



ALABAMA STATE BOARD OF MEDICAL EXAMINERS

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Physician Full License Application Checklist

This document is intended as a resource for the applicant. Do not return to the ALBME

Checklist	Item	Notes
<input type="checkbox"/>	Online Application	Complete all demographic information. Provide explanations to questions answered with yes. Provide education and activities since medical school.
<input type="checkbox"/>	Application Fee	\$175 Fee must be paid during the online application process.
<input type="checkbox"/>	Criminal Background Check Fee	\$65 Fee must be paid during the online application process.
<input type="checkbox"/>	Criminal History Release Form (Form can be notarized OR signed by two witnesses.)	Form is located in the forms and instructions packet in the Uniform Application or can be found on our website, www.albme.gov , and must be mailed to the Board along with your two completed finger print cards and copy of a valid photo ID.
<input type="checkbox"/>	Fingerprint cards (Write "ALC 34-24-70" for reason fingerprinted and "AL920049Z" for the ORI number.)	Fingerprint cards may be completed by most local law enforcement agencies. To request fingerprint cards, email fingerprints@albme.gov
<input type="checkbox"/>	Supporting Documentation for Declaration of Citizenship	See List A and List B. Copy of supporting documentation must be uploaded during the online application process.

<input type="checkbox"/>	Medical School Certification	Certification must be completed by and sent directly from the medical school. We must have completed certification form from all medical schools attended. Transcripts are not acceptable.
<input type="checkbox"/>	Post-Graduate Education Certificate	Certification must be completed by and sent directly from the post-graduate program. We must have completed certification forms from all post-graduate programs attended.
<input type="checkbox"/>	Transcript of Written Licensing Scores (USMLE, COMLEX, LMCC, NBME, etc.)	Request for verification to be sent directly to the Board.
<input type="checkbox"/>	Educational Commission for Foreign Medical Graduates (ECFMG)	Request a status report be sent directly to the Board.
<input type="checkbox"/>	Color photo	Must be taken within sixty days prior to the date of your application Photo must be uploaded during the online application process.

Waiting to receive information from another entity can cause delays in a licensure application being placed on the Board's agenda (i.e., school certification, program certification, and written licensing scores). All verifications must be received prior to the deadline for an application to be considered complete. **Application processing time is around 6-8 weeks.**

All endorsement applications have six months from the date the application is received to complete the application. After six months, an incomplete application will be withdrawn by the Board. To re-apply, the applicant must submit a new application form, including a new application fee and a new criminal background check fee. Exception: SPEX applicants have twelve months from the date the initial application is received.

All prospective applicants are hereby notified of the following: It is the policy of the ALBME to refer any applicant, who has been addicted to the use of alcohol or controlled substances and/or who has received any treatment, monitoring or aftercare for chemical dependency, substance abuse or psychiatric illness within two (2) years preceding the date of the application, to the Alabama Professional's Health Program (APHP) for evaluation and a recommendation concerning the license application. As part of the application process, applicants are expected to cooperate fully with requests for information and/or evaluations which may be recommended by the APHP in consultation with the ALBME's Impaired

Physician Coordinator. An application shall not be deemed complete and shall not be placed on the agenda of the ALBME until a recommendation from the APHP has been received by the ALBME. This policy applies to applicants for a certificate of qualification by endorsement or by examination or without examination (Limited License).

The Board and the Commission remind physicians of their statutory duty to report sexual misconduct or any conduct which may constitute unprofessional conduct, or which may indicate that a physician is unable to practice medicine with reasonable skill or safety to patients. It is the individual physician's responsibility to maintain the boundaries of the professional relationship by avoiding and refraining from sexual contact with patients. 545-x-4-.07(7)

The Board and Commission recognize the difficulty licensees may have meeting the annual continuing medical education requirement in 2020 due to the public health emergency. Consequently, all licensees (MD/DO/PA/AA) are exempt for 2020 from the annual requirement to earn 25 credits for license renewal, and no compliance audit for these 2020 credits will be conducted.

Credits earned in 2020 may not be rolled over to 2021 to meet the 2022 license renewal requirement.

In determining compliance with the controlled substances CME requirements for ACSCs (two credits biennially) and QACSCs (four credits biennially), the Board will extend the two-year period to include 2020. If your two-year period was 2019-2020, it is now 2019- 2021. If it was 2020-2021, it is now 2020-2022. Qualifying controlled substances CME credits earned in 2020 may be used to comply with the biennial requirement.

The ALBME may deny an application or issue a Non-Disciplinary Citation and Administrative Charge when an applicant falsifies an application.

For complete rules, please visit:

<http://www.alabamaadministrativecode.state.al.us/docs/mexam/540-X-3.pdf>

Once the application has been received by our agency you may **check the status of your application online** by following these steps:

1. Log onto www.albme.gov
2. Click on the **CHECK PENDING APPLICATION** link
3. Click ENTER
4. Select **"MD or DO"** for License Type
5. Enter your last name and the last 4 digits of your social security number
6. Select Search