

ARIZONA BOARD OF OSTEOPATHIC EXAMINERS IN MEDICINE AND SURGERY

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APPLICATION CHECKLIST

Thank you for your interest in becoming licensed by the AZ Board of Osteopathic Examiners. To file an application, you must submit the following:

1. *Application form (rev 8/25/04), with all questions completed, picture attached, and signed before a notary.
2. \$400 application fee. Please make your check (business or personal) or money order payable to: AZ Board of Osteopathic Examiners.
3. *Copy of your diploma or transcript from an approved Osteopathic Medical School, showing date of your graduation;
4. Original, official transcript of your NBOME or COMLEX scores if you passed Level 3 within the past 7 years. The transcript must be on official NBOME letterhead and paper; copies are not acceptable. This can be sent directly from them, however, if your application comes in before the scores, you will receive an incomplete notice. This will not hinder the processing of your application, but needs to be in before completion.
5. *Copy of certificate or official letter showing completion of an internship or first year of residency; certificates or letters showing an expected completion date or a completion date after the date of the letter are not acceptable.
6. Explanations and documentation of any "yes" answers to Practice History questions (Section VII).
 - a. If you are uncertain how to answer question number 2, read the enclosed instruction sheet on disclosing criminal conduct and proving rehabilitation.
 - b. If you answered "yes" to number 8, you must complete a separate Malpractice Form for each paid or pending case, and attach the required documents.
7. Copy of government issued picture identification (e.g., driver license or passport) showing same name used on the application.
8. Copy of government documentation showing resident alien status (if not U.S. citizen).
9. Copies of legal documentation showing change of name (if needed).
10. Copy of ABMS or AOA Board certification(s), if you are certified. Board certifications will not be posted on the Board's website unless documentation of the specialty is received.
11. Verification of licensure and disciplinary history from each State in which you are or ever were licensed. You need to contact each State yourself and have the verification sent directly to the AZ Board. If a State has primary source verification on a website, you may submit a printout of the web page that shows your license status and disciplinary history, instead. The printout must show the same name as on your AZ application, your disciplinary history in that State, the website address (URL), and a system-printed date within 14 days of your application being received.

The Board staff checks that items 1-11 have been received (as needed), and also does the following:

- a. verifies your practice history. Staff will confirm the items with an asterisk (*), and verify your history at residencies or fellowships listed in Section V, and at the hospitals / health centers listed in Section VI on the application,
- b. queries the National Practitioner Data Bank and Health Integrity and Protection Data Bank for verification of your practice history (you do NOT need to do a self-query), and
- c. verifies your history with the U.S. Drug Enforcement Agency.

After you have submitted all documentation (1-11) and all verifications have been received (a-c), your application will be considered administratively complete. On average, it takes 45 - 90 days for this to happen. After your application is administratively complete, it will be considered for approval. During the approval process, you may be required to submit additional information, be evaluated for fitness to practice, or appear before the Board for an interview to establish your qualifications for licensure.

If your application is approved, you will be notified by mail. You must then pay the issuance fee before you may practice. Your new license is valid until the end of the calendar year, after which it must be renewed.