

CHECKLIST FOR LIMITED LICENSE APPLICATION

Before submitting your limited license application to your training program, please refer to this checklist to ensure that you have provided all required documentation and answered all questions. **If you do not answer every question, your limited license application will be returned to you and your license will be delayed.**

HAVE YOU

- Downloaded all of the pages of the application?
- Read the instructions, **answered every question**, signed the application and Authorization for Release of Information and attached a check for \$100.00 made payable to the Commonwealth of Massachusetts?
- Provided an explanation if you attended medical school for more than 4 years for US graduates and 6 years for IMGs?
- Included a current curriculum vitae listing the **months and years** of your education, training and clinical activity. Include any gaps or leaves of absence in your training or clinical activity in a separate letter and attach the letter to your curriculum vitae.
- Included a letter from the director of your most recent postgraduate training program if you did not complete a training program? The letter must be in the original sealed envelope from your program director, unopened and attached to your limited license application.
- Included the Verification of Medical School education form received directly from your medical school? The Medical Education Verification form must be sent directly to you from the medical school. Do not open the envelope. If the seal on the envelope from your medical school is broken, the Medical Education Verification form will be returned to you and then the process must be repeated.
- Included license verifications in their original sealed envelopes from every state in the U.S., Canada or Puerto Rico where you ever held a full license? Have you attached them to your limited license application?
- Included a completed Evaluation form from your most recent training program director or current hospital affiliation if you are not in a training program (see Instructions). A completed Evaluation form is required if you had a malpractice action filed against you (even if you were dismissed from the case) or if you were ever placed on probation or received negative reports in your training program. Instruct the program director to return the Evaluation form to you in a sealed envelope and it should be attached to your limited license application,
- (For IMGs only).** Enclosed a notarized copy of your medical school diploma and Education Commission for Foreign Medical Graduates (ECFMG) certificate. You are also required to provide an ECFMG Status Report. There is a fee for requesting the status report. The ECFMG Status Report must be sent directly to the Board from ECFMG electronically. Go to <https://cvsonline2.ecfmg.org/ImgGenInfo.asp> for information and instructions on how to apply for your ECFMG status report to be sent to the Board.

If you completed FLEX Part I and Part II, you must request verification from the Federation of State Medical Boards at www.fsmb.org, or if you completed the National Board Examination (NBME) Part I and Part II, you must request verification from the National Board's web site at www.nbme.org. Follow the instructions for requesting verification of exam scores to be sent to the Massachusetts Board.

IF THE SEALS ON ANY ENVELOPES ARE BROKEN, THE DOCUMENTS WILL NOT BE ACCEPTED BY THE BOARD. PLEASE CONTACT THE PROGRAM COORDINATOR AT YOUR TRAINING PROGRAM IF YOU HAVE ANY QUESTIONS.