TAB 17

Licensing & Certification
Louisiana State Board of Medical Examiners

LSBME

Permit and License Information

All LSU House Officers Must have a Louisiana State Board of Medical Examiners Permit or License to practice Medicine in Louisiana before entering the training program, and the permit/license must be valid throughout their training at LSU.

Beginning September 1, 2006, all physicians applying to the Louisiana State Board of Medical Examiners (LSBME) for a medical license must also apply to the Federation of State Medical Boards Credentials Verification Service (FSVS) at http://www.fsmb.org/fcvr.html.

FCVS Provides a lifetime repository for verified information relating to medical training and once completed greatly enhances the portability of a medical license in case of evacuation or relocation or other reasons.

Applicants are reminded that the application and credentials verification process with Board review and approval may take as long as 4 months with most of this time spent gathering primary source documents and running background checks. More time may be required for international graduates. This process is highly dependent on the timeliness of responses on the part of medical schools, training programs and others which is beyond the control of the Board. Training permits and renewal applications are not affected by this change.

USMLE STEP 3

House Officers can register for Step 3 as soon as they officially graduate. They should send a copy of their Medical School diploma to FSMB; send $100 Step 3 fee to LSBME and have a transcript of Step 1 and Step 2 scores sent to LSBME. When their name appears on the FSMB roster, they will be ready for approval to take Step 3.

If a House Officer Fails Step 3 the first time, the LSBME does not have a time limit before the house officer can take it again, but the Federation of State Medical Boards (FSMB), has a wait period of 60 days from the test date.

If a House Officer fails Step 3 two times, LSBME does not have a time limit before the house Officer can take it again, but the FSMB has a wait period of 60 days from the test date.

If a House Officer fails Step 3 three times the LSBME does not have a time limit before the house officer can take it again, but the FSMB has a wait period of 60 days from the test date.

A physician cannot be licensed in Louisiana with more than 4 failed attempts of Step 2 CK, Step 2 CS or Step 3.

Revised August 2011
As of August 2014 there will be no state sponsorship of the USMLE Step 3 exam. All contact will be with the Federation of State Medical Boards (FSMB), no contact with the State Board will be needed to sit for USMLE Step 3 exam. The USMLE Step 3 exam still must be passed before proceeding to the PGY 3 year of training. It will be the resident’s responsibility to get a certified copy of the Step 3 exam released to the State Board in a timely fashion to continuing training.

PGY Extension Permits

House Officers can send in fees 60 days before the expiration of the PGY permit along with a note stating the fee is for the PGY extension permit. The program director letter is also needed signed by the program director.

Program/Promotion Letter

LSBME requires a Program/Promotion Letter for all House Officer that are continuing or entering at HO 2 level or above in the training level. The Program/Promotion letter is a letter to the LSBME from the program director stating the house officer is will be in the training program for the upcoming academic year. A letter must be submitted for each house officer. The letter must be written on Department letterhead and dated May 1 or later. The letter must include the House officer’s name and level, the program name, the dates the house officer will be in the program during the upcoming academic year and it must be signed by the program director and include M.D. behind his/her name. The LSBME will only accept these letters after May 1 or no earlier than 60 days before the permit expiration.

All correspondence from the Program Director or any other physician to the LSBME for interns and residents must include M.D. at the end of their name and must be signed with the MD designation, i.e. character recommendation forms or letters, etc.

The License application requires 2 character recommendation letters from 2 physicians for house officers.

LSBME On-Line Verification

ONLINE VERIFICATION: An official statement as to the status of an individual licensee may be viewed and downloaded on the LSBME website at no cost. This represents an official statement from LSBME and meets all requirements for primary source verification.

Coordinators can view the status of house officer permits and licenses on the LSBME website at http://www.lsble.louisiana.gov/index-verifications.html

Revised August 2011
LSBME

Criminal Background Check
Criminal Background Check

LSBME conducts a criminal background check of applicants through the state "Louisiana Department of Public Safety and Corrections (DOC)" and the "Federal Bureau of Investigation (FBI)" as part of the application process as required by state law.

**Instructions**
- Louisiana State Police Authorization Form
- Applicant Processing Disclosure Form
- Automated Processing Form - Use this form for fingerprints done using Automated Processing through the LSP in Baton Rouge, LA only.
- Credential Checklist

Option 1: This process takes 8-12 weeks (sometimes longer)

Go to your local law enforcement agency (police station) or any agency certified to provide fingerprints.

Bring the following to the location

- Government issued photo identification
- Payment for the service (cost varies)
- Request two cards
  - If agency does not supply fingerprint cards, please email lsbmecbc@lsbme.la.gov with your name and mailing address and a packet will be forwarded to you.
- Ink prints are acceptable
- Digital prints (Live Scan) are acceptable.

***Once hands are scanned, fingerprint images MUST be transferred onto fingerprint cards.

Fingerprinting is available at most police and sheriffs offices. Most however will be limited to ink fingerprinting which is not as reliable as digital (Live Scan) fingerprinting.

We recommend contacting your local law enforcement agency in advance to check on availability of digital fingerprinting as well as hours of operation, parking, and requirements for appointments.

Please contact us with information about the providers in your area so we can update our list. CBC email address is lsbmecbc@lsbme.la.gov and phone number is (504) 568-7405.

Return the following to LSBME as soon as prints are taken.

***MAIL FINGERPRINT PACKET SEPARATE FROM LICENSURE APPLICATION DOCUMENTS

- Two completed fingerprint cards. Fill in all blanks except the OCA, FBI, and MNU sections.
- DO NOT fold, staple or bend.
- Payment in the amount of $42.50 made payable to the Department of Public Safety and Corrections
- Forms of payments: Money Order, Business Check, or Cashier's Check
- Authorization Form (Download from LSBME website)-Fill in all blanks at the bottom of the page.
- Rap Sheet Disclosure Form (Download from LSBME website)-Fill in all blanks at the top of the page.
- Credential Checklist (Download from LSBME website)-Check appropriate box and fill in blanks at bottom of page.
- Mail address: LSBME, ATTN: CBC, PO Box 30250, New Orleans, LA 70190-0250
- Physical address (for express mail): LSBME, ATTN: CBC, 630 Camp St, New Orleans, LA, 70130 (Tel 504-568-6820)
**Option 2:** We recommend this option if the fastest possible turnaround is needed. This process takes up to 3-6 weeks; sometimes longer.

**Digital (Live Scan)**

Digital (Live Scan) fingerprinting with electronic submission of the prints is available **ONLY** at the LA State Police Office in Baton Rouge which is located at 7919 Independence Blvd, Baton Rouge, LA, 70806. Hours of Operation for this service are 8am-4:00pm, Mon-Fri.

**Bring the following to the LA State Police Office when selecting this option**

- Payment of $42.50 (**Money Order Only**) for background check made payable to the Department of Public Safety and Corrections
- Separate payment of $10.00 (**Money Order Only**) for electronic scan
- Authorization Form (Download from LSBME website)-Fill in all blanks at the bottom of the page.
- Rap Sheet Disclosure Form (Download from LSBME website)-Fill in all blanks at the top of the page

**Mail back to the LSBME office**

- Automated Processing Form (Download from LSBME website) Complete entire form ***Must be stamped by State Police***
- Credential Checklist (Download from LSBME website) Check appropriate box and fill in blanks at bottom of page.

**Follow Up**

- On occasion prints are rejected. Should this occur, you will be notified immediately. The Department of Safety and Corrections asks that they not be contacted regarding the status of your prints as this delays processing.
- Electronic Submission is not an option for Rejected Fingerprints.
### Orleans Parish

**AKI Fingerprints**
2532 Tulane Ave New Orleans LA 70119
504-453-2372 or 453-3073
$15 per card
Payment Type: Cash, Check, Money Order, Credit Card
Ink Prints or Live Scan
Days of Operation: Mon-Fri 10am-5pm

**French Quarter Camera**
809 Decatur St
New Orleans LA 70116
504-525-2974
$1.99 per card
Payment Type: Cash, Credit Card
Ink Prints
Days of Operation: Mon-Fri 9am-7pm

**Y Not Check**
1748 Jackson Ave (Off of St Charles Ave)
New Orleans LA 70113
504-523-5168
$25.00 ($15.00 for 1st Card + $10 for 2nd Card)
Payment Type: Cash, Check, Credit/Debit Card
Live Scan
Days of Operation: Mon-Thur., 10am-7pm; Fri 10am-4pm; Sat-Sun 10am-1pm (Appt only)

**Innovative Risk Management Services**
2714 Canal St Ste 102
New Orleans LA 70119
504-309-2104
$10.00 per card
Payment Type: Cash, Money Order, Cashier’s Check, Credit/Debit Card
Ink Prints or Live Scan
Days of Operation: Mon-Fri 8:30am-5pm

**Expert Drug Testing & Safety Services**
8080 Crowder Blvd Ste C
New Orleans LA 70127
504-245-4472
Ink Prints Only
$10 per card
Payment Type: Cash Only***
Must have Photo Identification
Days of Operation: Monday-Friday
Hours of Operation: 8:30am-4:30pm

**Expert Drug Testing & Safety Services**
4640 S. Carrollton Ave Ste 225
New Orleans LA 70119
504-482-6433
Ink Prints Only
$10 per card
Payment Type: Cash Only***
Must have Photo Identification
Days of Operation: Monday-Friday
Hours of Operation: 9:00am-4:00pm

### Jefferson Parish

**West Jefferson Industrial Medicine**
107 Wall Blvd
Gretna LA 70056
504-363-4944
$15.00 flat rate with or without FP Cards
Payment Type: Cash, Check, Money Order, Credit or Debit Cards
Ink prints only
Days of Operation: Mon-Fri 8am to 4pm

**Jefferson Parish Sheriffs Station**
1233 West Bank Expressway
Harvey LA 70058
504-363-5542
Manhattan exit, 1st building on left, 1st floor
$25.00 for the 1st FP Card; $10 for each additional FP Card
Payment Type: Cash, Check or Money Order
Ink prints and Live Scan
Must be resident of Jefferson Parish
**Do Not write anything on cards or touch cards in any way**
***Must have Photo Identification
Days of Operation: Mon-Fri 8am-4:15pm (No Appt Necessary)

### East Baton Rouge Parish

**State Police Headquarters**
7919 Independence Blvd
Baton Rouge LA 70806
225-925-4127
(3-story building next to the DMV with Louisiana State Police on front)
Ink Prints or Live Scan
$10.00 flat rate with or without FP Cards
Payment Type: Money Order only
Days of Operation: Mon-Fri 10am-3pm

### St. Bernard Parish

**St. Bernard Parish Prison**
1900 Paris Rd
Chalmette LA 70043
504-278-7645
Live Scan Only
$10 for 1st Card; $5 for each additional card
Payment Type: Cash Only***
Must have Photo Identification
Days of Operation: 7 days a week
Hours of Operation: 24 hours a day
LSBME

Examination Requirements
Examination Requirements for Physicians

1. To request the FLEX, SPEX or USMLE scores, you must complete the Federation’s request form which can be obtained from their web site at www.fsmb.org.

2. To request the National Board scores, you must complete the National Board’s request form which can be obtained from their web site at www.nbme.org.

3. To request the NBOME/COMLEX-USA scores, you must complete the National Board’s Request form which can be obtained form their web site at www.nbome.org.

4. There is a limit on the number of times an individual can take the examinations as follows. The limits applies whether the examination was taken in Louisiana or in another state.

5. USMLE
   USMLE Step 1 - no limit
   USMLE Step 2 - four (4)
   USMLE Step 3 - four (4)
   plus
   Board certification, if applicable

6. COMLEX-USA
   COMLEX - USA 1 - no limit
   COMLEX - USA 2 - four (4)
   COMLEX - USA 3 - four (4)
   Plus
   Board certification, if applicable

7. NBOME
   NBOME - Part 1
   NBOME - Part 2 - four (4) NBOME - Part 3 - four (4)
   plus
   Board certification, if applicable

8. NBME
   NBME Part 1
   NBME Part 2 - four (4)
   NBME Part 3 - four (4)
   Plus
   Board certification, if applicable

9. If on the basis of FLEX:
   Pre-1985 - four (4)
   Post-1985 -
   Component I - four (4)
   Component II - four (4)
   Plus
   Board certification, if applicable

10. Acceptable combination of exams:
    1. FLEX Component I plus USMLE Step 3
    2. NBOME Part 1 NBOME Part 2 plus COMLEX - USA 3
    3. NBME Part 1 NBME Part 2 plus USMLE Step 3
    4. NBME Part 1, NBME part 2 plus Flex

5. USMLE Step 1 NBME part 2 and USMLE part 3
6. USMLE Step 1, USMLE Step 2 and FLEX component 2

Note: If a medical competency examination has not been taken within 10 years of application the applicant must be board certified or re-certified through the American Board of Medical Specialties or the American Osteopathic Association within the past ten years or the applicant must take and pass SPEX (Special Purpose Examination) administered through the Federation of State Medical Board, Inc or COMVEX-USA administered by the National Board of Osteopathic Examiners. All steps of exam must be taken within a 10 year span.
Qualifications for Licensure - US and Canadian Medical Graduates

1. The application process is a deliberate process, which generally takes approximately 90 days from the time the LSBME receives the completed application.

2. Be at least 21 years of age and of good moral character;

3. Be a citizen of the United States or possess valid and current legal authority to reside and work in the United States duly issued by the commissioner of the Immigration and Naturalization Service;

4. Possess a Doctor of Medicine or Doctor of Osteopathy degree duly issued by a medical school approved by the Board. The diploma must be in English. If not, must be accompanied by a certified translation into English;

5. Completed a year of ACGME (MD) or AOA (DO) approved internship training in the United States or Canada;

6. Have taken and passed either the state board examination, National Boards Parts 1, 2, and 3, FLEX, USMLE, COMLEX-USA, NBOME or a combination thereof. (There is no limit on step 1, four on Step 2 and four on step 3).

7. If a medical competency examination has not been taken within 10 years of application, the applicant must be board certified or re-certified through the American Board of Medical Specialties or the American Osteopathic Association within the past ten years or the applicant must take and pass SPEX (Special Purpose Examination) administered through the Federation of State Medical Boards, Inc or COMVEX-USA administered by the National Board of Osteopathic Examiners.
Permit
American Graduates
LSBME Requirements
MATCH FAIR DAY INSTRUCTIONS
American / Puerto Rican / Canadian Medical School Graduates

The below chart is what you will need to present to the LSBME Staff at the Match Fair Day at your Medical School to obtain a permit for starting a residency training program in the State of Louisiana. Please note that you will need to bring cash (suggested $50) with you to pay for the fingerprinting, for picture taking and the notarization process at each Match Fair Day held at your medical school, if using the notary and fingerprint services provided on that day. You may also obtain your own notarization and pictures (2x2 passport style) to present that day. All forms mentioned can be downloaded from our website at [www.lsbme.la.gov](http://www.lsbme.la.gov), click on licensure and then physician and then training permit, US Medical Graduates.

<table>
<thead>
<tr>
<th>Interns</th>
<th>After Matching in Louisiana</th>
<th>FEE</th>
</tr>
</thead>
</table>
| These documents should be completed prior to the Match Fair Day at each medical school, by doing so will minimize the process time on that day. | Complete Application for Internship Registration and submit all supporting documents at the Match Fair Day. **Print out all components – 5 pages.** **Supporting Documents to bring with you:** 
- Certified or notarized (we will keep the notarized birth certificate) birth certificate or your original (can be expired) passport. Make a copy of whatever original document you are submitting and bring both the original and copy with you to the Match Fair Day to present your original and a copy to the LSBME staff member for verification.
- Certified copy of medical school diploma, certified by the medical school not a notary. Both LSU medical schools take care of this for you if you participate in the Match Fair Day.
- Program Director’s letter from the program you are entering in Louisiana stating the level you are starting at along with the start and end dates sent directly to this Board. | $50 payable to LSBME by personal check or money order |

| Criminal Background Check Packet | The LSBME will bring these packets to the Match Fair Day held at each school. | $45.25 money order only payable to DPSC |

**USMLE Step 3 requirements (must be passed before entering the PGY3 year)**

<table>
<thead>
<tr>
<th>American Med School Grads in training program in LA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for LSBME</td>
<td>None, but you will need this Board’s approval to sit for the Step 3 exam. Register for the exam at the fsmb.org website and submit the below. Once we receive notification from the FSMB that you have registered for the Step 3 exam and the below has been received in this office approval will be sent to the FSMB.</td>
</tr>
<tr>
<td>Fees</td>
<td>$100 exam fee payable to LSBME by check or money order and mailed or delivered to the address above.</td>
</tr>
<tr>
<td>Documents</td>
<td>A Certified transcript of USMLE Step 1 &amp; 2 scores sent directly from the FSMB to this Board. Go to fsmb.org, click on licensure examination, go to Examinees (orange box at bottom), click on Electronic Board Action History Report (EBAHR) and follow the instructions. Choose Louisiana as the State Board to have it sent to it.</td>
</tr>
<tr>
<td>Failure</td>
<td>$250 resit fee. For licensing by this Board there is a 4 attempt limit to pass Step 3. There is also a 4 attempt limit each on Step 2 CK and Step 2 CS. There are no attempt limits on Step 1.</td>
</tr>
</tbody>
</table>

**NOTE:** Beginning September 1, 2006, all physicians applying to the Louisiana State Board of Medical Examiners (LSBME) for a full medical license must also apply to the Federation of State Medical Boards Credentials Verification Service (FCVS) at [http://www.fsmb.org/fcvs.html](http://www.fsmb.org/fcvs.html) to have a packet completed and sent to this office.
Louisiana State Board of Medical Examiners

Physical: 630 Camp Street
New Orleans, LA 70112

Mailing: POB 30250, New Orleans, LA 70190
504-568-6820 FAX: 504-599-0503

USMLE Step 3 Analysts:
Last Name A-K Deidra Mathis, EXT 200,
dmathis@lsbme.la.gov
Last Name L-Z Lynne Hull, EXT 271, lhull@lsbme.la.gov

USMLE STEP 3 REQUIREMENTS till July 31, 2014 are below.
As of August 1, 2014 there will no longer be state sponsorship for the
USMLE Step 3 exam. But PGYs still must still pass the Step 3 exam before obtaining
a permit for the PGY 3 year.

All applicants in a residency training program in the State of Louisiana should contact the
appropriate analyst listed above for questions concerning only the Step 3 exam. For licensing
or permits questions contact the analyst handling your application.

The Step 3 process requires you to register with the Federation of State Medical Boards at
FSMB.org, click on Licensure Examinations and follow the instructions.

After registering, the FSMB will place your name on a roster that is sent to us for approval.
When your name appears on that roster and if you have submitted the below requirements you
will be approved to take Step 3 and the FSMB will send you the scheduling permit. Submit
only the below requirements to this Board.

All residents in a residency program in the State of Louisiana must pass Step 3 to proceed to
the PGY 3 year.

<table>
<thead>
<tr>
<th>FEES</th>
<th>Required Documents</th>
<th>Attempt Limits</th>
</tr>
</thead>
</table>
| $100 payable to LSBME and mailed to the   | Certified transcript of USMLE Step 1 and                                          | Step 1 has no
| LSBME address above to the attention of   | 2 scores sent directly to this Board from the FSMB for both American and         | attempt limits.
| the analyst. The fee may also be brought   | International Medical School graduates. Go to www.fsbm.org click on Licensure    | Step 2 CS and
| in to the physical address above. In the   | Examinations (USMLE), follow the instructions, & choose Louisiana as the State    | CK and Step 3
| memo section of the check please write     | Board to have the transcript sent to. Or paste this link in the address box of    | within 4
| Step 3 exam. Resit fee is $250             | your browser http://www.fsbm.org/ebahr.html                                    | attempts each
|                                           |                                                                                   | to be eligible for licensing.          |

As of September 1, 2006 the FCVS packet is required for licensing in the State of Louisiana.
This packet must be received directly from the FSMB and reviewed by this Board before
obtaining a license in the State of Louisiana. Paste the following link in the address box of
your browser http://www.fsbm.org/fcvs.html and follow the instructions to start the packet. It
takes the FSMB approximately 4 months to complete this packet so plan accordingly.
MEDICAL LICENSING EXAMINATION

USMLE Step 3 Updates — 2013

Posted: November 14, 2013

Upcoming changes to USMLE
A summary of changes to USMLE planned for 2014-2015 is available. This document will be updated as more information becomes available.

Posted: October 15, 2013

Changes to Step 3 examination in 2014
With the introduction of the restricted Step 3 examination in 2014, the USMLE program will no longer require examinees to apply for Step 3 under the eligibility requirements of a specific medical licensing authority.

All other Step 3 eligibility requirements (i.e., medical degree, passing Steps 1/2, ECFMG certification for IMGs) will remain applicable, as will all other USMLE program requirements (e.g., no more than 6 attempts at a Step or a Step component).

This change in the application process is tentatively scheduled to begin in August 2014.

Note: Removing state board sponsorship as part of the Step 3 examination application does not impact medical licensing requirements in the United States. Most medical licensing authorities have, and will continue to maintain, specific criteria for completion of the USMLE, such as time and attempt limits. A summary of those requirements can be found on the Federation of State Medical Boards website.

At this time, there are no plans for the USMLE program to impose a minimum residency training requirement as part of the Step 3 eligibility criteria. However, the USMLE program will likely continue to recommend that individuals take Step 3 at or near the completion of the first year of residency training.

Posted: August 14, 2013

Changes to Step 3 examination in 2014
As previously announced, changes to the Step 3 examination will occur in 2014. The current Step 3 examination is administered in two 8-hour test sessions, which must be taken on consecutive days. The restricted examination will also be two test days; however, examinees will be able to schedule the two test days on non-consecutive days. The examination days will consist of the following:

Step 3 Foundations of Independent Practice (FIP): this test day will focus on assessment of knowledge of foundational medicine and science essential for effective health care. Content areas covered will include applying foundational sciences; biostatistics, epidemiology/population health, and interpretation of the medical literature; and social sciences, including communication and interpersonal skills, medical ethics, and systems-based practice/patient safety. The test day will also include some content assessing knowledge of diagnosis and management. This test day will consist solely of multiple-choice questions and will include some of the newer item formats, such as those based on scientific abstracts and pharmaceutical advertisements.

Step 3 Advanced Clinical Medicine (ACM); this test day will focus on assessment of applying comprehensive knowledge of health and disease in the context of patient management. Content areas covered will include assessment of knowledge of history and physical examination, diagnosis and use of diagnostic studies, prognostic/outcome, health maintenance/screening, therapeutics, and medical decision-making. This test day will include multiple-choice questions and computer-based case simulations.

A single score (with graphical performance profile information) and a single pass/fail outcome will be reported following completion of both examination days.

The restricted Step 3 examination will be administered beginning November, 2014. During an approximately one-month period (October, 2014), it is likely that no Step 3 examinations will be administered.

Practice materials for the restricted examinations will be posted to the USMLE website in mid-2014. Examinees should anticipate a score delay following the introduction of the restricted examinations. Additional information will be posted as soon as it is available.

— Back to USMLE Step 3 Updates
With the introduction of the restructured Step 3 examination in 2014, the USMLE program will no longer require examinees to apply for Step 3 under the eligibility requirements of a specific medical licensing authority.

All other Step 3 eligibility requirements (i.e., medical degree, passing Steps 1-2, ECFMG certification for IMGs) will remain applicable, as will all other USMLE program requirements (e.g., no more than 6 attempts at a Step or a Step component).

This change in the application process is tentatively scheduled to begin in August 2014.

Note: Removing state board sponsorship as part of the Step 3 examination application does not impact medical licensing requirements in the United States. Most medical licensing authorities have, and will continue to maintain, specific criteria for completion of the USMLE, such as time and attempt limits. A summary of these requirements can be found on the Federation of State Medical Boards website.

At this time, there are no plans for the USMLE program to impose a minimum residency training requirement as part of the Step 3 eligibility criteria. However, the USMLE program will likely continue to recommend that individuals take Step 3 at or near the completion of the first year of residency training.

Click this link to view on website http://www.usmle.org/announcements/?ContentId=124

Medical Education Services
National Board of Medical Examiners
nbmeupdates@nbme.org
**State Board Sponsorship for Step 3 to be Discontinued in 2014**

What does this mean:

Beginning August 2014,

House Officers DO NOT have to contact the LSBME (Louisiana State Board of Medical Examiners), to apply for Step 3. This includes IMGs.

House Officers **MUST** contact the FSMB-Federation of State Medical Boards (fsmb.org) to apply for Step 3 and request their Step 3 transcript be sent to LSBME. This includes IMGs.

The Step 3 transcript **IS REQUIRED** for LSBME to issue a permit to residents entering their 3rd post graduate year of training, (the 3rd post graduate year is counted as the years after Medical School graduation. It is not always their HO or PGY level; for IMGs Step 3 passing is required before completing 2nd year of GETP expiration, to receive GETP for a third year). If the LSBME DOES NOT have the Step 3 transcript, a **Permit WILL NOT** be issued to enter the 3rd post graduate year or receive 3rd year of GETP for IMGs.

When applying for Step 3, if the House Officer DOES NOT want to be licensed in Louisiana, he/she should NOT request an FCVS packet. But the resident must take and pass Step 3 and have the Step 3 transcript sent to LSBME before he/she can enter their 3rd post graduate year of training or receive 3rd year GETP for IMGs.

**Remember:** FCVS takes about 4 months. House Officers that want to be licensed in Louisiana, and request the FCVS packet, must do so at least 6 months prior to their permit expiration date, and 3rd post graduate year start date, or 2nd year GETP expiration date for IMGs. If FCVS is not completed before the expiration of their permit, House Officers can receive a permit to continue training until FCVS is completed and a license is issued. Permit fees will apply in addition to the FCVS and license fees.

All other LSBME policies/rules still apply

LSBME requirements for IMGs still apply.

House Officers should contact their assigned analyst if they have any questions or want more information about how and when to apply for Step 3 under this new requirement.

**NOTE:** The USMLE Program recommends that individuals take Step 3 at or near the completion of the first year of residency training.
PGY
PROGRESSION
LSBME Requirements
Informational Sheet to do during PGY 1 and 2 years: **You can train on a permit for the entire length of your training program.** Start the FCVS packet for licensing in Louisiana when you register for Step 3. An FCVS packet is required for all applicants seeking licensing in the State of Louisiana. **IT IS IMPORTANT TO KEEP YOUR MAILING ADDRESS CURRENT WITH THIS BOARD.**

<table>
<thead>
<tr>
<th>Level</th>
<th>Application On the website</th>
<th>Supporting Documents</th>
<th>Fee</th>
<th>Criminal Background Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGY1 (Intern) permit</td>
<td>Click on Licensure, then Physician, then Training Permit, then US Medical Grads</td>
<td>Certified (by the med school, not a notary) medical school diploma, Certified or notarized birth certificate or notarized picture page of passport. Program Director’s letter with level appointed to and start and end dates sent directly to this office</td>
<td>$50</td>
<td>Email <a href="mailto:lsbmecbc@lsbme.la.gov">lsbmecbc@lsbme.la.gov</a> with your name and address to obtain a packet</td>
</tr>
<tr>
<td>No previous training anywhere</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PGY1 or PGY2 – full medical licensure. PGY1s cannot be licensed until July 1 of their PGY2 year.</td>
<td>None</td>
<td>Passing USMLE/COMLEX Step 3 score, one year of American post graduate training, FCVS packet, Oath and Affirmation Page, Third Party Authorization. Other documents/information may be needed after the FCVS packet and file is reviewed before licensing.</td>
<td>contact your analyst</td>
<td>None</td>
</tr>
<tr>
<td>PGY2 and above continuing in a Louisiana program on a permit.</td>
<td>None</td>
<td>Program Director’s letter dated after May 1 NOTE: MUST PASS STEP 3 AND HAVE TRANSCRIPT ON FILE IN THIS OFFICE TO CONTINUE ON A TRAINING PERMIT TO THE PGY3 YEAR.</td>
<td>$100 due prior to July 1</td>
<td>None</td>
</tr>
<tr>
<td>New PGY 2 new to a Louisiana program – has 12 months to pass Step 3</td>
<td>Application for Internship Registration</td>
<td>Certified (by the med school, not a notary) medical school diploma, Certified or notarized birth certificate or notarized picture page of passport, program director’s letter from program leaving stating status and reason for leaving and program director’s letter from Louisiana program with appointment level and dates.</td>
<td>$100</td>
<td>Email <a href="mailto:lsbmecbc@lsbme.la.gov">lsbmecbc@lsbme.la.gov</a> with your name and address to obtain a packet</td>
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**USMLE Step 3 exam – Submit to this Board for approval by the State of Louisiana – AS OF AUGUST 1, 2014 THERE WILL BE NO STATE SPONSORSHIP OF THE USMLE STEP 3 EXAM.**

| 24 months to pass from intern year. All US training is counted. Must (or COMLEX 3) pass to proceed to PGY3 year | $100 payable to LSBME and mailed to the LSBME, POB 30250, New Orleans, LA 70190. Resit fee is $250. 4 attempts to pass Step 2 (combined CS and CK). 4 attempts to pass Step 3 | Certified transcript of USMLE Step 1 and 2 scores. Go to [www.fsmbe.org](http://www.fsmbe.org) click licensure services, then go to the orange Examinees box and click EBHAR, follow the instructions, & choose Louisiana as the State Board to have it sent to. Register for Step 3 when requesting the transcript. When your name appears on the roster from the FSMB and the two above items are in your file you will be approved and the FSMB will send the scheduling permit. |

**IMPORTANT: If you have any questions concerning your permit, taking the USMLE Licensing exams or licensing, contact the LSBME Analyst listed above.**

Revised August 2011.
Graduate Education Temporary Permit (GETP)

Qualifications/Instructions

For International Medical Graduates
(also known as Foreign Medical Graduates)
GRADUATE EDUCATION TEMPORARY PERMIT
QUALIFICATIONS/ INSTRUCTIONS

(Rev. 09 09 09)

(International Graduates Only)

**If you are eligible for unrestricted licensure, do not complete this form.

The board may issue a Graduate Education Temporary Permit (GETP) to an international medical graduate (a graduate of a medical school located outside of the United States, Canada, and Puerto Rico) for the purpose of enrolling and participating in an accredited program of postgraduate medical education (residency or fellowship) at a Louisiana medical school, college, or other accredited medical institution.

QUALIFICATIONS FOR PERMIT

- Be at least 21 years of age and of good moral character
- Be a citizen of the United States or possess valid and current legal authority to reside and work in the United States duly issued by the commissioner of the Immigration and Naturalization Service
- Possess a doctor of medicine degree duly issued by a medical school approved by the board. This diploma must be in English; if not in English must be accompanied by a certified translation into English
- Possess a standard Educational Council for Foreign Medical Graduates (ECFMG) certificate
- Have received written commitment from an accredited Louisiana medical school, college or other accredited medical institution formally appointing the IMG to a postgraduate medical education training program which is conducted by such medical school and is not on probation status with the ACGME. This letter must be signed by the director of the program and must be mailed directly to the LSBME.
- Pay the appropriate fee of $200.00. This fee is non-refundable.
- Renewal fee $100.00.

GENERAL INFORMATION

The state of Louisiana does criminal background checks as part of the application process through the state -Louisiana Department of Public Safety and Corrections-DOC and Federal Bureau of Investigations-FBI. Materials can be obtained on our website by clicking on Licensure then on the Criminal Background Check link. Applicants with criminal history may expect delays in the application process. For more information contact (504) 568-6820 ext. 239 or email lsbmecbe@lsbme.la.gov.

Applicants with criminal history may expect delays in the application process.
Certified Birth Certificate
The applicant must submit either a certified birth certificate (a certified document can only be obtained from the issuing agency and must bear the official seal or stamp and signature of an authorized representative) or an original passport (expired passports are acceptable). The certified birth certificate becomes a permanent part of the applicant’s file and is not returned. If the applicant submits a passport, the applicant must include a written explanation of the reason the birth certificate is not available.

Valid Visa
Applicants who are not native-born citizens of the United States must show proof of legal entry into the United States to work and reside by presenting either:
- An original certificate of Naturalization
- Certified birth certificate establishing birth to U.S. citizens traveling abroad
- Valid Visa issued by the department of Immigration and Naturalization (INS). (Acceptable visas – J-1, H-1B, Immigrant)

Personal Appearance
A personal appearance with a member of the Louisiana State Board of Medical Examiners (the “Board”) or its designee is required of each applicant. Personal appearances are by appointments only and can only be scheduled after receipt of ALL application materials. At the time of the personal appearance, you must present the ORIGINAL of the following documents (copies should have already been provided). All documents submitted to the board must be the original and must be in English. If the document(s) is not in English, they must 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 the law.
- Medical School Diploma with English Translation
- Marriage license and/or court decree of the applicant who applies in a name different from the name on the medical diploma
- Standard Education Council for Foreign Medical Graduates Certificate (ECFMG)
- Valid Visa

Not later than 24 months following the effective date of an initial GETP, the applicant must have taken and successfully passed step 3 of USMLE.

An applicant holding a GETP cannot engage in the practice of medicine within the state of Louisiana; this permit is for training purposes only.
LSBME APPLICATION
INFORMATION

Short-Term Residency Permit
SHORT-TERM RESIDENCY PERMIT
QUALIFICATIONS/INSTRUCTIONS

The board may issue a temporary permit for the purpose of participating in a short-term residency program sponsored by an accredited medical educational institution in Louisiana. The board must approve the program prior to the applicant’s participation. Contact the LSBME to see if the program is approved.

Definitions

For the purpose of this rule

1. An accredited medical educational institution for this purpose is defined as a medical school or other medical institution that sponsors one or more educational programs in the relevant subject area that is approved by the Accreditation Council of Graduate Medical Education.
2. The term short term residency includes preceptorships, fellowships and similar terms.
3. A short term residency for this purpose is defined as an educational program that lasts for less than 90 days.

Qualifications for Permit

1. Must be at least 21 years of age and of good moral character.
2. Be a citizen of the United States or possess valid and current legal authority to reside and work in the United States duly issued by the commissioner of the Immigration and Naturalization service.
3. Possess a doctor of medicine or doctor of osteopathic medicine degree duly issued by a medical school approved by the board.
4. Hold an unrestricted license to practice medicine or hold a training permit issued by another state and be enrolled and in good standing in an accredited training program.

Application

1. An application form.
2. A copy of the applicant’s medical license issued by another state.
3. A copy of the applicant’s curriculum vitae.
4. Oath or Affirmation relating to professional background which must be notarized.
5. Third party authorization for release of information.
6. $100 application fee made out to the Louisiana Board of Medical Examiners which is non-refundable.

In addition, there must be a written commitment from an accredited medical institution in Louisiana from the physician under whom the preceptorship or short-term residency describing the capacity in which the applicant will be serving and the inclusive dates of service. This letter must be signed by the director of the program and must be mailed directly to the LSBME.

Please note

1. LSBME will obtain verifications of licensure and training and conduct required background checks.
2. A copy of the temporary permit when approved will be faxed to the applicant with an original mailed by regular mail service unless requested otherwise.
3. Work may not begin until the permit has been approved.
These letter are only accepted by LSBME beginning May 1 before every new Academic Year for July 1 continuing House Officers; for off-cycle House Officers, the letters should be submitted at least a month before their House Officer level promotion date. Please state that the House Officer continuing has satisfactorily completed the year along with the inclusive dates and is being promoted to the next stated level along with those inclusive dates.
May 1, (Type year)

LSBME

RE: (Type House Officer's name), MD

To Whom It May Concern:

I am writing this letter to confirm that Dr. (Type House Officer's name) is a/an (Type Training Program's name) Resident at the Louisiana State University Health Sciences Center in New Orleans. (He/She) will start her training on July 01, (Type Year) and will continue (his/her) training as a PGY 2 from July 01, (Type year) to June 30, (type year).

If you have any further questions regarding Dr. (Type House Officer's name) please contact me via email at (Type Program Director's Name) or at 504-(Type Coordinator’s phone number).

Sincerely,

(Type Program Director’s Name)
Program Director
LSUHSC (type training program’s name)
(Type training program’s address)
New Orleans, LA 70112
Character Recommendation
LSBME
Louisiana State Board of Medical Examiners
Office of Licensure, P. O. Box 30250,
New Orleans, LA 70190-0250
Fax (504) 599-0503

Character Recommendation

The LSBME requires letter(s) of character recommendations from individuals other than relatives of the applicant. Persons attesting to the good character of the applicant are attesting to the fact that they have known the applicant for at least six (6) months and should be persons who reside in the community where applicant resided during the six (6) months prior to filing the application with the LSBME.

___ Athletic Trainers: (2) 1 Physician and 1 Certified Athletic Trainer or professor if recent graduate
___ Midwives: (4) 1 Physician or Certified, Nurse-Midwife, 1 Licensed Midwife, 1 consumer of midwifery services, and 1 member of the community
___ Occupational Therapists/ Assistants: (2) 2 Occupational Therapists, or 1 Occupational Therapist and 1 Physician, or teachers/professors, if recent graduate
___ Physicians: (2) 2 Physicians (must sign MD behind name)
___ Physician’s Assistants: (1) 1 Physician
___ Podiatrists: (1) 1 Podiatrist
___ Private Radiological Technologists: (1) 1 Co-worker
___ Respiratory Therapist: (1) 1 Co-worker

Please mail or fax this document to the Louisiana Board of Medical Examiners at the address or fax number shown above. Thank you.

DO NOT RETURN TO APPLICANT.

________________________________________________________________________

I certify that I have known __________________________________________(type or print) for at least 6 months and to the best of my knowledge he/ she is a person of good moral and professional character and is not addicted to intoxicants or habit forming drugs.

(Please type or print)

Name: _____________________________________________________________

Street 1: _________________________________________________________

Street 2: _________________________________________________________

State/ zip: _______________________________________________________

Telephone: _______________________________________________________

Signature: _________________________________________________________
LSBME

Frequently Asked Question
Frequently Asked Questions - Physician Licensure

1. Q. How long does the application process take? A. The initial application process could take anywhere from a few weeks to several months to complete. Once the file is complete, it must be presented to the board for final consideration. Once a decision is made, the applicant is notified by mail within a week to ten days.

2. Q. How is the application processed? A. Applications are processed in the order in which they are received. One application is not given priority over another.

3. Q. What is the deadline for the application to be presented to the Board for consideration? A. The deadline is two weeks prior to a scheduled meeting. The application must be complete in every respect in order to be presented. If not, the application will have to wait until the next meeting. Board meetings are not held in the months of April and November.

4. Q. I need a license immediately. How can you help me? A. Applications are processed on a first come first serve basis. Consideration will be given in cases where there has been a delay due to a request for resubmission of fingerprints and in other extraordinary circumstances. Requests should be submitted in writing to lsbme@lsbme.la.gov

5. Q. Can I be issued a temporary license to practice medicine? A. No. The state of Louisiana does not issue a temporary license to practice medicine. We do not issue a locum tenens license. The only temporary license issued for the practice of medicine is an Interim. The Interim license is only issued after the application is complete and has been presented to the Board and approved pending receipt of the results of the criminal background check.

6. Q. Can I be issued a temporary permit to do residency/fellowship training? A. Yes. The state of Louisiana does issue a permit for training purposes only.

7. Q. I am completing my internship/residency in June. How soon can I apply for a permanent license? A. A U.S./Canadian graduate may apply for licensure four months prior to completion of the internship/residency. An International graduate can apply four months prior to completion of the third year of training. The required three years of postgraduate approved training must be in the same specialty.

8. Q. I have decided not to relocate to Louisiana. Can I withdraw my application? Is the fee refundable? A. To withdraw an application, you must notify the Board in writing. No fees are refundable.

9. Q. What does “primary source verification” mean? A. The term means that all information is received directly from the issuing agency.

10. Q. Does Louisiana accept the LMCC of Canada for license? Even if I have a license in another state? A. No.

11. Q. Is there a difference between being a Medical Doctor and being a Doctor of Osteopathy when issuing a medical license? A. No. All are classified as physicians and are issued the same type of medical license.

12. Q. Can I practice in Louisiana with a license from another state? A. Not unless you are practicing in a federal institution or military base.

13. Q. What does “Board Certified” mean? A. Board certified means that you have taken and passed an oral and written examination in a Board of the American Board of Medical Specialties (ABMS).

14. Q. How many attempts are allowed on FLEX/USMLE/NBOME/COMLEX-USA/SPEX/NBME? A. Four-No limit on USMLE Step 1

15. Q. Will I have to take an additional examination for licensure? A. Only if it has been over ten years since a medical competency examination was taken and passed from the date of filing an
application. The required examination is SPEX/COMVEX-USA or a specialty board certification or recertification examination.

16. Q. If I have had my fingerprints cleared by another state or agency, will Louisiana accept them?
   A. No.

17. Q. I have a license in another state. Do I have to go through the application process again? A. Yes

18. Q. If it is impossible to get all of my documents, can I still get my license? A. An applicant is not granted licensure until all required documents are furnished to the Board and are verified. The Board may, in rare and unusual circumstances, accept alternative documents. Substitutions are considered only when the applicant submits proof of painstaking efforts undertaken to secure required documents. These exceptions are reviewed on a case-by-case basis by the Board.

19. Q. Why does it take so long for my fingerprints to clear after they have been mailed to the proper agency? A. The Board has no control over this matter. We understand these delays are attributable to the inability of state and national criminal authorities to expeditiously process the ever increasing number of requests being received, particularly since the tragic events of September 11, 2001. This process can take months to complete, therefore we ask that you request the packet as soon as you know you are coming to Louisiana.

20. Q. What if my prints are rejected? A. The Board will notify you within days of being notified by the State/FBI.

21. Q. How will I know if I have to re-do my fingerprints? A. The Board will notify you by mail. When you are notified of this rejection your response is expected within ten working days from the date that you received the notice. If you do not respond back to the Board, any license/permit you hold will become null and void. To ensure delivery please return your documents by way of certified mail.