Common Reasons Applications Are Delayed

To help avoid processing delays, please review the following common issues before submitting an application:

- **Photo Requirements:** Submit a recent color photo taken within **60 days** of the application date. Selfies are acceptable.
- **Primary Source Documentation:** Medical school transcripts, postgraduate training (PGT) verification, Exam scores, Medical Employment and state license verifications **must be sent directly from the primary source** to the Board. Documents submitted by the applicant or a credentialing/licensing agency cannot be accepted.
- **Complete the Entire Application:** Ensure every section of the application is completed. Do not leave required fields blank or skip sections.
- **Personal Email Address:** Provide the applicant's personal email address as the primary email on the application. Do not use a credentialing or licensing agency's email address.
- **Foreign Medical Graduates:** Include your ECFMG certificate number, certificate date, and proof of English proficiency, if applicable.
- **Employment History:** List **employers only**. Do not include hospital affiliations unless the hospital was your actual employer.
- **State Licenses:** List **ALL** state medical licenses ever held, regardless of current status, including temporary licenses. (Postgraduate training licenses do not need to be listed.)
- **Medical Employment Questions:** Answer both questions in the Medical Employment section:
    - Are you currently in postgraduate training? (Yes/No)
    - Have you had medical employment within the past five years? (Yes/No)
- **Mailing Address:** Provide a complete and accurate mailing address, including apartment or unit number, so fingerprint cards and other correspondence are delivered correctly the first time.
- **Malpractice Documentation:** If you have any malpractice history, submit **all required court documents**, including the narrative and complaint. Claim summaries or insurance claim sheets alone are not sufficient. **Please do not disclose cases without payment made on the physician’s behalf.**
- **Signature Requirements:** A typed or printed name **is not** considered a valid signature. All required signatures must comply with the Board's signature requirements. Electronic signatures are acceptable.

Tips for Credentialing and Licensing Agencies

To help ensure timely processing of your clients' applications:

- **Communicate with the Applicant:** Verify all information with the applicant before submission. Delays frequently occur when the information provided by the agency differs from what the applicant later reports or when updates are not shared between the agency and the applicant.
- **Understand Board Requirements:** The Board's statutes, rules, and licensing requirements must be followed. Primary source verifications are required and cannot be substituted with copies provided by the applicant or credentialing agency.
- **Submit Complete Malpractice Records:** When malpractice documentation is required, submit the complete record, including the complaint and all supporting documents, not just claim summaries or insurance reports.
- **Email the Assigned Licensing Coordinator:** Direct application-related questions should only be sent to the assigned Licensing Coordinator for that application. Sending emails to multiple coordinators may delay responses and create duplicate work.

Following these guidelines will help reduce processing delays and allow applications to move through the licensing process as efficiently as possible.