

MAINE BOARD OF OSTEOPATHIC LICENSURE

Policies Adopted on December 10, 2015

Revised Date: April 12, 2018

Contact during Application Process

POLICY: It is the policy of the Maine Board of Osteopathic Licensure that throughout the entire application process, **only** the applicant for permanent or locum tenens licensure shall contact Board staff, via e-mail (osteopfr@maine.gov), to both ensure the integrity of and expedite the process.

If need be, in addition to contacting the applicant, Board staff **may** reach out to a person authorized by the applicant to speak on his/her behalf to obtain additional/clarifying information.

Effective Date: *December 10, 2015*

Revised Date: *April 12, 2018*

Application Processing Start Date

POLICY: It is the policy of the Maine Board of Osteopathic Licensure that the processing of an application for any type of licensure does not begin until the appropriate fee(s), and other required application documents have been received by the Board office. The thirty (30) day wait period for status updates will begin on this date. Once the 30- day period has begun, any requests for updates must be submitted via e-mail to osteopfr@maine.gov.

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Data Bank Self-Queries

POLICY: It is the policy of the Maine Board of Osteopathic Licensure that **all** applicants for licensure¹ (*with the exception of those who apply for a training permit to work under the auspices of a hospital program*) must request a self-query report from the National Practitioner Data Bank **at their own cost**. The report must be current (***not older than 30 [thirty] days***) when submitted.

The applicant may forward the NPDB self-query results directly to the Board office via e-mail to osteopfr@maine.gov or, if desired, send their unopened paper original via US Mail to: Board of Osteopathic Licensure, 142 SHS, Augusta ME 04333-0142.

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¹ Permanent, Locum Tenens, Camp or Visiting