

STATE OF MAINE
BOARD OF LICENSURE OF PODIATRIC
MEDICINE

APPLICATION FOR LICENSURE

- Residency



Department of Professional and Financial Regulation
Professional and Occupational Regulation
35 State House Station
Augusta, ME 04333-0035

Office Telephone: (207) 624-8626
Office Facsimile: (207) 624-8637
TTY USERS CALL MAINE RELAY 711
Internet: www.maine.gov/professionallicensing

Office located at: 76 Northern Avenue, Gardiner, Maine

APPLICANT INFORMATION GUIDE

The application material you have requested from the Board of Licensure of Podiatric Medicine is enclosed. It contains all the relevant materials you need to complete your application for licensure in the State of Maine. Please read all the information carefully. If you have any questions after reading this packet, please call or e-mail our office.

FURNISHED TO APPLICANT

- Application Information Guide
- Individual License Application
- Disciplinary Reports Form
- Certificate of Podiatric Education Form
- Request for Certified Score Report Form
- Verification of Licensure Form
- Prescriber Information Sheet

ADDITIONAL RESOURCES

- ◆ Licensing Law for Podiatrists

Please read these carefully and review periodically for changes. You are responsible for knowing and complying with all Maine Laws throughout your licensure.

Available: <http://www.mainelegislature.org/legis/statutes/32/title32ch51sec0.html> or call (207) 624-8626

- ◆ Licensing Rules for Podiatrists

Please read these carefully and review periodically for changes. You are responsible for knowing and complying with all Board Rules throughout your licensure.

Available: <http://www.maine.gov/sos/cec/rules/02/chaps02.htm#396> or call (207) 624-8626

- ◆ Licensing Rules for the Department of Professional and Financial Regulation

Please read these carefully and review periodically for changes. You are responsible for knowing and complying with Office of Professional and Occupational Regulation Rules, Chapters 10, 11 and 13, throughout your licensure.

Available: <http://www.maine.gov/sos/cec/rules/02/chaps02.htm#041>

- ◆ Statutory Authority, Titles 5 & 10

Available: <http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>
<http://www.mainelegislature.org/legis/statutes/5/title5ch341sec0.html>

APPLICATION PROCEDURE

- ◆ Please submit your application materials to the Board by mail or hand delivery to our offices. Fax submissions will not be accepted. Your application will be reviewed and processed in the order that it was received.
- ◆ If there are deficiencies with your application, you will be notified by mail. You may also check the Board's website. It is the responsibility of the applicant to see that all documentation is completed and returned to the department for consideration.
- ◆ Please do not call our office regarding the status of your application. Information regarding the status of applications may be found at the Office of Professional and Occupational Regulation's website: <https://www.pfr.maine.gov/almsonline/almquery/welcome.aspx?board=4400>. We appreciate your thoughtful attention to this request.

RENEWALS

- ◆ This is an annual license, renewable by June 30 each year. You may renew online at your convenience 24 hours a day, 7 days a week up to 60 days in advance of your license expiration date. Renewal reminders are sent to the e-mail address on file.

10 DAY REPORTING

- ◆ Please be advised that any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to the Office within 10 days pursuant to 10 MRS §8003-G: <http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

RESIDENCY APPLICATION

All applicants must submit the following:

- Completed and signed Application;
- Payment of an Application Fee of \$50.00;
- Payment of a Licensure Fee of \$500.00;
- Payment of a Criminal History Records Check Fee of \$21.00;

Note: All fees can be in one payment.

- Official transcript of pre-podiatric education;
- Copy of podiatric degree;
- Official documentation of passing scores on Parts I and II of the National Boards;
- Copy of applicant's CPR certification.

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Mailing Address: 35 State House Station, Augusta, Maine 04333 **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345

Phone: (207) 624-8603 Fax: (207) 624-8637 TTY users call Maine relay 711 Web: www.maine.gov/professionallicensing

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035.
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 a.m. to 5:00 p.m. weekdays.
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be emailed to you.
- **How can I check the status of my application?** You can check our website:
• <http://pfr.informe.org/almsonline/almquery/welcome.aspx>.
- **How far back do I go answering the criminal conviction question?** Any conviction, ever.
- **Can I fax my application?** No.

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional and Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- ◆ Complete every item on the application including the criminal background disclosure question.
- ◆ Sign and date your application.
- ◆ Include the required fee(s). Make checks payable to "Maine State Treasurer" or complete the credit card section on the application. **DO NOT SEND CASH.**
- ◆ Make a copy of your application to keep for your records.



**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	
MAILING ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
PHONE ()	FAX ()	E-MAIL	

CRIMINAL BACKGROUND DISCLOSURE
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>
1. Have you ever been convicted by any court of any crime? (circle one) NO YES If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.
2. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one) NO YES If yes, enclose a detailed explanation and copies of all documents.
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional and Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

SIGNATURE	DATE
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Board of Licensure of Podiatric Medicine	
Required Fee: \$571 (includes Criminal History Records Check Fee)	
Please Select License Type:	Office Use Only: 1421 - \$500.00 1446 - \$50.00 2619 - \$21.00 1447 - \$900.00
<input type="checkbox"/> Licensed Residency Podiatrist (POD1421)	<i>Office Use Only:</i> Check # _____ Amount: _____ Cash # _____ Lic. # _____
Please check here is requesting to sit for Part III National Boards:	
<input type="checkbox"/> Written Examination (1447)	

PAYMENT OPTIONS:			
Make checks payable to "Maine State Treasurer" – if you wish to pay by Mastercard or Visa, fill out the following:			
NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD the following amount: \$ _____			
<input type="checkbox"/> I understand that fees are non-refundable			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>

SIGNATURE	DATE
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Undergraduate Education

Name of Academic Institution:

Mailing Address:

City:

State:

Zip Code:

Major:

Degree Granted:

Date Conferred:

Medical Education

Name of Medical School Attended:

Mailing Address:

City:

State:

Zip Code:

Degree Granted:

Date Conferred:

Professional Experience/Hospital Affiliations/Work History

List in chronological order all professional experience including full work history of practice, and all healthcare entities where you have held or now hold privileges. Include all periods of time from the date of completion or residency to the present, whether or not engaged in activities related to podiatry.

Dates	Name of Hospital, Institution or Practice	Address	Nature of Experience

Credentialing History

Have you ever held a professional license/certification/registration in this or any other state/country? YES NO

If yes:

Profession	License #	State/Country	Date Issued	Expiration Date

Disciplinary History

If any of the following questions are answered yes, please provide details on a separate sheet and attach to application.

1. Have you ever been called before any state board for any violation of the Podiatric Practice Act of Unethical Behavior?
 YES NO
2. Have you ever received psychiatric treatment or treatment for mental illness?
 YES NO
3. Have you ever been addicted to or treated for addiction to narcotic drugs or alcohol?
 YES NO
4. Have you ever been convicted of a violation of any narcotic drug law?
 YES NO
5. Have you ever been denied the privilege of taking the examination for licensure by any state podiatric board?
 YES NO
6. Have you ever been denied a DEA registration number or have you been issued a restricted DEA registration?
 YES NO
7. Have you ever had any malpractice suits filed against you?
 YES NO

Affidavit of Applicant

I have read and completed this application and attest that all information is true to the best of my knowledge. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice podiatry in the state of Maine.

I hereby authorize all hospitals, podiatric institutions or organizations, my references, personal physicians, employers (past and present), business and professional associates (past and present) and all governmental agencies to release to this licensing board, for it's evaluation, any information, files or records required by the Board.

Signature of Applicant: _____ Date: _____



STATE OF MAINE
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 AND FINANCIAL REGULATION
Board of Licensure of Podiatric Medicine
 35 STATE HOUSE STATION
 AUGUSTA, MAINE
 04333-0035

Paul R. LePage
 Governor

Anne L. Head
 Commissioner

DISCIPLINARY REPORTS

State licensing boards may require a Federation disciplinary data bank report at the time an application for licensure is presented. The data bank lists completed public record actions taken by state boards or reported by the DHHS Inspector General. If no adverse actions are on file, a form sent in by the candidate will be validated accordingly and returned to the state board.

Send this form and check
 In the amount of \$50 to:

**Federation of Podiatric Medical Boards
 12116 Flag Harbor Drive
 Germantown, MD 20874-1979**

Name: _____

Address (where you can be reached): _____

City, State, Zip: _____

Telephone (where you can be reached): _____

Email Address: _____

Date of Birth: _____

Social Security Number: _____

School and Year of Graduation: _____

STATE BOARD TO RECEIVE THIS REPORT:

**Maine Board of Licensure of Podiatric Medicine
 35 State House Station
 Augusta, ME 04333**

PLEASE INCLUDE THE FOLLOWING ON FORMS: *Part III (PMLexis) Score and/or Disciplinary reports can be ordered from the Federation of Podiatric Medical Boards online at <http://www.fpmb.org> with payment by credit card. Alternatively, requests can be completed online, printed and mailed with a check to the FPMB.*



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TTY USERS CALL MAINE RELAY 711

OFFICE PHONE: (207)624-8626

OFFICES LOCATED AT: 76 NORTHERN AVENUE, GARDINER, MAINE

FAX: (207)624-8637



Paul R. LePage
Governor

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Board of Licensure of Podiatric Medicine
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Anne L. Head
Commissioner

CERTIFICATE OF PODIATRIC EDUCATION

I am applying to practice podiatry in the state of Maine. The Maine board requires verification of my podiatric education. This is your authority to release any information in your files directly to the Maine board at the above address.

THIS SECTION TO BE COMPLETED BY THE APPLICANT.

Applicant's name: _____

Applicant's address: _____

Dates of attendance: from _____ to _____

THIS SECTION MUST BE COMPLETED BY THE DEAN, SECRETARY OR REGISTRAR OF THE PODIATRIC SCHOOL.

I hereby certify that the above named applicant has received the degree of doctor of podiatric medicine.

Name of podiatric school _____

Address of school _____

Dates of attendance: from _____ to _____

Degree conferred: _____ date conferred: _____

Name & title of school official: _____

Official's signature _____ dated: _____

**PLEASE PLACE SCHOOL
SEAL HERE**



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REQUEST FOR PART I and II EXAMINATION CERTIFIED SCORE REPORT

INSTRUCTIONS: Applicants for licensure who:

- (1)** Have already taken the Part I and II in another state; **AND**
- (2)** Whose score has been reported to that state's licensing board may (by completing this form **AND** including a check in the amount of \$45 payable to FPMB) request that the Federation certify that score to another state board. The \$45 fee applies to each score report to every additional (second, third, etc.) state board.

SEND THIS FORM AND CHECK
 TO:

**Federation of Podiatric Medical Boards
 12116 Flag Harbor Drive
 Germantown, MD 20874-1979**

Name: _____

Address (where you can be reached): _____

City, State, Zip: _____

Telephone (where you can be reached): _____

Email Address: _____

State in which you took the PMLexis: _____

Date (month and year) on which you took the PMLexis: _____

School and Year of Graduation: _____

STATE BOARD TO RECEIVE THIS REPORT:

**Maine Board of Licensure of Podiatric Medicine
 35 State House Station
 Augusta, ME 04333**

PLEASE INCLUDE THE FOLLOWING ON FORMS: *Part III (PMLexis) Score and/or Disciplinary reports can be ordered from the Federation of Podiatric Medical Boards online at <http://www.fpmb.org> with payment by credit card. Alternatively, requests can be completed online, printed and mailed with a check to the FPMB.*





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VERIFICATION OF LICENSURE FORM
(for use by applicants licensed or certified in another jurisdiction)

The applicant listed below is applying for licensure to practice as a podiatrist in the State of Maine. The Maine Board of Licensure of Podiatric Medicine requests written verification from each state that applicant holds or has held any certification, licensure, or credential. This is your authority to release any information in your files, favorable or otherwise. **Please mail this verification directly to the Maine Board of Licensure of Podiatric Medicine at the above listed address.**

The section below is to be completed by the applicant and forwarded to the State Board or licensing authority. Any associated fees are the responsibility of the applicant. If verification of licensure is needed for more than one (1) state, please copy form as needed.

Name:		
Mailing Address:		
City:	State:	Zip Code:
License Number:	State:	Date of Issue:
Signature of Applicant:		Date:

The remaining portion is to be completed by the licensing or certifying authority where the applicant holds or has held a license, certification or credential. Upon completion, the licensing or certifying authority should mail the verification directly to the Board at the above address.

Name of Licensee:		License Type:
License Number:		Is License Current? [] YES [] NO
Date Issued:	Original License Date:	Expiration Date:



VERIFICATION OF LICENSURE

Licensed Issued by:

Examination Endorsement Other

If Licensed by Exam, List Subjects Examined and Scores:

_____	_____
_____	_____
_____	_____

Are there any pending complaints against this licensee?
If yes, please explain:

Yes No

Have there been any other actions taken against this licensee?
If yes, please explain:

Yes No

Is the licensee considered to be in good standing in your state?
If no, please explain:

Yes No

The _____ State Board hereby agrees to extend the privilege of licensure without examination to applicants licensed by examination in the state of Maine who meet the licensing requirements of this state.

State Board Seal

Name of State Board: _____

Signature: _____

Printed Name: _____

Title: _____

State: _____ Phone Number _____

Date: _____



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Notice to Applicants Regarding Confidentiality of Prescriber Information

Prescription drug information that identifies the prescriber is sometimes used for marketing purposes by carriers, pharmacies, and prescription drug information intermediaries. A new Maine law ([2007 Public Law Chapter 460](#)) entitled "An Act to Amend the Prescription Privacy Law" now enables authorized prescribers (including **Licensed Naturopathic Doctors, Licensed Podiatrists, and Licensed Veterinarians**) to file for confidential protection of their prescriber information.

Effective January 1, 2008, carriers, pharmacies, and prescription drug information intermediaries will be prohibited from licensing, using, selling, or exchanging for value, for any marketing purpose, prescription drug information that identifies a prescriber who has filed for confidentiality protection. A prescriber who files for confidential protection will have such protection until he or she revokes that protection. Applicants and licensees who desire this confidentiality protection may file for such protection with the Maine Health Data Organization.

Below is an electronic link to the Maine Health Data Organization website where prescribers may enroll in the confidentiality program: <https://mhdo.maine.gov/index.aspx>

For more information regarding the confidentiality program please contact the Maine Health Data Organization at: <https://mhdo.maine.gov/index.aspx> or call them at (207)287-6722.

Important Notice to prescribers:

The U.S. District Court in Bangor has issued a preliminary injunction which prevents the Attorney General from enforcing this statute. However, the Court has allowed certain non-enforcement aspects of the statute to proceed, including allowing interested health care providers to request that their prescription drug information not be sold or used for marketing purposes by using the registration process on this webpage. In the event you elect to request confidentiality protection, your request will be duly filed, but your prescription drug information will remain subject to marketing by carriers, pharmacies and prescription drug intermediaries unless and until the preliminary injunction of the U.S. District Court is vacated. For further information, you may reference the orders of the U.S. District Court by the following links:

[JAW 01-02-2008 1-07-cv127 IMS V MAINE.pdf](#)

[JAW 02-15-2008 1-07cv127 IMS V MAINE.pdf](#)



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