

## PHYSICIAN FACT SHEET

### LICENSURE ELIGIBILITY

#### Domestic Graduate Requirements

1. Graduate of an accredited medical or osteopathic school located in the United States, its territories, or Canada.
2. Successfully complete one year of U.S./Canadian graduate, clinical medical training in a program accredited by the Accreditation Council of Graduate Medical Education (ACGME), the American Osteopathic Association (AOA), the Royal College of Physicians & Surgeons of Canada (RCPSC), or the College of Family Physicians of Canada (CFPC).
3. Successfully complete the USMLE, COMLEX, National Board, LMCC, FLEX, or state exam. Applicants licensed in another state must pass the SPEX exam within three attempts if it has been more than 10 years since taking the initial licensing exam unless currently certified by a specialty board of the American Board of Medical Specialties, of the American Osteopathic Association Bureau of Professional Education, of the Royal College of Physicians and Surgeons of Canada, or of the College of Family Physicians of Canada.

#### International Graduate Requirements

1. Graduate of a medical school listed in the World Directory of Medical Schools.
2. Successfully complete one year of graduate, clinical medical training in a program accredited by a national accrediting organization approved by the board (ACGME, AOA, RCPSC, or CFPC) unless 1) admitted as a permanent immigrant to the United States as a person of exceptional ability in sciences pursuant to rules of the U.S. Department of Labor or 2) issued a permanent immigrant visa as a person of extraordinary ability or as an outstanding professor or researcher and has a valid medical license in another country. See Minn. Stat. §147.037 Subd. 1(d) for details.
3. ECFMG certificate.
4. Successfully complete the USMLE, FLEX, LMCC, or state exam. Applicants must pass the SPEX exam within three attempts if it has been more than 10 years since taking the initial licensing exam unless currently certified by a specialty board of the American Board of Medical Specialties, of the American Osteopathic Association Bureau of Professional Education, of the Royal College of Physicians and Surgeons of Canada, or of the College of Family Physicians of Canada.

### USMLE REQUIREMENTS

Applicants must have passed steps 1, 2 and 3 within three attempts. Four attempts are allowed if currently licensed in another state and currently certified by a specialty board of ABMS, AOABPE, RCPSC, or CFPC. USMLE Step 3 must be passed within 5 years of Step 2 or before the end of residency training. Applicants must pass each step with passing scores as recommended by the USMLE program. Combinations of FLEX, National Board, and USMLE (as outlined in the USMLE bulletin) may be accepted by the Board as comparable to existing exam sequences, but all exams must be passed within three attempts and completed prior to the year 2000.

### COMLEX EXAM-USA

Applicants must have passed levels one, two and three with passing scores within three attempts.

### **FLEX EXAM REQUIREMENTS**

Eligibility requirements for medical licensure in Minnesota based on the FLEX exam are as follows:

1. Applicants who took and passed FLEX prior to 1985 must have passed in one sitting within five attempts.
2. Applicants who took and passed FLEX between 1985 and 1990 may pass in two sittings providing it is within five attempts.
3. Applicants who have made up to five attempts to pass FLEX (some attempts before 1985 and some between 1985 and 1990, inclusive) may pass in two sittings between 1985 and 1990.
4. Applicants taking FLEX after 1990 may pass in two sittings within three attempts.

The latest score is the "official score". The passing score is a weighted average of 75 prior to 1985; thereafter, the passing score is 75 on each component.

### **PERMITS**

A physician must have a residency permit to participate in a residency program unless licensed by the Board. The residency permit is program specific; therefore, a separate residency permit is required for each residency program until a physician is licensed.

### **LICENSURE EXEMPTIONS**

Minnesota does not require the following physicians to be licensed while:

1. practicing at a federal facility providing s/he is licensed elsewhere.
2. in actual consultation here providing s/he is licensed in another state or country.
3. serving as a camp doctor in Minnesota; however, physicians must register with the board. There is no fee involved.
4. a student practicing under the direct supervision of a preceptor and attending a recognized medical school.
5. performing the duties of an intern or resident or engaged in postgraduate work approved by the board as meeting standards similar to those of a national accrediting organization provided the student has a residency permit issued by the Board.
6. employed in a scientific, sanitary or teaching capacity by a bona fide educational institution or state health department while engaged in such duties.
7. providing medical services at a competitive athletic event if physician is registered with the Board and is licensed in another state.

### **CONTINUING MEDICAL EDUCATION**

Each licensed physician must obtain 75 hours of continuing medical education (CME) category 1 credit every three years as a condition of licensure renewal. The Board accepts (re)certification or current Maintenance of Competency issued by ABMS, RCPSC, CFPC or AOA in lieu of CME. Newly licensed physicians commence their three year cycle on their birth month following the initial date of licensure. Physicians under Emeritus registration and licensees in full-time residency or fellowship training at a professionally accredited facility are exempt from the continuing medical education requirement.

### **RENEWAL CYCLE**

Medical licenses must be renewed annually based on birth month. Renewal notices are emailed approximately 45 days prior to expiration. It is the physician's responsibility to keep the Board advised of their current email and mailing address. The Board is obligated to send the renewal information to the information on file. Failure to receive the renewal information does not relieve physicians of their renewal obligation. Physicians practicing in Minnesota without a current, valid license are practicing illegally which may result in potential liability or disciplinary action. Physicians not practicing in Minnesota who allow their license to lapse are cancelled after two years due to nonrenewal and must reapply and meet the requirements in place at the time in order to resume practice in Minnesota.

**If any part of this Fact Sheet conflicts with the rules or laws, the rules or laws take precedence. It is your responsibility to comply. Ignorance of the law is not a defense. Call Board offices with any questions.**

## PHYSICIAN INSTRUCTIONS

Enclosed is the application for a Minnesota medical license. Please review the materials thoroughly before submitting your application. **Do NOT make commitments to start practicing medicine in Minnesota until you have been issued a license.** Any processing fees incurred are your responsibility. The board reserves the right to reject any outdated applications submitted; therefore, it is recommended that you complete the application in a timely manner. Incomplete applications may be destroyed after six months of inactivity.

### ALL OF THE FOLLOWING REQUIREMENTS MUST BE MET:

- \_\_\_ **Application Fee:** Fee of \$424.00. *These fees are not refundable and must be in U.S. currency.* Make check payable to the **Minnesota Board of Medical Practice**. *Cash will not be accepted. Any cash received will be returned, and processing of your application may be delayed.*
- \_\_\_ **Criminal Background Check (CBC) Results:** The CBC Program will email their forms and instructions to the applicant along with their contact information if you have further questions.
- \_\_\_ **Name:** The name on the application and medical school diploma must be the same. If there has been a name change, submit a copy of the documentation, such as a marriage certificate.
- \_\_\_ **Affidavit and Release Form:** A full face, recent photograph approximately 2x3 inches must be affixed as indicated and **notarized** next to the picture as a true likeness. The notary seal must fall partly upon the photograph and partly upon the form. ***Applicant's signature is required under photograph.***
- \_\_\_ **Identification:** Copy of driver's license or other government issued photo ID.
- \_\_\_ **Medical School Diploma:** 8 ½" x 11" copy of medical school diploma (and translation if necessary). Documents provided by FCVS are accepted.
- \_\_\_ **Postgraduate Training Certificate (if issued):** 8 ½" x 11" copy of US/Canadian postgraduate certificate(s) issued. Documents provided by FCVS are accepted.
- \_\_\_ **Military Documents:** Copy of discharge papers (DD Form 214); copy of ID or enlistment contract for current active-duty military. (Active Military does not include Army National Guard, or Air National Guard)
- \_\_\_ **Addendum to Application Form:** Complete, sign, and date the Addendum to Application form
- \_\_\_ **Malpractice History Report Form:** Required for all applicants. If you have had no malpractice suites, write "**NONE**" in the space provided, print your name, sign and date the form. ***Not Applicable or N/A is not an accepted response.***
- \_\_\_ **Malpractice Liability Claims Information Form:** This form is required if you answered "Yes" to application question nine.
- \_\_\_ **Facilities List Form:** List all facilities where you have had medical privileges during the last 10 years. List any facility where you are or have been paid outside the postgraduate training program. If you have had no medical privileges, write "**None,**" sign, and date the form.

**THE FOLLOWING REQUIREMENTS MUST BE SENT DIRECTLY TO THE MINNESOTA BOARD FROM THE FACILITY/PERSON COMPLETING THE FORM:**

*Note: Applicants may use the Federation Credentialing Verification Service (FCVS) when applying for a Minnesota medical license. The FCVS verifies exam scores, ECFMG certification, medical education, accredited US/Canadian training, and the NPDB report. The FCVS contact telephone number is 888-275-3287 or, if you have questions regarding your application, their website is [www.fsmb.org](http://www.fsmb.org). Please disregard the medical school and postgraduate training verification forms in your application materials if using FCVS.*

\_\_\_ **Medical School Verification:** Submit the Medical School Verification form to each medical school attended, even if you did not graduate. Medical schools must send the completed forms **directly** to the board.

\_\_\_ **Postgraduate Training:** Submit the Postgraduate Training Verification form to each training program, whether or not it was accredited or completed or a research program. The training programs must send the completed forms **directly** to the board.

\_\_\_ **License Verifications:** A verification of all medical licenses from every U.S./Canadian board issuing any type of license including training, locum tenens, and temporary permit even if license is not current is required. Each Board must email, mail or fax directly to the **Minnesota Board of Medical Practice**. Any fees are applicant's responsibility. State Medical Board verifications and verifications through VeriDoc are also accepted. Log on to [www.veridoc.org](http://www.veridoc.org) and follow the onscreen instructions. Verifications are not included in your FCVS packet.

\_\_\_ **The DataBank (NPDB) Report:** Go to the National Practitioner Data Bank (NPDB) website and [complete a Self-Query](#). The NPDB provides a [digitally certified Self-Query results](#) in a PDF file format which the Board accepts from the applicant in lieu of a paper copy.

\_\_\_ **Educational Commission for Foreign Medical Graduates (ECFMG) verification (International Medical Graduates only):** Log on to [www.ecfm.org/cvs/index.html](http://www.ecfm.org/cvs/index.html) for the request form or to submit the request online. Confirmations are sent directly to the board.

\_\_\_ **Examination Scores:** See the following instructions.

**FOLLOW THESE INSTRUCTIONS FOR THE TYPE OF EXAMINATION PASSED (THE MINNESOTA BOARD MUST RECEIVE THE SCORES DIRECTLY FROM THE NATIONAL BOARDS, FEDERATION, STATE BOARD, MEDICAL COUNCIL OF CANADA, OR FCVS):**

1. **National Board of Medical Examiners (NBME).** Go to <https://www.nbme.org> to request documents. For questions or assistance, call 215-590-9500 or email [scores@nbme.org](mailto:scores@nbme.org).
2. **National Board of Osteopathic Medical Examiners (NBOME) Comprehensive Osteopathic Medical Licensing Examination (COMLEX).** Go to <https://www.nbome.org/assessments/comlex-usa/bulletin/transcripts>; For questions or assistance, call 773-714-0622 or email [transcript@nbome.org](mailto:transcript@nbome.org).
3. **United States Medical Licensing Examination (USMLE) or Federation Licensing Examination (FLEX).** To request a transcript, you will need to visit the Federation website, [www.fsmb.org](http://www.fsmb.org), click "FOR PHYSICIANS" at the top left and then click "EXAM TRANSCRIPT".
  - If you have forgotten your login information, please use the Sign Up Now link and create a new account. All accounts link back to your record.
  - When sending your transcript to the Minnesota Medical Board for licensure, please be sure to select the board from the drop-down menu under "**Send to Medical Authority**" and do not type in the information.

- Once a transcript request is received, transcripts will only be sent to the recipient(s) listed on the request; *the transcript will be available to the Medical Authority via the Federation of State Medical Board website. Do not upload your scores to the Medical Board Portal.*
  - Physicians who have not taken USMLE Step 3 should wait until Step 3 has been passed to ensure the score report includes Step 3. For questions or assistance, call 817-868-404 or email [usmle@fsmb.org](mailto:usmle@fsmb.org).
4. **Exam Combinations (FLEX, NBME, USMLE).** Contact the National Board and/or the Federation for the release of your scores. For those who have taken any component of the NBME in conjunction with USMLE or FLEX, you must request the transcripts from the NBME.
  5. **State Examination.** Contact the State Board where you took your examination and have them send your scores directly to us. There may be a fee required. A directory of state boards is located at [http://www.fsmb.org/directory\\_smb.html](http://www.fsmb.org/directory_smb.html).
  6. **Medical Council of Canada (LMCC).** Go to <https://mcc.ca/portals/>.
    - Click on "Log in to physiciansapply.ca"
    - Click on "Other Service Requests", then "Request File Transfer"
    - Enter the email address from the third party in the Email field, click Search, then Continue.
    - Accept Terms and conditions
    - Select Document to be transferred, click on Continue
    - Make payment. For questions or assistance, call 613-520-2240 or email [service@mcc.ca](mailto:service@mcc.ca).
  7. **Special Purpose Examination (SPEX).** You are required to pass the SPEX examination within 3 attempts if you have not passed any of the licensing examinations listed above during the last 10 years and you are not currently certified by the American Board of Medical Specialists, American Osteopathic Association Bureau of Professional Education, Royal College of Physicians and Surgeons of Canada or College of Family Physicians of Canada. The examination is a computer-based exam administered by the Federation of State Medical Boards through Prometric Centers.

## USMLE EXAMINATION ADMINISTRATION

Applicants are eligible to take the United States Medical Licensing Exam (USMLE) Step 3 providing the following requirements are met by the Step 3 examination date: a) MD (or equivalent) or DO degree has been conferred; b) notice of successful completion of USMLE Step 1 and Step 2 within three attempts has been received; c) be currently enrolled in or completed a post graduate training program accredited by the Accreditation Council for Graduate Medical Education (ACGME), the American Osteopathic Association (AOA), College of Family Physicians of Canada (CFPC), or the Royal College of Physicians and Surgeons of Canada (RCPSC). The USMLE Step 3 must be passed within five years of Step 2 or before the end of residency training. The Minnesota Board of Medical Practice has contracted with the Federation of State Medical Boards to provide application processing and test administration services. The Federation has established an Examination/Registration Hotline (817)735-0722 or apply online/download forms at <https://www.fsmb.org/>. Eligibility to sit for USMLE Step 3 does not signify eligibility for a license to practice medicine and surgery in Minnesota.

**Minnesota statutes no longer require all applicants to make a personal appearance before a Board representative; however, some may be required to make a personal appearance as part of the application process. Applicants must submit written notification to the Board within 30 days of a name or address change.**