

Step by step instructions on how to apply for your medical license (made by a DO)

DO applicants: <https://floridasosteopathicmedicine.gov/licensing/> click on Osteopathic Medicine Full Licensure and it will redirect you to the FDOH website: <https://mqa-vo.doh.state.fl.us/datamart/voservicesportal> Once you log in, go to the My Application heading and under choose board/council, choose **Osteopathic Medicine**, **NOT** Medicine. Under profession choose **1901- Osteopathic Physician**. Once you open the application, you can save your progress and return to it later, you don't have to finish it all in one sitting.

MD applicants: You will be applying for an unrestricted license. **Licensure by Examination** (Licensure by endorsement is if you already have a license) <https://flboardofmedicine.gov/licensing/medical-doctor-unrestricted/>

The first page will explain all the required steps. **Read through the entire thing first** before you start doing things step by step, because if you choose to use FCVS, there are certain steps you can skip, which are listed there. It costs \$395 and you **don't** have to use it. You may choose to use FCVS if you know you will be applying for several state licenses in the future to simplify the process. Your IMG colleagues will be more likely to use this since it may be more difficult to obtain paperwork from other countries.

If you don't use FCVS, you will pay \$65 to have NBOME send your COMLEX scores to the board. Send it to Florida Board of Osteopathic Medicine 4052 Bald Cypress Way Bin – C06 Tallahassee, FL 32399-3257. You will also have to request your medical school transcript to be sent to the same address. (MD's obviously send your USMLE scores to your board address).

For DO's: Of all the steps, the first one I would start with is requesting your AOA profile. This one took a few days. You most likely have an AOA profile that you created in medical school using your medical school email. <https://aoaprofiles.org/> Unless you remember your email password/still have access to your medical school email, you will just have to create a new account. Once a new account is created, it will automatically merge with the previous account you already have. You will likely see that there is no residency information listed there and only your medical school is listed. You will need to request this here: <https://svc01.osteopathic.org/acgme/residencyverification?id=EDFB6923-E522-4DAA-B8D4-6BEF81D63BDE> Once you have submitted the request to update it, return to the main website <https://aoaprofiles.org/> and click send profile (check to make sure it's correct. It takes a few days for this to be uploaded).

NICA Exemption: Ask for forms from Tara. She will provide you with a NICA exemption document and a letter of good standing which you can both upload as an attachment at the end of the application. We as residents do **NOT** have to pay anything. We are exempt. You also have to email it to NICA at info@nica.com.
<https://nica.com/medical-providers/exemptions/#documents-required>

You will also need to have Tara send the postgraduate training evaluation form which she will send directly to the board so you don't have to attach this to your application.

Fingerprinting: Most of you should have done fingerprinting immediately prior to starting residency and it lasts for 5 years so you should still have an active account. You can check your status on the clearinghouse website <https://chai.flclearinghouse.com/>. I received a deficiency for not having my fingerprint done even though I could see on the clearinghouse website that my fingerprint was not

expired. I would attach a screenshot of this and search your email for a TCN number, which is what they can use to query your existing fingerprint. I would attach all of this in a document and attach it at the end as well.

<https://www.npdb.hrsa.gov/> pay \$3 for a self-query and attach the form provided.

When you get to the question asking if you plan to dispense medicinal drugs in the state of Florida for a fee or other remuneration and wish to register, **choose no**. Do NOT pay \$100. Unless you plan on dispensing medication directly from your office, most of you will choose no.

When you get to the Financial Responsibility category, choose option 6.

Category II: Financial Responsibility Exemptions

- 6. I practice medicine exclusively as an officer, employee, or agent of the federal government, the state, or its agencies or subdivisions.

You can use your book money to get your license registration fee and board application fee reimbursed, but I highly recommend checking with your fellowship program/new job if they would be paying for it so you can save your book money to use towards something else.

In summary:

1. Read all the instructions on the first page of the application before starting to pay for things to get sent.
2. Decide if you're going to use FCVS or not.
3. Update and send AOA profile (for DO's). Details listed above.
4. Send your filled out portion of the postgraduate training form to Tara to fill out her half and send directly to the board. She will also provide you with the NICA exemption forms.
5. Check the clearinghouse website to see if you still have a non-expired fingerprint in the system, which you should. <https://chai.flclearinghouse.com/> Search your email for the TCN number from that prior fingerprint and attach it at the end of your application. If you have to get a new fingerprint done it will cost ~\$100. If you get a deficiency because they can't find your fingerprint, email them the TCN number.
6. DON'T pay for NICA or the \$100 to register to dispense medicinal drugs
7. Choose option 6 for financial responsibility exemptions
8. <https://www.npdb.hrsa.gov/> pay \$3 for a self-query and attach the form provided.
9. At the end of the application, you should have these files attached: NICA exemption form, letter of good standing, NPDB self- query form, and screenshot of prior fingerprint account that is not expired with TCN number (don't need this if you are just going to do a new fingerprint).
10. Check with your fellowship/new job if they will be reimbursing you for your application fee (should be \$505) and/or boards (\$2k). Otherwise, you can submit both to Tara to get reimbursed.
11. You don't have to have finished your license application to apply for boards. You should have received an email early January explaining that you need to apply for boards by a certain time. In 2025, it was before April 1. If you applied after this date, the fee increased from \$2320 to

\$2665. <https://www.abp.org/> You are applying for the General Pediatrics Certifying Examination.