

# Licensure Guide for Graduating FM Residents

UNM DFCM 2023

Post 2<sup>nd</sup> year or 24 months of residency + Step 3 — applying for first time licensure

## Why?

### - Job preparation, locums, disability exams

-If you want your license upon completing residency, complete application by January of 3rd year

## Steps:

- Find a buddy and check-in with each other about your progress every couple months
- Budget (*see below, but around \$1000-2000, which may get reimbursed by CME or next employer*)
- Review timing/logistics
- Work on your CV

**1. State Medical License** (*multiple or just NM, see below*)

**2. Controlled Substance Registration (CSR)**

**3. DEA License**

**4. Buprenorphine Waiver/ "X" number**

\*When in doubt, just call/email the organizations

\*Keep records of what you requested, sent, and status of apps

## Medical State License

- **Timing:** Need to renew every 3 years
  - 1-2 hours to fill out application
  - 2-4 weeks for transcripts, exam scores, & letters of rec
  - 60-90 days to get license after application completed & docs sent in
- **Cost:**
  - ~Free NM application process for first time (*not \$400*)  
*But there are additional costs...*
    - (\$45.25 for NM) Criminal Background check
    - \$70 USMLE transcripts: [FSMB transcript request](#)
    - ≥\$70 university transcripts, pending # of programs (\$70 for 1-2 transcripts, \$140 for 3-4, \$210 for 5-6...)
  - \$350 if through Hospital Services Corp (HSC)\* newly required for NM
  - \$395 if through Federation Credentials Verification Service (FCVS)  
*Consider GME, CME, or next employer reimbursement or grants to help offset costs*
- **Check list:**
  - USMLE IDs & contact info for med school & post-grad program
  - Recent passport-like photo taken in last 6mo
  - Criminal Background check
  - *Envelopes, stamps*
  - *Updated CV*
  - *2 physicians to fill out letters of rec form (some forms say 3, but recently confirmed only 2 needed)*
  - Use a non "salud"/UNM email (you will lose access after residency and subsequently, all correspondence regarding your application)

## Multiple state licenses: apply through **Federation of State Medical Boards**

**Uniform Application** - eliminates need for applicants to re-enter information when applying for licenses in multiple states

-Some states require UA and some do not accept UA: [UA Participating Boards](#) \$60

-Once you make username and password, you can pick a state and then will be directed to the state's medical board site for application

\*Make sure you read about details for name issues (must submit a certified copy of a legal name change documents)

**Practitioner Direct** - electronic application submission, eliminates need for you to process, receive & manually mail to board **FREE**

-Creates a National Practitioner Data Bank (NPDB) report for you

-Some state medical boards may not be eligible to receive an NPDB Direct report and some may require you to submit a Physician Data Center (PDC) Profile electronically

\*PDC does not have USMLE scores

\*Does not work if states require FCVS—see next

**Federation Credentials Verification Service Application** - easy way to store credentials and use for multiple states forever

-Must fill out **before** the UA [Tips for Applying](#) \$395

\*NOT the same as an application for state licensure


\*Need a notary for two forms (Affidavit & Release Form and Certification of Identification Form) before you can submit

-Some states require (i.e. Utah, Wyoming ) [FSMB | Contact a State Medical Board](#)

## New Mexico state license: **Applications for MD State Licensure**

\*Download and/or print [App Instructions 2022 \(on UNM On Drive\)](#)

### **\$350** **HSC Source Documents- how to**

- Fill out the application online [HSC Portal/App](#)
  - [HSC application form- hard copy](#)— \*Download and/or print - has a nice checklist
  - Need to list 5 professional peer references with the same or higher level of licensure
- [Pay \\$350 electronically](#) to HSC or see “how to” doc to mail in
- Get Criminal background [Gemalto online registration](#)
  - More instructions [review page 6 only](#)
- Send the following to **NMHSC**
  - **HSC Credentials Verification Service** (located on “HSC Source documents”)
- Send the following to **NM Medical Board**
  - Sign and send in the [Authorization of release](#) to NMMB (mail or email)
  - **“Applicants Oath” & passport photo** +/- immigration papers (can send to HCS or medical board)
- Obtain **Exams scores**: Ask USMLE, Flex, SPEX to send in your scores electronically, most often need to use [FSMB transcript request](#)
- May have to get other documents (HSC will alert you if necessary)
- Answers to common questions from Dr. Nava-Marquez-  [NM License Application Qs.pdf](#)

**Notes:** *Call state medical board or service you chose with any questions and keep a copy of your application*

- Call state medical board 1 month after application completed to check status
- No Interview is required
- If international medical grad, request ECFMG Certification to be sent directly
- If you have ever been arrested, do mark “yes” & explain (you have to provide fingerprint records after all)
- Locum Tenens available if license pending; but you will not have DEA #

\*Need license # to apply for CSR, then can apply for DEA #

## CSR (Controlled Substance Registration) for NM: must obtain before DEA

- **Timing:** renew the following year, may be earlier than 1 year in some cases
  - 5-10 business days processing time once completed application received
- **Cost:**
  - Up to \$75 but depends on fee schedule
  - UNM as future employer will not reimburse, others may
- **Check list:**
  - copy of NM Medical License
  - check or credit card info, envelope, stamps
- **Application process:** [NM Board of Pharmacy](#)
  - [Paper form/instructions](#)
  - Mark all scheduled drugs including 2, 2N, 3, 3N, 4, 5
  - Send in w/ payment (**read Fee Schedule for New Registrants very carefully**)
  - Or can try app online- [Create profile, apply for NEW license](#)
  - Call NM Board of Pharmacy with questions

## DEA

- **Timing:** Renewal is every 3 years
  - 4-6wks processing time
- **Cost:**
  - \$888
  - UNM has not covered previously, but some employers will, Locum Tenens reimburses after 100hrs in calendar year
- **Check list:**
  - State Medical License
  - CSR needed first
- **Application process:** [DEA Registration Tools](#)
  - Complete Form 224 as a New Applicant
  - Use employer for address
  - A separate registration is required for each primary place you DISPENSE (*if just separate locations WITHIN the state, separate licenses are not required*)
  - If you apply for a fee exempt license through UNM, then you are restricted to provide coverage through UNM
  - Email or call with questions [DEA.Registration.Help@dea.gov](mailto:DEA.Registration.Help@dea.gov) or 1-800-882-9539

**NM PMP Aware:** apply for PMP account @ [PMP AWARE New Registration](#)

## Want to continue prescribing buprenorphine?

- You don't need an "X" number anymore!
- **Check list:**
  - State Medical License
  - CSR
  - DEA
  - Buprenorphine training certification (from 2<sup>nd</sup> yr)
    - Search email now for buprenorphine training certificate & save a pdf copy to your files
- [SAMHSA DATA Waiver](#)