license. For fees and preferred verification method of each board, see the Licensure Verification Information resource at [http://www.fsmb.org/licensure/uniform-application/](http://www.fsmb.org/licensure/uniform-application/). For boards requiring a written request, use the form on the last page of this packet. |

**Send each of the following items to the VI Board of Medical Examiners:**

| o | Notarized UA Addendum with any additional details required for “Yes” answers. |
| o | UA Affidavit and Authorization of Release of information form. |
| o | VIBME requires the completion of two (2) original and currently dated Professional Recommendation forms from the Chief Medical Officer (or Chief of Service) of the hospital where I have privileges and/or a licensed physician with whom I have worked and who has personal knowledge of my character, personal reputation, background, and professional ability. This form must be mailed directly to the Board office. |
| o | $250.00 application fee payable to the “Government of the VI”. |
| o | Notarized Statement of Clinician form. |
| o | Notarized Non-Addiction Affidavit. |
| o | Professional Recommendation Form. |
| o | 25 AMA Category 1 Continuing Medical Education Credits (CMEs) dated within one (1) year of application. |
| o | Oral interview may be required. |
Uniform Application Addendum

Last Name________________ First Name________________ Middle, Suffix________ Degree______

Specialty__________________________________________ Date______________________

Additional Applicant Information

Practice type:   □ Solo Practice □ Group Practice       Date of Affiliation: ________________________

Practice Name: __________________________________________ Address: ________________________________

Citizen of: _______________________________________________________________________________

(If you were not born in the United States, proof of Citizenship must be submitted)

Continuing Medical Education – Provide 25 AMA Category 1 or AOA Continuing Medical Education credits within 1 year of the date of this application. Please attach copies; the following information must be included.

1. Meeting/Course/Symposium
2. Location
3. CME Sponsor
4. Date(s)
5. CME (Hours)
6. Category and (AMA OR AOA)
Attestation Questions - If the answer is YES to any of the following, you must furnish full details on a separate sheet with the Question # noted.

1. Have proceedings been instituted to have your license to practice medicine and or hospital privileges (in any jurisdiction) limited, suspended, revoked, denied or subject to probationary conditions?  
   YES ☐  NO ☐

2. Have proceedings been instituted to have your DEA or other controlled substance authorization denied, revoked or suspended?  
   YES ☐  NO ☐

3. Have proceedings been instituted to have your specialty board certification denied, revoked or suspended?  
   YES ☐  NO ☐

4. Are you aware of any potential action(s) or proceeding(s) that may be levied against you?  
   YES ☐  NO ☐

5. Have you voluntarily relinquished any license, certification or privileges?  
   YES ☐  NO ☐

6. Have you been disciplined by any State Board of Medical Examiners, or by any Professional Conduct Board, or have you ever been reprimanded, or fined by any state or federal agency that disciplines physicians or allied health professionals?  
   YES ☐  NO ☐

7. Have you been reprimanded, sanctioned, censured, excluded, suspended or disqualified by Medicare, Medicaid, CLIA or any other health plan for which you provide services.  
   YES ☐  NO ☐

8. Have you been arrested for or charged with a crime involving children?  
   YES ☐  NO ☐

   If YES, also include the disposition of the arrest or charge on a separate sheet. This statement is being answered under penalty of perjury, subject to the applicable Federal punishment for perjury.

9. Have you been convicted of a felony or are you presently indicted for a felony?  
   YES ☐  NO ☐

10. Have your clinical privileges or employment, medical staff membership or medical staff status at any hospital or healthcare institution been denied, limited, suspended, revoked, not renewed, voluntarily relinquished or subject to probationary or other disciplinary conditions, or have proceedings toward any of those ends been instituted or recommended by a hospital administration, medical staff official or committee or governing board?  
    YES ☐  NO ☐

11. Has your request for any specific clinical privilege(s) been denied or granted with stated limitations (aside from ordinary and initial requirements of proctorship) or has such a denial or limitation been recommended by a medical staff official or committee or governing board?  
    YES ☐  NO ☐

12. Have you been denied membership, or renewal of membership, or have you been subject to any disciplinary action in any hospital, IPA, HMO, PHO, PPO, managed care organization or professional society, or is any such action pending?  
    YES ☐  NO ☐

13. Have you been court-martialed, investigated, sanctioned, reprimanded or cautioned by a hospital or other healthcare facility of any military action, been involuntarily terminated or forced to resign, or have you resigned voluntarily while under investigation or threat of sanction from a hospital or healthcare facility of any military agency?  
    YES ☐  NO ☐

14. Are there presently any proceedings or investigations taking place at any hospital or other organization relating to your clinical competence or professional conduct?  
    YES ☐  NO ☐

15. Have you withdrawn your application for appointment, reappointment or clinical privileges or resigned from the Medical Staff before a decision was made by a hospital’s or health care facility's governing board?  
    YES ☐  NO ☐

16. Do you have any condition that would compromise your ability to perform any of the mental and physical functions related to the specific clinical privileges you are requesting?  
    YES ☐  NO ☐

   If YES, also include a description of accommodations that could reasonably be made to facilitate your performance of such functions without risk of compromise.
17. Have you engaged in the unlawful use of drugs?

If YES, also identify and describe any rehabilitation program in which you are or were enrolled that assures your abstinence prospectively and your adherence to prevailing standards of professional performance.

18. Do you now have or have you ever had a consumption or utilization problem with any of the following: alcohol, illicit drugs, prescription drugs, controlled substances, or any mind altering substances?

If YES, also identify and describe any rehabilitation program(s) you were enrolled in that assures that your consumption or utilization of items listed in #17 will not interfere with your practice of medicine, patient care responsibilities, or adherence to prevailing standards of professional performance.

19. Will practicing to the fullest extent of your licensure, qualifications and privileges, with or without reasonable accommodation, in any way, pose a risk of harm to your patients?

20. Have there been, or are there currently, any claims, settlements or judgments against you, even if not resulting in monetary damages, or have you received any notice of “Intent to File”?

If your answer is YES, provide detailed information on the Malpractice page in the online Uniform Application. In the “specifics” section, summarize the circumstances giving rise to the action. If the action involves patient care, describe a narrative which provides your care and treatment of the patient. If additional space is necessary, attach adequate clinical detail to allow proper evaluation by a committee of physicians. Include 1) condition and diagnosis at time of incident, 2) dates and description of treatment rendered, and 3) condition of patient subsequent to treatment.

21. Have you had any professional liability insurance coverage canceled, declined or modified (i.e., reduced limits, restricted coverage), or has any renewal ever been refused, or have you voluntarily given up coverage?

22. Have you been denied professional liability insurance or has your policy ever been canceled or denied renewal?

List ALL insurance carriers (including insurance companies, hospitals, clinics, employers, etc.) who have provided professional liability coverage since your previous appointment. Professional liability insurance minimum required coverage: $250,000.00/claim. Attach an additional sheet if necessary.

Current Insurance Carrier: _____________________________
Address: ____________________________________________
City: __________________________ State: ___ Zip: _______
Policy Number: ________________________
Years with company: _____________

Previous Insurance Carrier: _____________________________
Address: ____________________________________________
City: __________________________ State: ___ Zip: _______
Policy Number: ________________________
Years with company _____________

Previous Insurance Carrier: _____________________________
Address: ____________________________________________
City: __________________________ State: ___ Zip: _______
Policy Number: ________________________
Years with company _____________

Previous Insurance Carrier: _____________________________
Address: ____________________________________________
City: __________________________ State: ___ Zip: _______
Policy Number: ________________________
Years with company _____________
Statement of Clinician

I fully understand that the provision of information which contains significant misrepresentations, misstatements, omissions or inaccuracies shall result in automatic and immediate rejection of my application and that I shall not be entitled to any appellate proceedings. If such misrepresentations, misstatements, omissions or inaccuracies are discovered after I have received my license, I understand that my license shall be immediately terminated.

All information submitted by me in this application is true to the best of my knowledge and belief.

By applying for licensure, I hereby signify my willingness to appear for any necessary interviews in regard to my application. I hereby authorize the Board and their representatives to consult with administrators and members of the medical staffs of hospitals and institutions with which I have been associated and with others, including past and present malpractice carriers, who may have information bearing on my professional competence, character and ethical qualifications. I hereby further consent to the inspection by the Board, its staff and its representatives of all documents including medical records at other hospitals that may be material to an evaluation of my professional qualifications and competence as well as my moral and ethical qualifications for licensure.

I hereby release from liability all representatives of the Board of Medical Examiners for their acts performed in good faith and without malice in connection with evaluating my application and my credentials and qualifications, and I hereby release from any liability any and all individuals and organizations who provide information to the Board, or its staff, in good faith and without malice concerning my professional competence, ethics, character and other qualifications for staff appointment and clinical privileges, and I hereby consent to the release of such information.

I hereby authorize the Board to communicate to other hospitals and to other persons or organizations with legitimate interest therein any information concerning my professional competence, character, ethics, and health status that the Board may have or acquire, and, where such communication is made in good faith and without malice, I consent thereto and agree to hold the Board and its authorized representatives free of liability there from.

I understand and agree that I, as an applicant for licensure in the U.S. Virgin Islands, have the burden of producing adequate information for proper evaluation of my professional competence, character, ethics and current health status or other qualifications and for resolving any doubts about such qualifications.

I also agree to conduct my practice in accordance with high ethical traditions. Specifically, I will not participate in any form of fee splitting. In complying with this principle, I understand that I am not to collect fees for others referring patients to me, nor permit other physicians or surgeons to collect fees for me, nor to make joint fees, nor permit any associate of mine to do so.

_____________________
Physician’s Printed Name

_____________________
Physician’s Signature

_____________________
Date of Signature

_____________________
Date of Photograph

PASTE PHOTOGRAPH SECURELY IN THIS SPACE

Write signature on light portion of photograph, not across features
NOTARIZED NON-ADDICTION AFFIDAVIT

I, ___________________________ am not addicted to the intemperate use of alcohol, illicit drugs, any
(first, middle, last, suffix)
prescription medications including controlled substances or any mind-altering substances that may alter or impair my
judgement and ability to carry out the duties of the profession.

Affidavit - NOTE: Any false or misleading information in or in connection with any application may be cause for debarment on the ground
of lack of good moral character.

_____________________________   __________________________
Signature                        Date

_____________________________
Print Name

Subscribed and sworn to before me this _____day _____________20__

Notary Public

____________________________________
My Commission Expires
VI Board of Medical Examiners
1303 Hospital Ground, Suite 10
St Thomas, VI 00802
340-774-7477 Ext 5694

PROFESSIONAL RECOMMENDATION

This form must be completed and mailed DIRECTLY to the VI Board of Medical Examiners (VIBME) at 1303 Hospital Ground, Suite 10 St Thomas, VI 00802. VIBME requires the completion of two (2) Professional Recommendation forms from the Chief Medical Officer (or Chief of Service) of the hospital where I have privileges and/or a licensed physician with whom I have worked and who has personal knowledge of my character, personal reputation, background and professional ability. This form is required as part of my application for licensure. All elements in the section below must be completed. The lower half of the form may be used for narrative comment. This is my authorization to send this completed form and release all information in your files, favorable or otherwise directly to the VI Board of Medical Examiners.

Applicant’s Name: ____________________________________________ Date of Birth ___/___/_____
Applicant’s Signature: ________________________________________ Date: ______________________
Address: __________________________________ City: __________________ State________ Zip_____

ALL ELEMENTS IN THIS SECTION MUST BE COMPLETED BY THE RECOMMENDING PHYSICIAN

The information on this form is confidential, this is NOT a public document.

1. Date and type of service: This individual served with me as ________________________________
   from _________________to ________________ at _______________________________________
   Month/Year                Month/Year                             Location

2. Please indicate with check mark:

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<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Superior</th>
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<td>Professional knowledge</td>
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<td>Clinical judgement</td>
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<td>Relationships with patients</td>
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<td>Ethical/Professional conduct</td>
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<td>Ability to communicate</td>
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<td>Clinical skills</td>
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</tbody>
</table>

3. Recommendation (please indicate with a check mark):
   □ Recommend highly without reservation
   □ Recommend as qualified and competent
   □ Recommend with some reservation (explain)
   □ Concerns (explain)

4. Of particular value in evaluating the candidate is information regarding any notable strengths and weaknesses (including personal demeanor). We would appreciate your comments.
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

5. The above report is based on: (please indicate with a check mark)
   □ Close personal observation    □ General impression    □ A composite of evaluations
   □ Other

Name (Print):_________________________________________ Title:____________________ Phone:________________
Signature:__________________________________________ Date:________________________
One (1) Time Credit Card Payment Authorization

Sign and complete this form to authorize the “The Government of the VI” (Virgin Islands Department of Health) to make a one-time charge to your credit card as listed below. By signing this form (electronically or otherwise), you give The Government of the VI (Virgin Islands Department of Health) permission to debit your account for the amount indicated below. This is permission is for a single transaction only and does not provide authorization for any additional unrelated debits or credits.

I ______________________________ authorize Government of the VI to charge my
(Cardholder’s Full Name) ______________________________
(merchant’s Name)

credit card account indicated below the amount of $________________________

Amount

This payment is for _______________________________ of my VI license # ________
application, CON, license registration, license type If applicable
license renewal, verification, Other(indicate)

Billing Information

Billing Address ______________________________ Cell phone # ______________________________
City, State, Zip ______________________________ Email ________________________________

Credit Card Details

☐ Visa ☐ MasterCard

Cardholder’s Name as it Appears on Card ______________________________
Account/CC Number ______________________________
Expiration Date /__ CVV __

Zip Code __________

I authorize the Government of the VI (Department of Health) to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the services indicated and, in the amount, indicated above only and is valid for one (1) time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company if the transaction corresponds to the terms indicated in this form. If this transaction is not for yourself, please include a copy of a government issued identification.

______________________________ __________________________
Cardholder original signature date
Affidavit and Authorization for Release of Information

Applicant: In the presence of a notary public, sign this form with attached photo. If you are using FCVS for credentials verification, consider having that form notarized at the same time. Send the separate notarized FCVS form to FCVS. Do not send this form to FCVS as doing so will delay your licensure.

Send this form to the board you are applying to for licensure. Include all other required materials. A directory of state medical and osteopathic boards is available at: http://www.fsmb.org/contact-a-state-medical-board/.

Please send this form to: Virgin Islands Board of Medical Examiners
1303 Hospital Ground, Suite 10
St. Thomas, VI 00802

I, the undersigned, being duly sworn, hereby certify under oath that I am the person named in this application, that all statements I have made or shall make with respect thereto are true, that I am the original and lawful possessor of and person named in the various forms and credentials furnished or to be furnished with respect to my application, and that all documents, forms, or copies thereof or to be furnished with respect to my application are strictly true in every aspect.

I acknowledge that I have read and understand the Uniform Application for Physician State Licensure and have answered all questions contained in the application truthfully and completely. I further acknowledge that failure on my part to answer questions truthfully and completely may lead to my being prosecuted under appropriate federal and state laws.

I authorize and request every person, hospital, clinic, government agency (local, state, federal, or foreign), court, association, institution, or law enforcement agency having custody or control of any documents, records, and other information pertaining to me to furnish to the Board any such information, including documents, records regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Board or any of its agents or representatives to inspect and make copies of such documents, records, and other information in connection with this application.

I hereby release, discharge, and exonerate the Board, its agents or representatives, and any person, hospital, clinic, government agency (local, state, federal, or foreign), court, association, institution, or law enforcement agency having custody or control of any documents, records, and other information pertaining to me of any and all liability of every nature and kind arising out of investigation made by the Board.

I will immediately notify the Board in writing of any changes to the answers to any of the questions contained in this application if such a change occurs at any time prior to a license to practice medicine being granted to me by the Board.

I understand my failure to answer questions contained in this application truthfully and completely may lead to denial, revocation, or other disciplinary sanction of my license or permit to practice medicine.

State of ____________________, County of ____________________.

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and with the photograph affixed hereto, and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document.

The statements on this document are subscribed and sworn to before me by the applicant on this ____ day of __________, 20____.

Notary Public Signature ___________________________________________ My Notary Commission Expires ______________

Uniform Application for Licensure July 2021
Licensure Verification Form (Form #1)

Applicant: Most boards require verification of each professional license ever held. Refer to the licensure verification resource at [https://www.fsmb.org/siteassets/ua/x-pdfs/licensure-verification-information.pdf](https://www.fsmb.org/siteassets/ua/x-pdfs/licensure-verification-information.pdf) to determine fees and preferred verification method(s) for each state medical and osteopathic verifying board. You may use this form for each board that requires a written request for verification. In Section 1, list the board you are applying to for licensure, using the directory at [http://www.fsmb.org/policy/contacts](http://www.fsmb.org/policy/contacts) to ensure you list the correct name and address. Mail this completed form and any required fee to the verifying board.

Verifying Board: Unless using electronic verification, complete Section 2 below and mail this form to the board at the address listed in Section 1. Use an additional sheet of paper if needed for explanation(s).

Section 1: Applicant Information

First name __________________________ Last name __________________________ Practitioner Type □ MD □ DO □ ___
Middle name ________________________ Suffix ________ SSN* ____________ Birth date (mm/dd/yyyy) ____________

*The social security number is to be used for purposes of identification only and may not be used for any other reason.

Authorization for Verifying Board: I am applying for a license to practice medicine. The board that I am applying to for licensure requires that this form or an otherwise accepted method of verification be completed by all boards through which I hold or have held licenses, whether now current or not. I authorize the licensing agency of the state/province of __________________________ to provide any and all information pertaining to my license number __________________________ to the board at the address listed below.

Board name Virgin Islands Board of Medical Examiners
Mailing address 1303 Hospital Ground, Suite 10.
City/State/Zip St. Thomas, VI 00802

Applicant signature __________________________ Date ____________

Section 2: Board Verification of Licensure

Name of issuing board or license entity __________________________
Name of licensee (last, first, middle, suffix) __________________________
License type ____________ License number ____________ Issue date ____________ Expiration date ____________

1. Is this license current? If not current, please explain: □ Yes □ No

2. Have formal disciplinary proceedings been initiated against this applicant’s license by a disciplinary authority in your state? If yes, please explain on a separate sheet of paper and attach it to this form: □ Yes □ No □ Cannot answer under state law

3. Has the applicant ever been warned, censured, placed on probation, formal consent, reprimand, or in any other manner disciplined, or has the applicant's license ever been revoked, suspended, or, in any other manner, limited by a licensing or disciplinary authority in your state? If yes, please explain on a separate sheet of paper and attach it to this form: □ Yes □ No □ Cannot answer under state law

I CERTIFY THAT to the best of my knowledge and belief, the foregoing is a true, accurate and complete statement of the record of the individual named on this form.

Signature __________________________
Print name __________________________

AFFIX INSTITUTIONAL SEAL HERE
Title __________________________ Date ____________

(If no seal is available, this form must be notarized.) Phone number __________________________ Fax number __________________________
Email __________________________

Please mail this completed form and any other items to the board at the address listed in Section 1. Thank you.
Please Note:

To apply for a Physician Medical License, (MD), please print pages 1-15.

To Apply for a Physician Assistant License, please print pages 16-26.
GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF HEALTH
1303 HOSPITAL GROUND, STE. 10, ST THOMAS, VI 00802

VIRGIN ISLANDS
BOARD OF MEDICAL EXAMINERS
(340) 774-7477 Ext 5694 (STT)
(340) 718-1311 Ext 3849 (STX)

Dear PA Applicant:

The V.I. Board of Medical Examiners received your request for licensure procedures to practice as a Physician Assistant in the U.S. Virgin Islands. The following are the requirements needed for Physician Assistant licensure:

1. Submit application on the forms approved and obtainable from the V.I. Board of Medical Examiners.
2. Submit a recent and un-mounted photograph of passport size of himself/herself autographed and dated in ink across the back.
3. Submit a non-refundable application fee in the amount of $125.00, made payable to Government of the V.I.
4. Submit chronological account of all time spent between receiving your P.A. degree and the time of this application.
5. Submit proof of completing an accredited education program (copy of certificate/diploma required).
7. Be twenty-one years of age or older (copy of birth paper and/or similar proof).
8. Is not addicted to intemperate use of alcoholic stimulants or narcotic drugs. Please utilize notarized non-addiction form included in this package.
9. Two original, currently dated character professional reference forms; completed by someone familiar with your clinical skills (use form attached).
10. Primary source license verifications must be completed for all States and jurisdictions where you held or currently hold a license. Verifications must be sent directly to the Board office.
11. Submit 25 AMA Category 1 credits dated within a year of this application.
13. All applicants are required to have their credentials verified by the Federation of State Medical Board Credentialing Verification Service (FCVS). Site: www.fsmb.org.
14. Complete the Delineation of Scope of Practice forms.
15. Complete license application data form.

Your interest is appreciated and if we can be of further assistance, please contact the Board at the above numbers.
ADDENDUM 1
BOARD OF MEDICAL EXAMINERS FOR THE U.S. VIRGIN ISLANDS

Print Name__________________________________________________________

Social Security No.____________________________________________________

(If you were not born in the United States, your own original certificate of Citizenship or of
Declaration of Intention or of Derivative Citizenship must be submitted
60 days before examination. Document will be returned by certified mail).

High School __________________________ Location __________________________

College ______________________________ Location __________________________

Professional School __________________________ Location __________________

*If employed, give name and address of employer ______________________________

Has any State rejected your application or revoked your professional license? (Yes or No)
(If “Yes” attach a separate explanation)

Have you ever been convicted of any crime or unprofessional conduct? (Yes or No)
(If “Yes” attach a separate explanation)
ADDENDUM 2
PHYSICIAN ASSISTANT LICENSE APPLICATION DATA

Physician Assistant Program:

Name: ____________________
Mailing Address: ________________________________________________________________

Issuance Date of Certificate/Degree

State(s) Licensed In:

State:                               ____________   ____________   ____________   ____________
Date of Issue:                 ____________   ____________   ____________   ____________
License Number:           ____________   ____________   ____________   ____________

If certified by the National Commission on Certification of Physician Assistants, give
date of certification__________________.

Previous Practice Affiliations: (Use other side if necessary)

Name of Institution and/or Supervising Physician: ________________________________
Mailing Address: ________________________________________________________________
Type of Practice: _____________________________ Dates: _____________________

Name of Institution and/or Supervising Physician:

_______________________________________________________________
Mailing Address: _________________________________________________
Type of Practice: _____________________________ Dates: _____________________

Name of Institution and/or Supervising Physician:

_______________________________________________________________
Mailing Address: _________________________________________________
Type of Practice: _____________________________ Dates: _____________________

Name of Institution and/or Supervising Physician:

_______________________________________________________________
Mailing Address: _________________________________________________
Type of Practice: _____________________________ Dates: _____________________
BOARD OF MEDICAL EXAMINERS FOR THE U.S. VIRGIN ISLANDS

I. DELINEATION OF SCOPE OF PRACTICE

Medical services that can be rendered by physician assistants in your practice:

1). Obtaining patient histories and performing physical examinations;
2). Ordering and/or performing diagnostic and therapeutic procedures (does not include the writing of outpatient prescription medication)
3). Formulating a diagnosis and developing a treatment plan;
4). Monitoring the effectiveness of therapeutic interventions;
5). Assisting at surgery;
6). Offering counseling and education to meet patient needs; and
7). Making appropriate referrals with supervising physician collaboration.

If there are any specific services, which should be added to those above, please complete Form A and submit with application for review by the Board.

II. COMMUNICATION

Please list the names of all supervising physicians for __________________________
(Physician Assistant) along with practice location(s) addresses, e-mail and contact numbers.

Name: __________________________ Practice Location __________________________
Home Address: ____________________________________________________________
E-mail _________________________________________________________________
Phone: ________________ (h) ________________ (w) ________________ (cell)
(fax) ____________________

(etc)
(etc)

If you are in solo practice, you must complete Form B
III. SUPERVISORY ACCOUNTABILITY

All supervising physicians must possess and maintain an active US Virgin Islands license. The Board requires that a written agreement signed by both the physician assistant and their supervising physician(s). This agreement states that the physician(s) will be responsible for exercising supervision over the physician assistant, as well as retaining all professional and legal accountability for the care rendered by such. A copy of this agreement is to be renewed annually, with a copy forwarded to the board.

Additionally, please complete for C, which describes in what objective and verifiable manner will the physician assistant be evaluated. Evaluations are to be completed every 12 months, at the time of the physician assistant’s license renewal.

Instructions for completions of forms:

Form A:

The physician assistant scope of practice is delineated in section I. If there are any other specific duties or levels of care, which you feel the physician assistant that you are supervising should be able to perform and deliver, please list these along with the reason why you feel this should be.

Please remember that a physician assistant’s supervision is guided by the training, knowledge, and experience of a particular supervising physician. This should be considered when there will be more than one supervising physician. If you are requesting additional duties and/or levels of care to be delivered, these are physician/specific and will not be viewed as applying to all supervising physicians for that physician assistant. Example: If physician #1 has the training, knowledge, and experience to competently supervise in the delivery of a specific duty, but physician #2 does not, then the physician assistant may not perform that duty while supervised by physician #2.

Form B:

It is a definite requirement that physician assistants be supervised. This includes being able to be in contact with their supervising physicians at all times. If you are in solo practice, Form B delineates, which other physician(s) will supervise your physician assistant in the event of your absence/illness or if you are unable to be in communication with them.

This physician(s) is(are) subject to the same rules and regulations that apply to any other supervising physician and will retain both professional and legal accountability for the care rendered by the physician assistant during your absence.

Please be mindful that, during your absence, the physician assistant may not perform of the additional duties, if any, as listed in Form A, unless the alternate physician has completed Form A.
Form C:

To insure that physician assistants are adequately evaluated by their supervising physicians, please submit how this will be accomplished in your practice. Although no one standard format exists, examples include quarterly chart reviews, quarterly formal meetings, direct observations, etc.

The Board reserves the right to interview both the physician assistant and physician, as well as perform a chart review, to ensure compliance with supervisory accountability.

I have read and agree to abide with the above.

____________________________________ PA Date:

____________________________________ MD Date:

____________________________________ MD Date:

____________________________________ MD Date:
FORM A:

Please list any additional services that can be offered by _____________________________. Please include an explanation of why these should be offered. Additionally, please describe any previous training and/or experience that the physician assistant has offering this service. Finally, delineate each supervising physician’s training and/or experience, which would enable them to supervise these additional services(s) appropriately.

1. Service______________________________________________________________

   Supervising Physician_________________________________________________

   Explanation:

   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

2. ETC.______________________________________________________________

   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
FORM B:

As a physician in solo practice, you must maintain supervisory capacity and accountability for any physician assistant in your employ. In the case of absence, illness, or any situation where you will not be able to be in communication with the physician assistant, you must designate an alternate physician or alternate physicians as supervisors for this physician assistant. (Please see instructions).

Name: ________________________________________________________________

Practice Location_____________________________________________________

Home Address _______________________________________________________

Phone______________ (h)___________ (w)______________ (c)___________ (f)
FORM C:

Please list how the physician assistant will be formally supervised. It is insufficient to simply co-sign their medical records as proof of formal supervision.

1. ____ Random chart review

2. ____ Formal meetings: monthly quarterly, or every six months. (Please circle one)

Please list the dates of when these meetings took place:

_________________

_________________

_________________

3. ____ Direct observation: ________________

4. ____ Other: (Please explain below)

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
Applicant: Follow the instructions in the left sidebar.
Send this to the state board you are applying to for licensure, NOT to FSMB.

Applicant: this is a separate form from the FCVS affidavit and release.

If you are using FCVS, you must complete both FCVS and UA affidavits. Send the FCVS affidavit to FCVS.

Sign this form with attached photo in the presence of a notary public. Send this notarized affidavit to the board you are applying to for licensure.

DO NOT SEND THIS FORM TO FSMB. Doing so will delay your state licensure.

Applicant Photograph

Securely tape or glue a recent (less than 3 month old) front-view 2" x 2" passport-type color photo of yourself in this square.

Notary seal must overlap a portion of this photograph but not covering the neck or head.

Applicant’s signature (must be signed in the presence of a notary)

Applicant’s printed last name

Applicant’s printed first name, middle initial, and suffix (e.g., Jr.)

Date of signature (must correspond to date of notarization)

Notary

State of _______________________, County of _______________________.

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and with the photograph affixed hereto, and (b) comparing the applicant’s signature made in my presence on this form with the signature on his/her identifying document.

The statements on this document are subscribed and sworn to before me by the applicant on this ______ day of _________________, 20____.

Notary Public Signature: ____________________________________________

My Notary Commission Expires: ____________________________

(NOTARY PUBLIC SEAL)