STEP 3:  OBTAIN YOUR NORTH CAROLINA MEDICAL LICENSE

Residency Training License

You are required to obtain a North Carolina Residency Training License prior to beginning your training program at Carolinas Medical Center. This process must be initiated immediately for you to obtain a valid license by July 1, 2012. Delays in licenses have caused many residents delays in beginning their training.

The North Carolina Board of Medical Examiners has made the application available online. To complete the application and process the documents as referenced in the application go to http://www.ncmedboard.org/licensing/license_application/category/resident_training_license/

There will be a fee of $138 payable only by credit card.

The GME Office will coordinate the application process and act as liaison between you, the applicant, and the North Carolina Medical Board. Unless otherwise indicated during the application process, all paper credentials and documents are to be sent directly to the GME Office in the enclosed self-addressed envelope marked RTL no later than April 18, 2012.

Please direct any questions or concerns regarding the application process to Sheri Madsen at Carolinas Medical Center sherimadsen@carolinashealthcare.org or 704-446-9253. Please do not contact the North Carolina Medical Board.

Your on-line application will be electronically sent to the GME Office at Carolinas Medical Center. Your application will remain with the GME Office until all paper credentials and documents have been received. Once all required documentation is received, the GME Office will electronically submit the on-line application to the Board and mail the paper credentials and documents for process and review.

Note: If you have not yet graduated from medical school, your school must complete “Medical School Certification Form A”. If you have graduated from medical school, “Form B” should be completed. However, if your school will not process the “Medical School Certification Form” until after graduation, “Form B” will need to be completed. Please send all other documents to the GME office without that form. Your application can still be reviewed and held for issuing pending that one form. Completing the incorrect form will delay the processing of your application.

After the application has been completed and submitted, the Board has provided a section, "Residency Training License Status", where you may check the status of your own application using your FILE ID number assigned when completing your application. It is imperative to check this site frequently for additional requirements requested by the board. Please send these additional requirements directly to the NCMB, not the GME office.
CHECKLIST

Return These Documents/Forms in the enclosed self-address envelope by April 18, 2012:

☐ Applicants Oath (Notary seal must be place partially over photo)
☐ Name Change documentation (If applicable)
☐ Malpractice Claims/Plaintiff’s Complaint/Settlement Order (If applicable)
☐ Fifth Pathway Verification Form (Foreign Grads Only)
☐ Verification of Medical Education Form – Form A or Form B
☐ Medical School Transcript(s) (If applicable – see NCMB instructions)
☐ Postgraduate Training Verification Form (if applicable)
☐ Authority for Release of Information
☐ Fingerprint Cards x 2 – enclosed in return envelope (see online instructions for completion of cards)

(Fingerprinting must be done by a professional fingerprint technician)

NOTE: We (GME Office) will request Appointment Letter from Chair of CMC residency program

Credentials sent directly to the NCMB or obtained by the NCMB

☐ Examination Transcripts (requests can be made to www.fsmb.org)
☐ ECFMG Certification Status Report (Foreign Grads Only)
☐ AMA and/or AOA Physician Profile (if you have been out of medical school six (6) months or longer)
☐ State License Verification Form (if applicable)
☐ Federation Board Action Data Bank Report (if you have been out of medical school six (6) months or longer)
☐ Criminal Background Check Results

Using US Postal Service, send completed forms and documents to:
Carolinas Medical Center
Graduate Medical Education
ATTN: Sheri Madsen
MEB, Suite 608
PO Box 32861
Charlotte, NC 28232-2861

Overnight Delivery - UPS, Federal Express, Airborne Express, etc.:
Carolinas Medical Center
Graduate Medical Education
ATTN: Sheri Madsen
MEB, Suite 608
1000 Blythe Blvd.
Charlotte, NC 28203

Questions: 704-446-9253