

Licensing – Application Review

POLICY: It is the policy of the Board of Licensure in Medicine (Board) that applications for licensure/registration and/or requests for approval of re-entry to medical practice plans will not be reviewed by the Board or the Licensure Committee of the Board until all requested information has been received and the application is administratively complete.

“Administratively Complete Application” is an application for licensure as developed by the Board which when submitted has: a) all questions on the application completely answered; b) signature and date affixed; c) all required notarizations included; d) all required supplemental materials provided in correct form; e) all requests for additional information submitted; and, f) all fees, charges, costs, civil penalties or fines paid.

EFFECTIVE DATE: December 12, 2017

HISTORY: The Board has received several requests to review and opine on partially complete applications for licensure, specifically on plans for re-entry to practice, prior to an administratively completed application being available. This has led to confusion and inefficiency. Therefore, the Board will review applications for licensure/registration and/or requests for approval of re-entry to medical practice plans only when the entire application file is administratively complete.