

Instructions for Filing an Application for a Permanent License to
Practice Osteopathic Medicine in Maine

Your application must be submitted no less than 90 (ninety) days prior to the Board meeting at which you would like it to be considered. The Board meets on the second Thursday of each month. A list of meeting dates is available on the Board's website (www.maine.gov/osteo [click the 'Administrative' link]).

Your licensure application packet must include the following documents:

- Completed application;
- Check or money order¹ (do not send cash) in the amount of **\$350 (non-refundable)**;
- Notarized² photocopy of medical school diploma;
- Notarized photocopy of internship/residency certificate(s);
- Notarized photocopy of any applicable name change document(s).

Incomplete applications or those without the fee or required documents will not be processed. Instructions are as follows:

1. Type or print clearly.
2. Provide complete addresses, including street names and numbers and zip codes for all education, and work experience listed in Section 5.
3. Forward the attached Certificate of Medical Education to your medical school with instructions that it be returned directly to this office. A transcript **must** accompany the certificate.
4. If you have ever been licensed by another state, please forward the attached verification form with instructions that it be returned directly to this office. Please check with the individual states as verification fees vary. **VeriDoc** is accepted. Online verifications are accepted directly from a state board.
5. If you sat for the NBOME/COMLEX-USA exam, please request that a certified copy your official transcript be forwarded directly to this office. Contact information is as follows:

National Board of Osteopathic Medical Examiners, Inc.
8765 West Higgins Road, Suite 200
Chicago IL 60631-4174 Ph: 773/714-0622/Fax: 773/714-0631
Email: admin@nbome.org
Web: www.nbome.org

6. If you sat for the FLEX exam (last administered in 1993), please contact the Federation of State Medical Boards at:

Federation of State Medical Boards
400 Fuller Wiser Road Suite 300
Eules TX 76039-3855 Ph: 817/868-4000/Fax: 817/868-4099
Web: www.fsmb.org

Those applicants who took the FLEX exam will need to take an exam in Osteopathic Practices & Principles exam. In this instance, please contact the Board office at 207/287-2480 or susan.e.strout@maine.gov for more information.

7. FCVS packets from the Federation of State Medical Boards will be accepted but are not required. If you have requested a packet, please make a note of that when you submit your application.
8. Applications will not be reviewed by the Board until such time as a minimum of 2 references (obtained **independent** of the applicant) have been received.
9. Please do not contact the Board office for an application update for at least 30 days. After the 30 days, update requests should be submitted via e-mail to: susan.e.strout@maine.gov.

¹ Credit cards are not currently accepted;

² ALL notarized documents must include a statement **from the notary**, such as 'I certify that I have seen the original document and this is a true copy of same'.