PART II:
INSTRUCTIONS FOR
PHYSICIANS, OSTEOPATHS,
ACUPUNCTURIST AND PODIATRIST

GENERAL INSTRUCTIONS
See “Examination Contacts for Medical and Allied Health Professions Other Than Clinical Laboratory Personnel” to request that an examination scores report is forwarded by the examiner directly to the LSBME, Office of Licensure, P.O. Box 30250, New Orleans, LA 70130.

PHYSICIANS AND OSTEOPATHS

PERMITS
PGY1
• For up to 12 months
• Issued to graduates of medical school
• For first year internship
PGY2
• For up to 12 months
• Issued to graduates of a medical school
• Can be issued to graduates of a medical school who have not taken and/or passed USMLE Step 3
• If applicant has not previously received LSBME-issued PGY1 permit (i.e. applicant from out-of-state moving to Louisiana and applying for PGY2 permit) applicant must complete a licensure application and provide letter from PGY2 Program Director

Checklist:
• Recent photograph attached to Certificate of Dean/Registrar.
• Original and 8½” X 11” photocopy of diploma M.D./D.O. from approved school located in U.S., including Puerto Rico, or Canada. No substitute accepted.
• See discussion of birth certificates and passports herein.
• Criminal Background Check Materials

ABOUT LICENSE
Available to graduates of medical school who complete PGY1 or PGY2 program, pass USMLE Step 3 and meet all other requirements of the LSBME

About USMLE
USMLE Step 3/LICENSURE APPLICATIONS—AMERICAN/CANADIAN APPLICANTS ONLY
USMLE packets are different from LSBME licensure application packets. USMLE Step 3 applications are available from the Federation of State Medical Boards, Inc. (FSMB). Do not contact the LSBME for applications for USMLE packets. Applications for the USMLE Step 3 are available to the applicant by contacting the FSMB. See “About the Federation of State Medical Boards, Inc.” herein and the FSMB website at www.fsmb.org. Failure to appear for a scheduled USMLE Step 3 examination will result in an automatic failure as set forth by the LSBME.

The Federation of State Medical Boards, Inc. (FSMB) provides that USMLE Step 1 and Step 2 do not have to be taken in a specific order. An applicant can register for both simultaneously and take both tests within days of each other. Step 3 has the following USMLE pre-requisites:
• M.D. degree (or equivalent) or D.O. degree;
• Pass USMLE Step 1 and Step 2;
• If International Medical School Graduate (IMG), must be ECFMG certified; and
• Meet conditions required by the LSBME

The applicant who has failed a step of the USMLE must wait 60 days from the date of the previous sitting to retake that step. There is a limit of 3 attempts to pass a Step in a 12-month period. For further and/or new and/or additional information regarding the USMLE, contact the FSMB at www.fsmb.org.

Applicant Who Does Not Take and Pass USMLE Step 3
The applicant who does not take and pass the USMLE Step 3 may apply for a PGY2 permit for up to 12 months. This has the effect of providing applicants with a 24-month period during the PGY1 and PGY2 years to take and pass the USMLE Step 3. The applicant who has not taken and passed the USMLE Step 3 prior to the expiration of the PGY1 or PGY2 permit may not be licensed by the LSBME until such time that the applicant has taken and passed the USMLE Step 3. The LSBME does not issue a PGY3 permit in these cases. As such, there is generally no permit or license issued and immediately available to the applicant who has not taken and passed the USMLE Step 3 when the PGY2 permit expires.

Four Strikes and You’re Out (applies to USMLE Steps 2 and 3)
Applicants are limited to 4 attempts to take and pass the USMLE Step 2. Applicants are limited to 4 attempts to take and pass the USMLE Step 3. An applicant who fails USMLE Step 3 after the third attempt must take 6 months of approved training before permitted to take Step 3 for the fourth and final time. This applies to all examinations (FLEX, SPEX, NBME, NBOME, COMLEX-USA, or a combination thereof).

Residents/Licensure—Graduates Of Approved U.S./Canadian Medical Schools
Full licensure required.
See discussion of FSMB, USMLE, SPEX, FLEX, herein and at “Federation of State Medical Boards, Inc.” herein.
Applicants must pass the LSBME-approved examination unless applicant is eligible for reciprocity as follows:
• Graduate of approved medical school (if D.O., graduate of approved osteopathic school on or after June 1, 1971) and pass (in manner consistent with rules, regulations, restrictions, and limitations of the LSBME) USMLE, FLEX, or the examination of the National Board of Medical Examiners within 10 years prior to application for a Louisiana license OR
• Graduate of approved medical school (if D.O., graduate of approved osteopathic school on or after June 1, 1971), hold a current, valid and unrestricted license to practice medicine (based on a written examination acceptable to the LSBME) issued by the medical licensing authority of another state, and within 10 years prior to application have taken and passed a written certification or recertification examination administered by, and leading to certification or recertification by a specialty board recognized by the American Board of Medical Specialties, or taken and passed the Special Purpose Examination (SPEX). If the applicant has not taken such examination within 10 years of application, the applicant must pass the SPEX. Note: For the purpose of medical licensure by reciprocity or otherwise, the LSBME does not accept the examination of the National Board of Osteopathic Examiners or the MCC.

Checklist:
• Character recommendations: See description under “Character Recommendations”.
• Original and 8½” X 11” photocopy of diploma for M.D./D.O. from approved school located in U.S., including Puerto Rico, or Canada.
• Original state license to practice medicine if reciprocity application.
• See discussion of birth certificates and passports herein.
• Criminal Background Check Materials
Licensure—Graduates of International Medical Schools

- No provisional temporary permits are issued.
- See discussion of FSMB, USMLE, and SPEX herein and at “Federation of State Medical Boards, Inc.” herein.
- Applicants must pass the LSBME-approved examination unless applicant is eligible for reciprocity (current state license must be based on USMLE or FLEX).
- Applicant must possess a current, unrestricted license issued by another state. NOTE: If not licensed by another state, applicant must take and pass USMLE Steps 1, 2 and 3, and complete 3 years approved training in the U.S., Puerto Rico, or Canada. If reciprocity, full and unrestricted license by another state plus 3 years of approved training in the U.S. or Canada is required.
- If the applicant has not taken and passed a written medical competency examination within 10 years of filing this application with the LSBME, the applicant shall be considered eligible for licensure by reciprocity upon taking and passing SPEX. If the applicant has taken and passed any American Board of Medical Specialties examination within 10 years of filing this application with the LSBME, the applicant is not required to take the SPEX.

Checklist:

- Character recommendations: See description under “Character Recommendations”.
- Original and 8½” X 11” photocopy of diploma for M.D./D.O. from approved school. Translation required.
- Original and 8½” X 11” photocopy state license to practice medicine if reciprocity application.
- Standard ECFMG certificate.
- Demonstrate ability to speak, understand, read, and write the English language.
- Valid visa (original and 8½” X 11” photocopy).
- Letters from the chief of each training program: Documented evidence of at least 3 years of postgraduate training in an approved hospital in the U.S. or Canada (approved by the AMA or the Royal College of Physicians and Surgeons of Canada).
- Letter of recommendation from the dean of the medical school from which applicant graduated to the LSBME. The letter of recommendation must be on official letterhead of the medical school and bear an original signature and seal of the medical school and be provided directly by the medical school to the LSBME.
- Certified medical school transcript.
- Criminal Background Check Materials

Application Based On Reciprocity

An applicant seeking licensure based on reciprocity must provide:

Checklist:

- Original state license.
- Original and 8½” X 11” photocopy of diploma for M.D./D.O. from approved school located in U.S., including Puerto Rico, or Canada. NO substitute accepted.
- Examination scores from FLEX, USMLE (3 parts), NBME (3 parts), or state board scores in addition to the SPEX or American Specialty Board Certification.
- Character recommendations: See description under “Character Recommendations”.
- See discussion of birth certificates and passports herein.
- Criminal Background Check Materials
- Contact appropriate state entity for verification/endorsement instructions.

Multiple States and/or Entities—FCVS

If applying for licensure with multiple states and/or multiple entities (i.e. hospitals, insurance companies) that require primary source verification, consider applying with the Federation of State Medical Boards, Inc., Federation Credentials Verification Service. See www.fsmb.org and separate discussion herein.

Medical Exam Not Taken In 10 Years - SPEX

If a medical examination has not been taken in the last ten- (10) years, the applicant must take the Special Purpose Examination (SPEX). See “Federation of State Medical Boards, Inc.” herein.

Examination And Board Action History Report (EBAHR)

Applicants who are required to take the USMLE must complete the Examination and Board Action History Report (EBAHR) form and arrange to have scores forwarded to the LSBME. EBAHR forms are available by contacting the FSMB at the following address:

Federation of State Medical Boards, Inc. (FSMB)
400 Fuller Wiser Road, Suite 300
Euless, Texas 76039-3855
Phone: (817) 868-4000
Web site: www.fsmb.org

NBME Exam History Release, If Applicable

This request is available ONLY on the NBME web site at: http://www.nbme.org/new.version/cert.form.htm.

Only those applicants who either passed the former NBME Parts or a combination of NBME Parts and USMLE Steps should complete this form and send it to the NBME.

Applicants who passed only the USMLE Steps must complete the EBAHR form, (EBAHR forms can be obtained by contacting the FSMB web site, see below) and forward it to the Federation of State Medical Boards, Inc. Do NOT complete the Endorsement of Certification form found on the NBME web site.

Federation of State Medical Boards, Inc. (FSMB)
400 Fuller Wiser Road, Suite 300
Euless, Texas 76039-3855
Phone: (817) 868-4000
Web site: www.fsmb.org

About The Federation of State Medical Boards, Inc.

400 Fuller Wise Road, Suite 300
Euless, Texas 76039-3855
Telephone: (817) 868-4000
Website: www.fsmb.org

USMLE Step 3

For information about the USMLE Step 3, contact the FSMB at the address above, visit the website, or as follows:

- Toll free 1-800-876-5396
- Phone 1-817-571-2949
- Special Testing Accommodations 1-817-572-2949

Special Purpose Examination (SPEX)

For information about the Special Purpose Examination (SPEX), contact the FSMB at the above address, visit the website, or as follows:

- Telephone 1-817-868-4000
- FAX 1-817-868-4099

Federation Credentials Verification Service (FSMB-FCVS)

The Louisiana State Board of Medical Examiners (LSBME), like other state medical licensure boards, conducts primary source verification of credentials of applicants. The LSBME depends on third-party sources to provide information and data; therefore, some delays are beyond the control of the LSBME.
LSBME Verification Procedures  LSBME conducts applicable verification requests to entities listed in the application. Unless otherwise specifically provided, the LSBME will not accept documents directly from the applicant. The LSBME accepts the report of the Federation of State Medical Boards Federation Credentials Verification Service (FCVS).

LSBME & FCVS ARE TWO SEPARATE APPLICATIONS  The LSBME application and the application for the FCVS are two separate applications. The FCVS report becomes a PART of the LSBME application.

- LSBME application must be filed with the LSBME—Do not contact the LSBME about the FCVS application but be sure to inform the LSBME if FCVS is used to avoid duplication of efforts.
- The FCVS conducts the verification process separately and independently according to established policies and procedures of the LSBME. The verification process is a time-consuming task. The applicant, who chooses to use FCVS, should apply to the FCVS for credentials verification as soon as possible.

About Federation Credentials Verification Service (FCVS)  Applicants for licensure who are in the process of seeking employment and/or applicants for licensure/certification by multiple states and/or multiple entities (i.e. hospitals, insurance companies) that require primary source verification, applicants may consider applying with the Federation of State Medical Boards Credentials Verification Service (FCVS). The FCVS at www.fsmb.org states: The FCVS provides a centralized, uniform process for state medical boards as well as private and governmental entities to obtain a verified, primary source record of a physician’s core medical credentials. This service is designed to lighten the workload of credentialing staff and reduce duplication of effort by gathering, verifying and permanently storing a physician's credentials in a centralized repository. FCVS obtains primary source verification of medical education, postgraduate training, licensure examination history, board action history and identity. This repository of information allows a physician to establish a confidential, lifetime professional portfolio that can be forwarded at the physician’s request to any interested party, including, but not limited to: state medical boards, hospitals, managed care plans and professional societies.

For more information about the FCVS process, contact the FCVS toll-free at 1-888-ASK-FCVS (1-888-275-3287) or visit the website at www.fsmb.org.

ACUPUNCTURIST  To be eligible for certification as an acupuncturist, an applicant shall:
1. be a physician possessing a current, unrestricted license to practice medicine in the State of Louisiana duly issued by the board;
2. be of good moral character; and
3. have successfully completed not less than six months of training in traditional Chinese acupuncture in a school or clinic approved by the board.  or
4. Shall have completed three hundred credit hours of continuing education in acupuncture designated as category one CME hours by the AMA.

The burden of satisfying the board as to the qualifications and eligibility of the applicant for certification shall be upon the applicant. An applicant shall not be deemed to possess such qualifications unless the applicant demonstrates and evidences such qualifications in the manner prescribed by, and to the satisfaction of, the board.

Checklist:
- Certificate of completion of six months training in traditional Chinese Acupuncture.
- 1 recent photograph.

NOTE: All documents required to be submitted to the board must be the original thereof. All documentation submitted in a language other than English shall be accompanied by a translation into English certified by a translator other than the applicant who shall attest to the accuracy of such translation under penalty of perjury. See discussion, “Translations” herein.

PODIATRISTS  Applicants who do not take the PMLexis as part of the application process must contact the Federation of Podiatric Medical Boards to arrange to have scores forwarded directly to the LSBME, Office of Licensure, P.O. Box 30250, New Orleans, LA 70130.

Federation of Podiatric Medical Boards  P.O. Box 880187  Boca Raton, FL 33488-0187

Checklist
- Original and 8½” X 11” photocopy of diploma from approved podiatry school.
- Original state license to practice podiatry, if reciprocity.
- 1 recent photograph (2 if exam needed).
- Passing scores on PMLEXIS.
- Character recommendation: See description under “Character Recommendations”.
- See discussion of birth certificates and passports herein.
- Criminal Background Check Materials
- Contact LSBME for fees for verification and/or endorsement.