

Before You Apply for Licensure

- ✓ Students who are not U.S. Citizens or permanent residents must secure a visa for residency.
- ✓ All IMG's (international/foreign medical graduates) must be ECFMG certified before starting residency, gaining licensure, and sitting for Step 3.
- ✓ Clerkships must be completed at hospitals with departments that are affiliated with either the AOA or ACGME.
- ✓ The peak workload of licensing boards and medical universities occurs between April and September, as everyone in medical education wants to be licensed between June and August. When seeking licensure for the first time or in another state, you should anticipate delays, as the state boards must fully investigate all submitted documents and credentials.
- ✓ Many states allow physicians to download licensure forms from their respective web sites, but in many cases, an application packet must be requested. Regardless of how you receive your documents, **make sure you access the forms for students of foreign medical schools.** Also keep in mind that all licensing boards reserve the right to change policies and procedures at any time. This handbook should serve as a source for general information as they were at the date of publication. Should discrepancies appear between procedures given by the handbook and procedures given by the medical board in any particular state, always defer to the state board's most recent policy. Contact information will be given at the beginning of each state's listing.

The Application Process

- ✓ Be patient with all administrative offices, as we at Ross University must research and evaluate your records and compose the appropriate supporting documentation to submit to the licensing boards.
- ✓ All licensure forms submitted to Ross University should be accompanied by a signed request for processing. This request should include the graduate's name, social security number, year of graduation or expected date of graduation, phone number, email, and any other pertinent information that may expedite the request.
- ✓ It is Ross University's policy to send licensure information directly to the licensing board unless otherwise stated.
- ✓ All licensure documents are mailed to the medical boards via the United States Postal Service standard mail. Anyone wishing to have their documents sent via an alternate method (i.e. express mail or Federal Express) must provide a pre-paid envelope with their request.
- ✓ There are no longer processing fees associated with licensure forms, transcript requests, or certified copies of your diploma. You will not need to send any form of payment with your licensure paperwork.
- ✓ Never omit or hide negative and/or derogatory information, as any misrepresentation on a licensing application will result in either denial, fines or future restrictions.
- ✓ Before filing your application with any state, **make sure that you have confirmed your leaves of absence with the University**. Remember: time taken in order to study or attend board reviews is considered a leave of absence for independent study. It is University policy to report any break longer than 30 days as a leave of absence. If Ross University reports them to a particular licensure board and you do not, you could be subject to a penalty for nondisclosure.
- ✓ Licensing forms that are erroneously sent to Ross University will be returned to the student. Only certain forms can be completed by the medical school. Please be sure that you are sending the right forms to the appropriate recipients. Errors during this stage of the application process may not hurt your chance of attaining licensure, but will most definitely prolong the process. Common mistakes include sending California L6 forms and Illinois AF-MED forms to the University. These should be completed by the hospitals where you performed clerkships. For further details, please see the guidelines given for the particular state to which you are interested in applying.

Guide to State Licensing

The following pages contain an alphabetical listing of state licensing procedures. Each entry entails contact information for the state's licensing program, a brief description of what procedures need to be taken for the particular state, and a checklist of items that the graduate must submit to the Department of Graduate Affairs. These materials should be addressed to:

Department of Graduate Affairs
Ross University School of Medicine
630 U.S. Highway 1, Suite 300
North Brunswick, NJ 08902

Alabama

FCVS: Accepted
Address: Alabama Board of Medical Examiners
P.O. Box 946
Montgomery, Alabama 36101-0946
(street address: 848 Washington Ave., 36104)
Web site: <http://www.albme.org/>
Phone: (334) 242-4116; (800) 227-2606
Fax: (334) 242-4155
Email: bme@albme.org

At this time, applications for physician licensure are not available for download on the Board of Medical Examiners' web site. Applicants must contact the Board with the information listed on the above web site.

Submit to Ross University:

- Appendix A: Medical School Certification
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Alaska

FCVS: Accepted
Address: Alaska State Medical Board
P.O. Box 110806
Juneau AK 99811-0806
Web site: <http://www.dced.state.ak.us/occ/pmed.htm>
Phone: (907) 465-2541
Fax: (907) 465-2974
Email: license@dced.state.ak.us

Applications for medical licensure may be obtained from the Alaska State Medical Board's web site. Only the form listed below needs to be forwarded to the Ross University Department of Graduate Affairs for completion.

Submit to Ross University:

- Verification of Medical School Education form
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Arkansas

FCVS: The Arkansas State Medical Board does not currently accept applications through the Federation Credentials Verification Service (FCVS).

Address: Arkansas State Medical Board
2100 Riverfront Drive
Little Rock, AR 72202

Web site: <http://www.armedicalboard.org>

Phone: (501) 296-1802

Fax: (501) 603-3555

Email: licensing@armedicalboard.org

An online application request may be made to the Arkansas State Medical Board's Online Information Center, located at the above internet address.

Submit to Ross University:

- Verification of Medical Education form
 - Request for official transcript
-

Arizona

FCVS: Accepted

Address: Arizona Medical Board
9545 E. Doubletree Ranch Rd.
Scottsdale, AZ 85258

Web site: <http://www.azmdboard.org/>

Phone: (480) 551-2700

Fax: (480) 551-2704

Arizona licensing forms are easily accessible on the Arizona Medical Board's web site. The only form that needs to be completed by Ross University is the Medical College Certification form. See the above web site or call the Board for more information on what is required of foreign medical graduates.

Submit to Ross University:

- Medical College Certification form
-

California

FCVS: Accepted
Address: Medical Board of California
Licensing Program
1426 Howe Ave., Suite 54
Sacramento, CA 95825-3236
Web site: www.caldocinfo.ca.gov
Phone: (916) 263-2389; (800) 633-2322
Fax: (916) 263-2944

The Medical Board of California can be more particular and thorough than most when it comes to verifying applicant's qualifications. The Board requires 54 weeks (including cores) of clinical clerkships to be performed through ACGME-approved programs or in hospitals with ACGME approved family practice residency programs. California will accept weeks in DO/unapproved rotations **for electives only**, provided they were completed in facilities **outside** California and at institutions with which Ross has a contract.

If you have completed core rotations in DO hospitals or in hospitals that do not have ACGME-approved programs in family practice or in the area of specialty of choice, or if you have completed less than 54 weeks of clerkships in ACGME-approved teaching institutions, you cannot apply for residency in California unless you repeat requirements through approved programs.

If remediation is needed, contact your clinical advisor.

Additionally, the procedure for obtaining a license in California makes it difficult to do a residency in California the same year of graduation. Many residency program directors do not interview, rank or offer residencies to foreign students/graduates who have not yet obtained the "status letter" from the Medical Board of California. The letter verifies eligibility for licensure in California and **is issued only to graduated students** and only after a review process of at least 45 days. Even if a program granted you an interview and stated that they would take you without the letter, if your anticipated graduation date is April 30 or May 31, you may not have enough time to acquire the status letter, regardless. A partial list of hospitals who have granted interviews in previous years to students who did not yet have a status letter from the California Board is available on page 28 of the Pre-Residency Planning Guide.

If you are a California resident and are scheduled to complete clinical rotations considerably prior to a scheduled graduation date, you may be eligible for a special graduation date that will allow you to obtain the status letter as early as possible.

California licensure documents may be downloaded and printed from the web site listed above. Of these forms, only the L2 and L5 forms should be mailed to Ross University. **Please note:** You must send L6 forms to the institutions where you performed each of your clinical rotations. The medical school **cannot** complete L6 forms. Contact either your clinical advisor or the Department of Graduate Affairs if you need contact information for any of the hospitals where you performed clerkships.

The Medical Board of California does require a certified copy of your diploma. Providing the Department of Graduate Affairs with a photocopy of your diploma at the time of your request will cut down on processing time.

For more suggestions and tips on expediting the California licensure process, please refer to the Graduate Planning Guide. The Medical Board of California's web site is also very helpful and easy to navigate.

Submit to Ross University:

- L2 form

- L5 form
 - Request for official transcript
 - Request for certified copy of diploma
-

Colorado

FCVS: Accepted
Address: Colorado Board of Medical Examiners
1560 Broadway, Suite 1300
Denver, CO 80202-5140
Web site: <http://www.dora.state.co.us/Medical/>
Phone: (303) 894-7690
Fax: (303) 894-7692

Colorado licensing forms are easily accessible on the Colorado Board of Medical Examiners' web site. The only form that needs to be completed by Ross University is the Certificate of Medical Education. See the web site or call the Board for more information on what is required of foreign medical graduates.

Submit to Ross University:

- Certificate of Medical Education form
 - Request for official transcript
-

Connecticut

FCVS: Accepted
Address: Department of Public Health
Physician Licensure
410 Capitol Ave., MS #12 APP
P.O. Box 340308
Hartford, CT 06134
Web site: <http://www.dph.state.ct.us>
Phone: (860) 509-8000
Email: webmaster.dph@po.state.ct.us

Connecticut licensing forms are easily accessible on the Connecticut Department of Public Health's web site. The only form that needs to be completed by Ross University is the School Verification Form. See the above web site or call the Board for more information on what is required of foreign medical graduates.

Submit to Ross University:

- School Verification Form
 - Request for official transcript
-

Delaware

FCVS: Accepted
Address: Division of Professional Regulation
Delaware Board of Medical Practice
861 Silver Lake Blvd., Suite 203
Dover, DE 19904-2467
Web site: <http://dpr.delaware.gov/>
Phone: (302) 744-4507
Fax: (302) 739-2711

The State of Delaware only requires Ross University to complete a Verification of Medical Education form. At this time, it is not necessary for a graduate to request a transcript to be sent to the Board. For additional information, please see the Delaware Board of Medical Practice Application Checklist on the Board's web site.

Submit to Ross University:

- Verification of Medical Education Form
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Florida

FCVS: Accepted
Address: The Department of Health
Florida Board of Medicine
4052 Bald Cypress Way, Bin # C03
Tallahassee, FL 32399-3253
Web site: <http://www.doh.state.fl.us/mqa/>
Phone: (850) 245-4131
Fax: (850) 412-1268
Email: MedicalQualityAssurance@doh.state.fl.us

Florida licensing forms are easily accessible on the Florida Board of Medicine's web site. The only form that needs to be completed by Ross University is the Medical Degree Verification Form. See the above web site or call the Board for more information on what is required of foreign medical graduates.

Please note: Recently, the Florida Board has become very stringent with inconsistencies in reporting leaves of absence. If Ross University reports a leave, and the applicant fails to report the same leave (even if you merely forgot you had taken one), **the Florida Board will subject you to a monetary penalty for nondisclosure, and the offense will become a part of your permanent record.** It is important to verify with Ross breaks in your education, realizing that time taken to study/prepare for board exams is considered a leave of absence. Please call the Ross University Department of Graduate Affairs to verify these leaves, or if you have any questions or concerns while filling out this part of your application.

Submit to Ross University:

- Medical Degree Verification Form
 - Request for official transcript
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Georgia

FCVS: Accepted
Address: Composite State Board of Medical Examiners
2 Peachtree Street, N.W., 10th Floor
Atlanta, Georgia 30303-3465
Web site: <http://medicalboard.georgia.gov>
Phone: (404) 656-3913
Fax: (404) 656-9723
Email: medbd@dch.ga.gov

Hawaii

FCVS: Accepted
Address: DCCA-PVL
Att: BME
P.O. Box 3469
Honolulu, HI 96801
Web site: <http://www.hawaii.gov/dcca/areas/pvl/boards/medical/>
Phone: (808) 586-3000
Email: medical@dcca.hawaii.gov

Idaho

FCVS: Accepted
Address: Idaho Board of Medicine
1755 Westgate Drive
PO Box 83720
Boise, Idaho 83720-0058
Web site: <http://www.bom.state.id.us/contact.html>
Phone: (208) 327-7000
Fax: (208) 327-7005
Email: info@bom.state.id.us

Idaho will consider licensing Ross graduates on a case-by-case basis. Obtaining a license to practice in Idaho is not guaranteed.

Illinois

FCVS: Accepted
Address: Illinois Department of Financial and Professional Regulation
Division of Professional Regulation
320 West Washington St.
Springfield, IL 62786
Web site: <http://www.idfpr.com/>
Phone: (217) 785-0800

The appropriate forms used to attain licensure in Illinois can be downloaded from the above web site. Foreign medical school graduates are required to have the ED-NON form completed by the Department of Graduate Affairs.

Please note: AF-MED forms are **not** to be submitted to Ross University. These forms must instead be sent to the institutions where you performed each of your core clinical clerkships, with the exception of family practice. If AF-MED forms are submitted to the University, they will be returned to sender. The Illinois Board **will not** accept AF-MED forms completed by the University. If you are unsure of where to send the AF-MED forms, please get in touch with a representative from the Department of Graduate Affairs, who can provide contact information for the institutions where you performed your core clinical clerkships (internal medicine, psychiatry, obstetrics/gynecology, pediatrics, and surgery).

Submit to Ross University:

- ED-NON forms
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Indiana

FCVS: Accepted

Address: Indiana Professional Licensing Agency
Medical Licensing Board
402 W. Washington St., Room W072
Indianapolis, IN 46204

Web site: <http://www.in.gov/pla/bandc/mlbi/>

Phone: (317) 234-2060

Fax: (317) 233-4236

Email: pla3@pla.IN.gov

The Medical Licensing Board of Indiana requires the completion of an application that can be found on its web site. In addition, they ask each applicant to see that an official transcript and notarized copy of the medical degree is submitted to the Board.

Providing the Department of Graduate Affairs with a photocopy of your diploma along with your request will cut down on processing time.

Submit to Ross University:

- Request for official transcript
 - Request for certified copy of diploma
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Iowa

FCVS: Accepted

Address: Iowa Board of Medical Examiners
400 SW 8th Street, Suite C
Des Moines, IA 50309-4686

Web site: http://www.docboard.org/ia/ia_home.htm

Phone: (515) 281-5171

Fax: (515) 242-5908

The Iowa Board of Medical Examiners requires a Certification of Medical Education Form to be filled out by the applicant's medical school. Please print the form from the Board's web site and submit it to the

Department of Graduate Affairs for completion. Remember, Ross University requires no fee for the completion of a verification form.

Submit to Ross University:

- Certification of Medical Education Form
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Kansas

FCVS: Accepted

Address: Kansas Board of Healing Arts
235 S.W. Topeka Blvd.
Topeka, KS 66603-3068

Web site: <http://www.ksbha.org/main.html>

Phone: (785) 296-7413

Fax: (785) 296-0852

Application packets may be requested via a downloadable form on the Kansas Board of Healing Arts' web site. Included in this packet will be a form entitled "Verification of Professional College," which you must submit to the Ross University Department of Graduate Affairs for completion.

Submit to Ross University:

- Verification of Professional College form
 - Request for official transcript
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Kentucky

FCVS: The Kentucky Board of Medicine requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

Kentucky Board of Medicine Web site: <http://kbml.ky.gov/>

Louisiana

FCVS: The Louisiana State Board of Medical Examiners requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

Louisiana State Board of Medical Examiners Web site: <http://www.lsbme.org>

Maine

FCVS: The Maine Board of Licensure in Medicine requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

Maine Board of Licensure in Medicine Web site: http://www.docboard.org/me/me_home.htm

Maryland

FCVS: Accepted
Address: Maryland Board of Physicians
4201 Patterson Avenue
Baltimore, MD 21215-0095
Web site: <http://www.mbp.state.md.us/index.html>
Phone: (410) 764-4777; (800) 492-6836
Fax: (410) 358-2252
Email: mbpmail@rcn.com

The graduate may request application materials from the Maryland Board of Physicians via mail, phone, fax, or email, and may also be downloaded from the website listed above. The Board's "Verification of Education and English Language Instruction" form should be submitted to the Ross University Department of Graduate Affairs for completion.

Submit to Ross University:

- Verification of Education and English Language Instruction form
-

Massachusetts

FCVS: Accepted
Address: Commonwealth of Massachusetts
Board of Registration in Medicine
10 West St., 3rd Floor
Boston, MA 02111
Web site: <http://www.massmedboard.org/>
Phone: (617) 727-3086; (800) 377-0550
Fax: (617) 451-9568
Email: webmaster@massmedboard.org

Application forms for licensure in Massachusetts are available for download on the web site listed above. Graduates are responsible for submitting to Ross University a Medical Education Verification form and an E-1 form.

Submit to Ross University:

- Medical Education Verification form
 - E-1 form
 - Request for official transcript
-

Michigan

FCVS: Accepted
Address: Bureau of Health Professions
P.O. Box 30670
Lansing, MI 48909-8170
Web site: <http://www.michigan.gov/mdch/>
Phone: (517) 335-0918
Fax: (517) 373-2179
Email: bhpinfo@michigan.gov

Licensure materials are available for download on the above web site. Please make certain that you complete the forms appropriate for **foreign medical school graduates**.

Submit to Ross University:

- Section II of the Certification of Medical Education for Foreign Medical School Graduates
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Minnesota

FCVS: Accepted
Address: Minnesota Board of Medical Practice
University Park Plaza
2829 University Avenue, S.E., Suite 400
Minneapolis, MN 55414-3246
Web site: <http://www.bmp.state.mn.us>
Phone: (612) 617-2130; Hearing Impaired: (800) 627-3529
Fax: (612) 617-2166
Email: Medical.Board@state.mn.us

Mississippi

FCVS: Accepted
Address: Mississippi State Board of Medical Licensure
1867 Crane Ridge Drive, Suite 200-B
Jackson, MS 39216
Web site: <http://www.msbml.state.ms.us/>
Phone: (601) 987-3079
Fax: (601) 987-4159
Email: mboard@msbml.state.ms.us

All documents required for medical licensure in Mississippi are available on the Board of Medical Licensure's web site.

Submit to Ross University:

- "Appendix A": Medical School Certification form
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Missouri

FCVS: Accepted
Address: Board of Registration for the Healing Arts
3605 Missouri Boulevard
P.O. Box 4
Jefferson City, MO 65102
Web site: <http://www.pr.mo.gov/healingarts.asp>
Phone: (573) 751-0098
Fax: (573) 751-3166
Email: healingarts@pr.mo.gov

Medical licensure documents are available for download at the above web site, but graduates will still be required to request an official transcript from the Ross University Department of Graduate Affairs.

Submit to Ross University:

- Request for official transcript
-

Montana

FCVS: Accepted
Address: Health Care Licensing Bureau
301 South Park, Rm. 430
P.O. Box 200513
Helena, MT 59620-0513
Web site: www.medicalboard.mt.gov/
Phone: (406) 841-2300
Fax: (406) 841-2305

Applications for medical licensure (including the form listed below) are available for download on the Montana Health care licensing Bureau's web site. Only the following form should be forwarded to the Department of Graduate Affairs.

Submit to Ross University:

- Certificate of Medical Education
-

Nebraska

FCVS: Nebraska's Credentialing Division does not currently accept applications through the Federation Credentials Verification Service (FCVS).
Address: Nebraska State Office Building
HHS Regulation and Licensure
Credentialing Division
P.O. Box 95007
Lincoln, NE 68509-5007
Web site: <http://www.hhs.state.ne.us/crl/crlindex.htm>
Phone: (402) 471-2133
Fax: (402) 471-3577
Email: marie.mcclatchey@hhss.ne.gov

Nevada

FCVS: Accepted
Address: State of Nevada Board of Medical Examiners
1105 Terminal Way, Suite 301
Reno, NV 89502
Web site: <http://medboard.nv.gov/>
Phone: (775) 688-2559
Fax: (775) 688-2321
Email: nsbme@medboard.nv.gov

New Hampshire

FCVS: The New Hampshire State Board of Medicine requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

New Hampshire State Board of Medicine Web site: <http://www.nh.gov/medicine/>

New Jersey

FCVS: Accepted
Address: New Jersey State Board of Medical Examiners
P.O. Box 183
Trenton, NJ 08625
Web site: <http://www.state.nj.us/lps/ca/bme/index.html>
Phone: (609) 826-7100
Fax: (609) 826-7117
Email: bme@dca.lps.state.nj.us

New Jersey's medical licensure application materials are available on the website listed above.

Submit to Ross University:

- Medical Education Verification Form
 - Request for official transcript
-

New Mexico

FCVS: Accepted
Address: New Mexico Medical Board
2055 S. Pacheco St., Building 400
Santa Fe, NM 87505
Web site: <http://www.nmmb.state.nm.us/>
Phone: (505) 476-7220

Fax: (505) 476-7237

The documents necessary for medical licensure application in New Mexico are available for download online. Applicants must complete the top portion of the Medical Education Verification form, and then submit the form to the Department of Graduate Affairs for completion.

Submit to Ross University:

- Medical Education Verification form
- Request for official transcript

New York

FCVS: The New York State Office of the Professions requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

New York State Office of the Professions Web site: <http://www.op.nysed.gov/med.htm>

North Carolina

FCVS: The North Carolina Medical Board requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

North Carolina Medical Board Web site: <http://www.ncmedboard.org/>

North Dakota

FCVS: Accepted

Address: North Dakota State Board of Medical Examiners
418 E. Broadway Ave., Suite 12
Bismarck, ND 58501

Web site: <http://www.ndbomex.com/>

Phone: (701) 328-6500

Fax: (701) 328-6505

Application forms may be downloaded from the State Board of Medical Examiner's web site. Of these forms, only the Certificate of Medical Education must be forwarded to the Department of Graduate Affairs.

Submit to Ross University:

- Certificate of Medical Education
-

Ohio

FCVS: The State Medical Board of Ohio requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

Web site: <http://med.ohio.gov/>

Oklahoma

FCVS: Accepted
Address: OSBMLS
PO Box 18256
Oklahoma City, OK 73154-0256
Web site: <http://www.okmedicalboard.org/>
Phone: (405) 848-6841; (800) 381-4519
Fax: (405) 848-8240
Email: licensing@osbmls.state.ok.us

Applicants for medical licensure in Oklahoma can attain the necessary documents by either downloading them from the above web site or contacting the Board via email. Form #1 (“Verification of Education”) must be submitted to the Ross University Department of Graduate Affairs for completion. The Oklahoma Medical Board also requires a certified copy of your diploma.

Oklahoma also asks the applicant to submit a Verification of Clinical Clerkship Form for each of your completed rotations. The University cannot complete these forms. The Director of Medical education at the hospital site where you completed the clerkship must complete the form.

Providing the Department of Graduate Affairs with a copy of your diploma at the time of your request cut down on processing time.

Submit to Ross University:

- Form #1: “Verification of Education”
 - Request for official transcript
 - Request for certified copy of diploma
-

Oregon

FCVS: Accepted
Address: Oregon Board of Medical Examiners
Licensing Services Department
1500 SW 1st, Suite 620
Portland, OR 97201-5847
Web site: <http://egov.oregon.gov/BME/>
Phone: (971) 673-2700
Fax: (971) 673-2670
Email: omb.info@state.or.us

Licensure applications are available for download from the above web site. Note that unlike most medical boards, the Oregon Board of Medical Examiners requires a Dean's Letter to be submitted by the medical school. Remember to request this from the Department of Graduate Affairs.

Submit to Ross University:

- Verification of Medical Education form
 - Request for official copy of Dean's Letter
-

Pennsylvania

FCVS: Accepted
Address: State Board of Medicine
P.O. Box 2649
Harrisburg, PA 17105-2649
Web site: <http://www.dos.state.pa.us>
Phone: (717) 783-1400
Email: st-medicine@state.pa.us

Graduates interested in applying for medical licensure in the State of Pennsylvania can download the appropriate forms from the website listed above. Then forward the "Verification of Medical Education **for Graduates of Unaccredited Medical Schools**" form to the Ross University Department of Graduate Affairs for completion. Be sure to include a request for an official transcript and a certified copy of your diploma to be submitted along with this form.

Providing the Department of Graduate Affairs with a copy of your diploma at the time of your request will cut down on processing time.

Submit to Ross University:

- Verification of Medical Education form (for Graduates of Unaccredited Medical Schools)
 - Request for official transcript
 - Request for certified copy of diploma
-

Rhode Island

FCVS: The Rhode Island Board of Medical Licensure & Discipline requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

Rhode Island Board of Medical Licensure Web site: <http://www.health.ri.gov/hsr/bmld/>

South Carolina

FCVS: The South Carolina Board of Medical Examiners requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

South Dakota

FCVS: Accepted
Address: South Dakota Board of Medical & Osteopathic Examiners
123 S. Main Ave. Suite 100
Sioux Falls, SD 57104
Web site: <http://www.state.sd.us/doh/medical/>
Phone: (605) 367-7781
Fax: (605) 367-7786
Email: SDBMOE@state.sd.us

Applications for medical licensure may be downloaded from the web site listed above. Only a Verification of Graduation from Medical School must be submitted to the Ross University Department of Graduate Affairs. Follow the Board's instructions for the remainder of the application.

Submit to Ross University:

- Verification of Graduation from Medical School form
-

Tennessee

FCVS: Accepted
Address: Tennessee Department of Health
425 Fifth Ave., North
Cordell Hull Building, 3rd Floor
Nashville, TN 37243
Web site: <http://health.state.tn.us/>
Phone: (615) 741-3111
Email: tn.health@tn.gov

Graduates hoping to attain medical licensure in Tennessee should download the application materials from the Department of Health's web site. You will be required to submit one page of the application to the Ross University Department of Graduate Affairs. This form (Attachment 1) is essentially a transcript request.

Submit to Ross University:

- Attachment 1 (found in the Tennessee application packet)
-

Texas

FCVS: Accepted
Address: Texas Medical Board
P.O. Box 2029
Austin, TX 78768-2029
Web site: <http://www.tmb.state.tx.us/>

Phone: (512) 305-7030 (Outside Texas)
(800) 248-4062 (Texas only)
Fax: (512) 305-7009
Email: verifcic@tmb.state.tx.us

Texas licensure forms can be downloaded from the Board's web site. Texas requires Ross University to complete the Dean's Certification Form (Form D), and to forward this to the Medical Board in a sealed envelope along with an official transcript. In addition, the Texas Medical Board requires a letter from the **Dominica Medical Board** stating that you are eligible to practice in that country. While the letter must come from Dominica, you may send your request to the Department of Graduate Affairs. We will then pass the request along to the University Registrar on Dominica via courier. Because of this important, but time-consuming step, it is vital that you allow yourself enough time when applying for medical licensure in Texas.

Submit to Ross University:

- Dean's Certification Form
- Request for official transcript
- Request for Letter of Eligibility from Dominica
- Letter of Eligibility processing fee (\$125 – checks made payable to Ross University)

Utah

FCVS: The Utah Division of Occupational & Professional Licensing requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

Utah Division of Licensing Web site: <http://www.dopl.utah.gov/licensing/physician.html>

Vermont

FCVS: Accepted
Address: Vermont Department of Health
Board of Medical Practice
108 Cherry Street
Burlington, VT 05402
Web site: http://healthvermont.gov/hc/med_board/bmp.aspx
Phone: (802) 863-7200 (outside Vermont); (800) 464-4343 (in Vermont); TTY/TDD: Dial 711 first
Fax: (802) 865-7754
Email: medicalboard@vdh.state.vt.us

Graduates hoping to attain medical licensure in Vermont should download the application materials from the Board of Medical Practice's web site. Only a Certificate of Medical Education is required to be submitted to the Department of Graduate Affairs, but be sure to attach a current photo to the form.

Submit to Ross University:

- Certificate of Medical Education

Virginia

FCVS: Accepted
Address: Virginia Board of Medicine
6603 West Broad Street, 5th Floor
Richmond, VA 23230-1712
Web site: <http://www.dhp.state.va.us/medicine/>
Phone: (804) 662-9927
Fax: (804) 662-7281
Email: medbd@dhp.virginia.gov

Graduates should download the application for medical licensure from the Virginia Board of Medicine's web site. Of these documents, only Form L ("Certificate of Professional Education") should be submitted to the Department of Graduate Affairs. As a foreign medical graduate, the Board also requires an official transcript and certified copy of your diploma.

Providing the Department of Graduate Affairs with a copy of your diploma at the time of your request will cut down on processing time.

***Please note:** For those who are beginning residency in Virginia, only the Certificate of Professional Education is required. There is no need for you to request either a diploma or a transcript.

Submit to Ross University:

- Form L / "Certificate of Professional Education"
 - Request for official transcript
 - Request for certified copy of diploma
-

Washington

FCVS: Accepted
Address: Washington State Department of Health
Medical Quality Assurance Commission
P.O. Box 47866
Olympia WA 98504-7866
Phone: (360) 236-2750
Fax: (360) 236-2795
Web site: <http://www.doh.wa.gov/hsqa/professions/Medical/default.htm>
Email: medical.commission@doh.wa.gov

The Washington State Department of Health includes a "Request for Medical School Transcripts" form that should be completed and sent to the Ross University Department of Graduate Affairs for processing. The applicant should complete the remainder of the application as instructed by the Board.

Submit to Ross University:

- Request for Medical School Transcripts
-

West Virginia

FCVS: Accepted
Address: West Virginia Board of Medicine
101 Dee Dr., Suite 103
Charleston, WV 25311
Web site: <http://www.wvdhhr.org/wvbom/>
Phone: (304) 558-2921
Fax: (304) 558-2084
Email: Sheree.J.Thompson@wv.gov

Applicants for medical licensure in the State of West Virginia can be downloaded from the website listed above. This packet will include a Verification of Medical Education form that must be completed by Ross University.

Submit to Ross University:

- Verification of Medical Education form
-

Wisconsin

FCVS: Accepted
Address: State of Wisconsin Department of Regulation & Licensing
P.O. Box 8935
Madison, WI 53708-8935
Web site: <http://drl.wi.gov/index.htm>
Phone: (608) 266-2112; (877) 617-1565 (Toll-free)
Email: web@drl.state.wi.us

Medical licensure application forms are available for download from the above web site. The only document that you must submit to the Department of Graduate Affairs is the Medical Education Verification Form.

Submit to Ross University:

- Medical Education Verification form
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Wyoming

FCVS: The Wyoming Board of Medicine requires that applicants utilize the Federation Credentials Verification Service (FCVS). Contact information for FCVS can be found on page 3.

Wyoming Board of Medicine Web site: <http://wyomedboard.state.wy.us/index.asp>
