

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR LICENSURE BY **ENDORSEMENT**

Applying for a license by endorsement is significantly different from applying for a license through the traditional pathway. To be eligible for licensure by endorsement, you must meet the following criteria.

1. Hold at least one current, unrestricted license in a United States jurisdiction or Canada for the five years immediately preceding application to the board;
2. Have been engaged in active practice, defined as an average of 20 hours per week or 640 hours per year, for five years after postgraduate training and immediately preceding application;
3. Verify that all licenses held in another United States jurisdiction or in Canada are in good standing, defined as current and unrestricted, or if lapsed, eligible for renewal or reinstatement;
4. Hold current certification by one of the following:
 - a. American Board of Medical Specialties;
 - b. Bureau of Osteopathic Specialists;
 - c. American Board of Foot and Ankle Surgery;
 - d. Fellowship of Royal College of Physicians of Canada;
 - e. Fellowship of the Royal College of Surgeons of Canada; or
 - f. College of Family Physicians of Canada;
5. Submit a current report from the U.S. Department of Health and Human Services National Practitioner Data Bank; and
6. Have no grounds for denial based on provisions of [§54.1-2915](#) of the Code of Virginia or Regulations of the board.

BASED ON #1 above, you must have held a license in one state continuously for 5 years immediately prior to applying for licensure by endorsement

BASED ON #2 above, licensure by endorsement is not available to a physician with less than 5 years of practice after finishing all Postgraduate training, be it an internship, a residency, or a fellowship.

BASED on #6 above, a yes answer to any of the questions #4-17 are disqualifying for the endorsement pathway. If you do not meet the criteria, you must apply through the traditional pathway at:

http://www.dhp.virginia.gov/medicine/medicine_forms.htm#MedicineandSurgery

If you believe you meet the criteria for licensure by endorsement, then finish reading these instructions prior to proceeding to the application. However, if the Board deems any of the required criteria unmet, your application will be routed to the traditional pathway, which requires significantly more supporting documentation and takes significantly more time.

Application fees are nonrefundable, including if you wish to withdraw your application for any reason

COVID-19 LICENSURE BY ENDORSEMENT INSTRUCTIONS

Until further notice, the Virginia Board of Medicine is making the following accommodations to the endorsement pathway licensing process:

- A verification from **any one state** in which you have held an active license for the last 5 years. During the COVID19 Emergency, the Board will accept a **screen print** from the jurisdiction's website as long as it includes your license number, issue date, expiration date, and current status. This documentation should be sent to med-endorsement@dhp.virginia.gov. Please do not send a paper copy of your license by mail.
- A copy of current board certification from one of the entities below will be accepted. The status must be noted on the documentation and can be a screen print from their website. A copy of your wall certificate is not acceptable. Verifications should be sent to med-endorsement@dhp.virginia.gov
 - American Board of Medical Specialties;
 - Bureau of Osteopathic Specialists;
 - American Board of Foot and Ankle Surgery;
 - Fellowship of Royal College of Physicians of Canada;
 - Fellowship of the Royal College of Surgeons of Canada; or
 - College of Family Physicians of Canada
- A current scanned or electronic version of your NPDB report. Information obtained from this report may deem you ineligible for the license by endorsement track.
- **PLEASE NOTE:** Although submission of certain documents have been eliminated during the emergency declaration period, applicants are still required to meet all of the requirements for licensure. If after review of your application additional information is needed, you will be contacted by Board staff.

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until the issuance of a license is dependent upon entities over which

the Board has no control. It is the applicant's responsibility to ensure that outside entities send the necessary documentation to the Board in a timely manner.

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 5 business days from the date of submission for your application checklist to appear on the Board's website. Supporting documentation will be added to your checklist as it is received. **Processing of documents may take up to 10 business days after they are received. If you find your checklist does not exist or indicates that documents have not been posted in accordance with the timeframes noted, e-mail the Board at med-endorsement@dhp.virginia.gov with "Application Question" in the subject line.** The Board strives to answer all e-mail inquiries within 3 business days.

Again, if possible, you are encouraged to submit your documents by pdf attachment, using fax, FED EX or UPS. The Board does not track documents sent through the US Mail.

The Board's mailing address for supporting documentation of **endorsement applications only** is:

**The Virginia Board of Medicine
Perimeter Center
c/o Colanthia M. Opher – Endorsement
9960 Mayland Drive, Suite 300
Henrico, VA 23233**