

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
- 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

*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**

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

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

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

New Mexico state license: [Applications for MD State Licensure](#)

\$350 [HSC Source Documents- how to](#)

- Fill out the application online [HSC Portal/App](#)
 - [HSC application form- hard copy](#)
 - 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)

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 #

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](#)
 - Print form, fill out
 - Mark all scheduled drugs including 2, 2N, 3, 3N, 4, 5
 - Send in w/ payment (**read Fee Schedule for New Registrants very carefully**)
 - Call NM Board of Pharmacy with questions

DEA

- **Timing:** Renewal is every 3 years
 - 4-6wks processing time
- **Cost:**
 - \$888
 - UNM does not pay, 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@usdoj.gov or 1-800-882-953

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

Want to continue prescribing buprenorphine?

- **You need an "X" number**
 - After buprenorphine training (2nd year), apply for a waiver
- **Timing:** in 1 year you can increase the number of patients using same process
 - up to 45 days, but usually 1-2wks
- **Check list:**
 - State Medical License
 - CSR
 - DEA
 - Buprenorphine training certification (from 2nd yr)
 - Search email now for buprenorphine training certificate & save a pdf copy to your files
- **Application process:** [SAMHSA DATA Waiver](#)
 - check email from CSATBupInfo stating that your waiver to prescribe Buprenorphine has been granted, with attached approval letter
 - check mail for another DEA card with the "X" number in the mail