

MAINE BOARD OF OSTEOPATHIC LICENSURE

APPLICATION PROCESS POLICIES

Staff Contact with Third Parties

POLICY: It is the policy of the Board of Osteopathic Licensure that staff will not provide or share information regarding pending applications with anyone other than the applicant him or herself. A signed authorization will not change this policy.

Effective Date: December 10, 2015

Revised Date: April 12, 2018

Revised: December 8, 2022

Application Processing Start Date

POLICY: It is the policy of the Board of Osteopathic Licensure that the processing of an application does not begin until such time as a complete Uniform Application, application fee, appropriately completed Affidavit and the online Addendum have been received by the Board.

Effective Date: December 10, 2015

Revised Date: April 12, 2018

Revised: December 8, 2022

Pending Applications

POLICY: It is the policy of the Board of Osteopathic Licensure that, following a 90-day period in 'Pending' status with no communication from the applicant, an application will be placed in 'Void or Abandoned' status. The physician or physician assistant will need to re-apply.

Effective Date: December 8, 2022

Federation Credentials Verification Service ('FCVS')

POLICY: It is the policy of the Board of Osteopathic Licensure that applicants for permanent licensure must apply for an FCVS packet to be forwarded to the Board as part of the licensure requirements. To apply for FCVS please go to: <https://www.fsmb.org/fcvs/>. This requirement was voted upon at the December 2021 meeting with an effective date of February 1, 2022. It was voted as policy on December 8, 2022

Effective Date: December 8, 2022

Online Checklist Available

POLICY: It is the policy of the Board of Osteopathic Licensure that applicants utilize the online checklist before contacting the Board office for status information. Instructions for doing so are provided when the online Addendum is completed and can also be found on the Board's website at: https://licensing.web.maine.gov/cgi-bin/online/licensing/begin.pl?board_number=383). Applicants authorizing third parties to assist with the application are cautioned that this information may not be available to them.

Effective: December 8, 2022

Data Bank Self-Query Report

POLICY: It is the policy of the Board of Osteopathic Licensure that applicants for permanent licensure are not required to request a self-query report from the National Practitioner Data Bank as this will be provided as part of their required FCVS packet (see Page 1).

A self-query report is required only for those applying for a Locum Tenens or Camp Physician license; the report must be current, having been run no more than 30 days prior to submission of the Locum Tenens application.

Effective Date: December 10, 2015

Revised Date: April 12, 2018

Revised Date: December 8, 2022