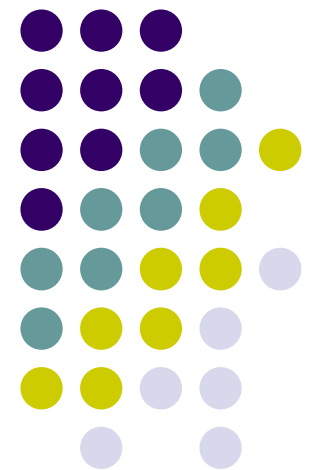
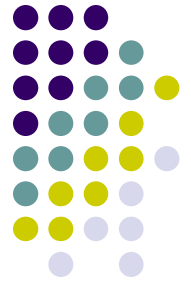


The Board of Medical Examiners

LICENSING
and the APPLICATION
PROCESS
August 2017



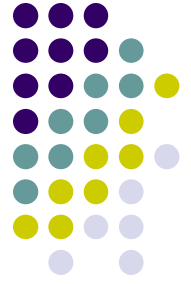
What is the Board's Responsibility?



- 1894 Medical Practice Act: BME authorized to regulate the practice of medicine
- Protection of the public health and welfare
- Public assurance that licensees are:
 - Qualified
 - Competent
 - Honest



Three Major Functions of the Board



- License
- Discipline
- Regulatory





What Does the BME Do?

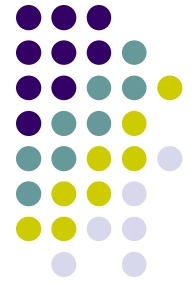
- Oversight of the medical profession
 - License
 - Statute Implementation/regulations
 - Policies and procedures
 - Protection of the public from unsafe practitioners

Who are the members on the Board of Medical Examiners?



- 12 Physicians
- 1 Podiatrist
- 1 Certified nurse midwife
- 3 Public members
- 1 Licensed physician's assistant
- 1 Bioanalytical lab director
- NJDHSS Commissioner or designee
- Executive Department Designee



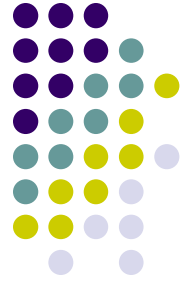


Who is a Licensee of the BME?

- Physicians – MD and DO
- Podiatrists
- Midwives
- Physicians Assistants
- Bioanalytical Laboratory Directors
- Acupuncturists
- Athletic Trainers
- Electrologists
- Hearing Aid Dispensers
- Perfusionists



LICENSE RELATED ACTIVITIES



- Process and review of all applications
 - Includes plenary license and permits
 - Approximately 3,500 per year
 - Renewal – Every two years
 - Licenses expire on June 30 of the **ODD** years
 - Reinstatements



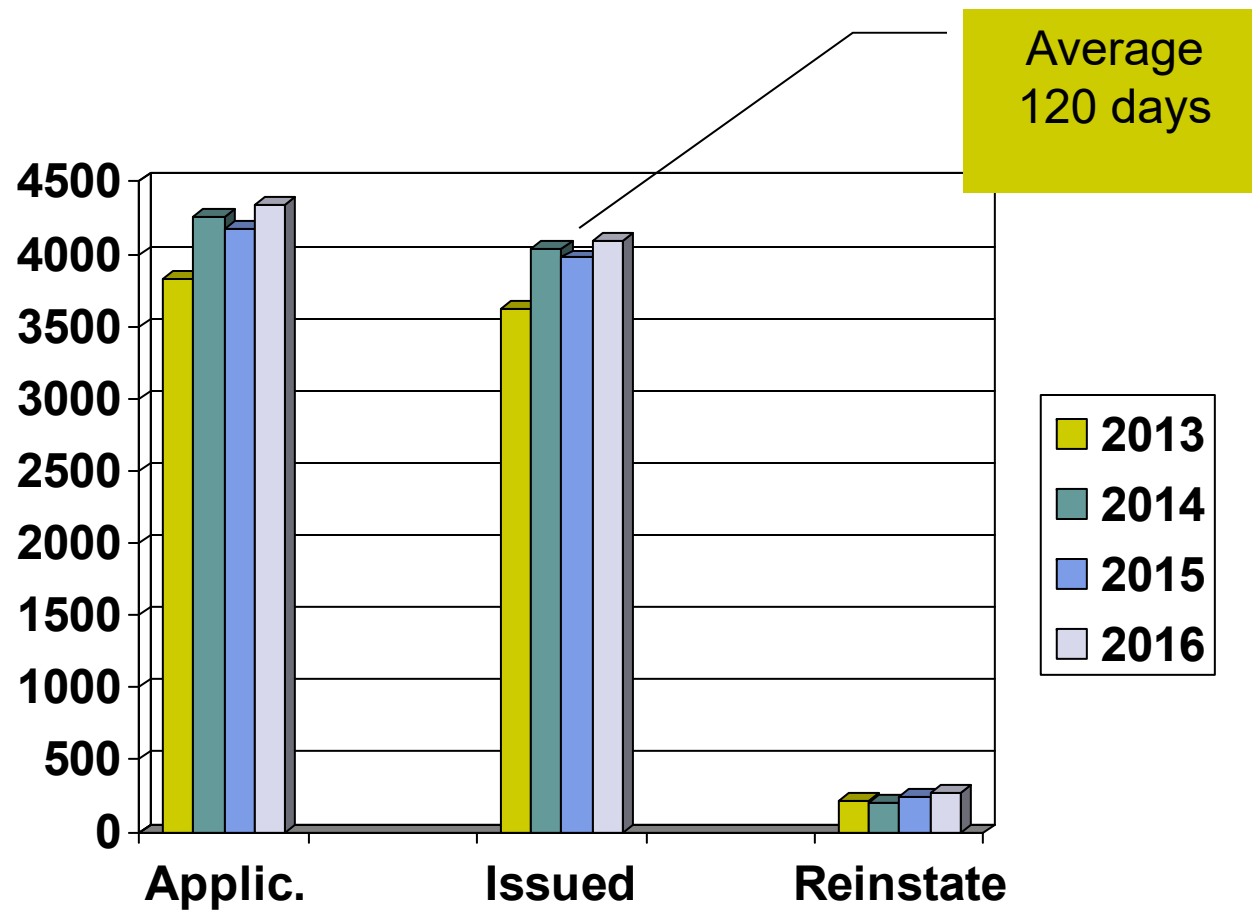
Active Licensees

● Medical Doctors	31,583
● Doctors of Osteopathy	4,423
● Residents First Year	1,231
● Residents Years 2 to 5	5,779
● Podiatrist	1,231

As of August 1, 2017

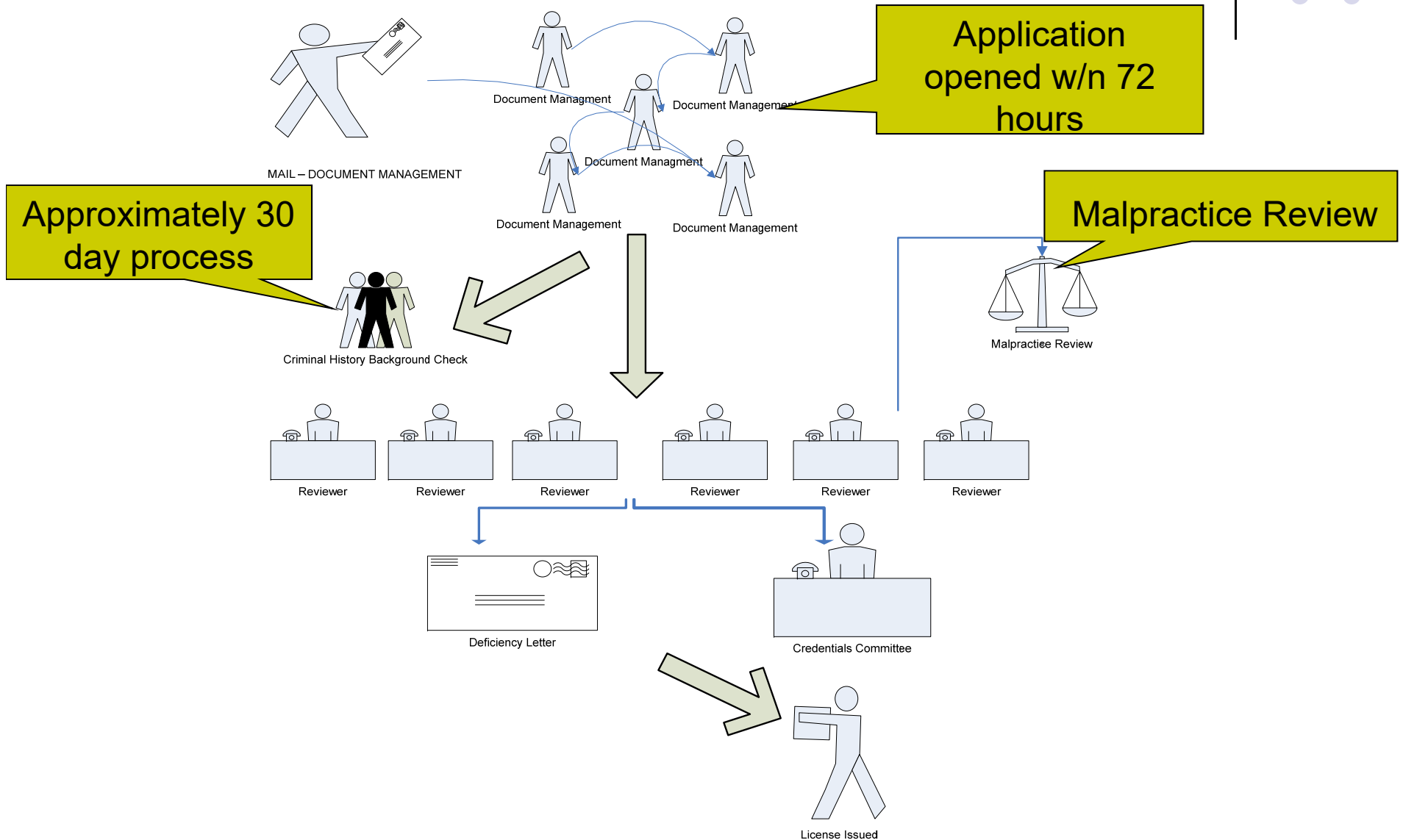


Licenses and Permits Issued

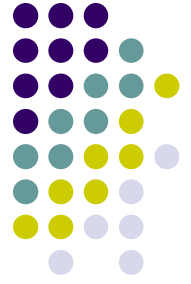


OVERVIEW

License Review Process

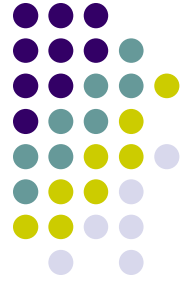


RESIDENTS



***POST GRADUATE TRAINING
YEARS 1 - 5***

RESIDENTS POST GRADUATE 1 - 5



- Registrations
 - PGY-1
 - Program Director Provides Certification
- Permits
 - PGY-2 through 5
 - Program Submits Applications



Registrations

- Graduated from an Accredited Program
 - LCME
 - AOA
 - IMED
- Completion of Clinical Clerkships (Four Weeks Duration)
 - Internal Medicine
 - Surgery
 - OB/GYN
 - Pediatrics
 - Psychiatry
- If Foreign Graduate – obtained ECFMG Certification

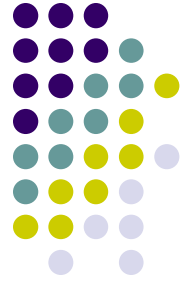
Master List –

**Director Provides Certification
Meets Requirements**



- **ALL medical schools attended must be listed, not just the school of graduation**

Didactic Training

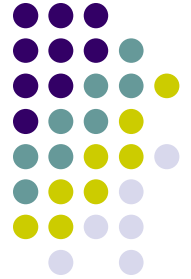


- **Must be completed in the jurisdiction where the school is authorized to confer a degree.**



Permits

- Underlying Documents supporting PGY-1 Registration must be submitted
- PGY-1 Verification from Facility
- Criminal History Background Check
 - Make appointment as soon as possible
 - Make appointment on line
 - Approximately Thirty day process (depending on time of year)



INITIAL LICENSE APPLICATION

License Application Download on line

<http://www.njconsumeraffairs.gov/bme/Pages/applications.aspx>



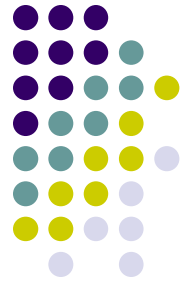
The screenshot shows a web browser window displaying the NJ Consumer Affairs website. The address bar shows the URL <http://www.njconsumeraffairs.gov/bme/Pages/applications.aspx>. The page features the NJ Consumer Affairs logo and the text "NEW JERSEY DIVISION OF CONSUMER AFFAIRS". A search bar is present with the text "What are you looking for?" and a "Go" button. A navigation menu includes "Home", "Division Units", "Boards & Committees", "NJMP", "News", and "Contact". A red button labeled "File a Complaint" is also visible. The main content area is titled "State Board of Medical Examiners" and "Applications and Forms". It lists three application types: "Application for Licensure by the State Board of Medical Examiners of New Jersey", "Application for Podiatry Licensure by the State Board of Medical Examiners of New Jersey", and "Application for an Extension for Not More Than 60 Days". A sidebar on the left contains links for "Board Home", "Alerts", "NJ Health Care Profile", "Prescribing for Pain", "About the Board", "Members", "BME Staff", "BME Committees", and "Medical Practitioner Review Panel". The footer indicates "Last Modified: 2/10/2016 7:03 AM". The Windows taskbar at the bottom shows the time as 11:52 AM on 8/15/2017.

WAYS FOR YOU TO HELP US HELP YOU...



- Make sure completed applications are sent in
 - READ and Follow all instructions
 - Provide all requested information
 - Answer all questions – HONESTLY
 - HAVE YOU EVER BEEN ARRESTED?
 - Provide explanation/details/disposition
 - Even if you think it was expunged, disclose it
 - Failure to answer honestly or omitting answers may result in delay in processing or denial of the application

NOT A TRICK QUESTION... HAVE YOU EVER BEEN ARRESTED.....



Adobe Acrobat Professional - [Coverltr_MA[1].pdf]

File Edit View Document Tools Advanced Window Help

Create PDF Review & Comment Secure Sign Advanced Editing

Select Text 118% How To..?

Print Name _____
First M.I. Last

Section Four - Character, Ethics and Medical Conditions

Information regarding moral character and ethical professional responsibility

a. Have you ever been arrested for, formally accused of, charged with, indicted for or convicted of the commission of any crime or offense, whether state, federal, or in other countries, including offenses categorized as misdemeanors, high misdemeanors or felonies? (NOTE: If you have been arrested or had a conviction for which you have been informed the record has been expunged, please verify that the expungement has in fact been implemented prior to answering "No" to this question.) (A dismissal is not an expungement.)
Yes No

b. Have you ever been denied a license to practice medicine or eligibility to sit for a licensing exam in this State or in any other state or jurisdiction, foreign or domestic?
Yes No

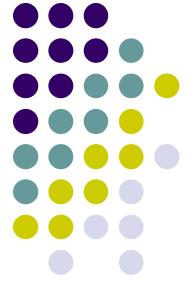
c. Has any action been taken or is any action now pending against your professional license or have you been permitted to surrender or otherwise relinquish your license to avoid



FEES

- Send in Application Fee with Application
 - Current application fee
 - \$325 for physicians
 - \$125 for podiatrists
 - The application fee is non-refundable
- At the time of approval of licensure – Licensure Fee
 - One time endorsement fee
 - \$225 for physicians
 - \$150 for podiatrists
 - Registration fee of \$290 per year (depending on whether license is issued in the first or second year of the current biennial registration period)
- Application and license fees are to be paid by money order or certified check - personal checks are not accepted.
 - Money Order
 - Certified Check
 - PERSONAL CHECKS NOT ACCEPTED

TIME TO PROCESS



- On average, it will typically take 3 months from receipt of application to issuance of the license.
- Some variables can affect the time to process your application
 - Timely receipt of necessary supporting documents from appropriate 3rd parties.
 - Completion of the criminal history background check.
 - The seasonal volume of applications received by the Medical Board.
 - Issues raised during the application review process requiring additional follow-up.
- To assist the Medical Board in providing the timely issuance of your license
 - Applicant must take a proactive approach
 - Follow up with those facilities submitting documents on your behalf to ensure they have submitted the required forms in a timely manner.



MAILING INFORMATION

- Send in Copies of Documents Identified in Instruction Sheet
 - Copy of Birth Certificate/Passport
 - Updated CV
 - Three Photos
 - Copy of any name change documentation
- All **regular** mail should be sent to the following address:
 - **New Jersey State Board of Medical Examiners**
P.O. Box 183
Trenton, NJ 08625-0183
- All **overnight** delivery (DHL, FedEx, or UPS) needs to be sent to:
 - **New Jersey State Board of Medical Examiners**
140 East Front Street, 2nd Floor
Trenton, NJ 08608

FCVS

(Federation Credentials Verification Service)



- New Jersey accepts core credentials submitted via an FCVS packet
 - <http://www.fsmb.org/licensure/fcvs/>
- FCVS packet provides
 - Confirmation of identity
 - Medical Education
 - Postgraduate training
 - Examination history/score transcripts
 - ECFMG certificate which is required from applicants who graduated from medical school outside the U.S.
- Additional supporting documentation will be required in addition to the FCVS packet
 - AMA/AOA Physician Profile
 - Employer Verification Form
 - Malpractice Insurance Carrier Form-BME-MI).





Residency Training Required

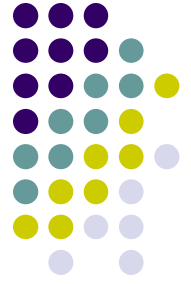
- All applicants who graduated **prior to July 1, 1985**
 - Must have completed a minimum of 1 year of ACGME/AOA accredited training to be eligible for licensure.
- Applicants who graduated **after July 1, 1985 and before July 1, 2003**
 - Graduates of LCME accredited medical schools must complete 1 year of ACGME/AOA accredited training.
 - Graduates of non-LCME accredited medical schools (i.e. international medical school graduates) are required to complete 3 years of ACGME/AOA accredited training.
- All applicants graduating **after July 1, 2003**
 - Must have completed 2 years of accredited training and have a contract for a 3rd year of accredited training.



THIRD PARTY FOLLOW UP

- Follow up with Third Party Documentation
 - Just because you asked for it does not mean that it was sent.

Criminal History Background Check



- **Required prior to obtaining my license**
 - New Jersey law requires that every person seeking licensure or certification as a healthcare professional must undergo a Criminal History Background Check.
- In your application packet - Certification and Authorization Form
- Complete the form and return it to the Medical Board with your license application
- Board will send you via email instructions and the necessary documents to complete the fingerprint process.



Malpractice Cases

- Send in as much information as possible with application
- At a minimum
 - Description of clinical aspects of the case
 - Applicant's Involvement
 - Disposition of the Case

Authorization for Information About Your Application



- Information about your application is confidential and the status of your license application can only be discussed with you unless you provide written authorization for it
 - This restriction includes your spouse and/or family members
- Authorize One Person to Check on Status - In the Application, provide someone to assist with process
 - Name
 - Telephone
 - Fax Number
 - Email
- Without authorization, the Reviewer will not be able to discuss the status and/or identify deficient items to a third party

Examples of Applications to show reasons for delays



The following examples of applications and the time line of processing will help to illustrate some reasons for the delay in application processing.



Doctor A

- 3/10/2016 Application Received
- 4/20/2016 Assigned to Reviewer
- 4/21/2016 Applicant Informed still needs Criminal History Background Check
- 05/25/2016 Crim. Hist. Background cleared
- 05/27/2016 Licensed

Delay: Applicant's delay in doing Criminal History Background Check



Doctor B

- 1/27/2016 Application Recv'd; no Cert. Auth.
- 2/10/2016 Cert. Auth. Sent to Doctor
- 3/04/2016 Cert. Auth. Rv'd Board Office
- 3/22/2016 Crim. Hist. Back. Cleared
- 4/19/2016 Assigned to Reviewer
- 4/20/2016 Deficiency Letter
- 05/16/2106 License Issued

Delay: No Certificate of Authorization in the Initial Application



Doctor C

- 2/23/2016 Application Rcv'd; No Cert. Auth.
- 3/03/2016 Cert. Auth. Form Re Sent
- 3/07/2016 File to Malpractice Review
- 3/18/2016 Cert. Auth. Form Rcv'd Board
- 3/25/2016 Crim. Hist. Bkgd. Cleared
- 4/05/2016 Assigned to Reviewer
- 4/06/2016 Final Fee for Licensure Requested
- 6/24/2016 Rcv'd Licensure Fee

Delay: Final Licensure Fee From Doctor



Doctor D

- 2/04/2016 Application Received w/ Cert. Auth.
- 2/19/2016 Deficiency Letter w/ fingerprint form sent to Applicant
- 4/01/2016 Crim. Hist. Back. Cleared
- 4/27/2016 Assigned to Reviewer
- 5/24/2016 Licensed

Delay: Applicant making appointment for Fingerprinting



Doctor E

- 12/23/2015 Application Rcv'd; no Fee; no Cert. Auth.
- 01/07/2016 Deficiency Letter Sent
- 02/02/2016 Finger Print Cards Returned from Applicant
- 02/18/2016 Crim. Hist. Bkgrd. Cleared
- 03/30/2016 Fee Rcv'd; Assigned to Review
- 04/01/2016 Licensed

Delay: Application Fee; Delay in Response from Applicant



RENEWALS AND REINSTATEMENTS

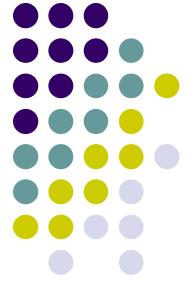


Renewals

- Every 2 years on odd years
- MD and DO July 1, 2005 – June 30, 2007
- DPM November 1, 2005 – October 31, 2007

- Read questions carefully and answer truthfully
- Online renewal
- \$100 late fee if renewed after the expiration date

Renewals - Tips



- Keep your contact information current with the board.
- License renewal notifications are not forwarded by the postal service.
- **IF YOU DO NOT RENEW YOUR LICENSE WITHIN 30 DAYS OF EXPIRATION IT WILL BE AUTOMATICALLY SUSPENDED- EXPIRED WITHOUT FURTHER NOTICE TO YOU.**
- If you are not using your NJ license change status to inactive or retired rather than letting it expire.



Renewal Fees

- Active
 - \$580 renewal fee
- Reduced fee active-retired
 - \$125 renewal fee
 - Licensee must be ≥ 65 years old
 - No HMO or Hospital affiliations
- Inactive
 - No renewal fee
 - NJ Medical practice & prescription privileges not allowed
- Retired
 - No renewal fee
 - NJ medical practice & prescription privileges not allowed



Reinstatements

- Expired license
 - \$175 reinstatement fee
 - \$100 late fee
 - Full renewal fee for cycle
 - Criminal History Background Check
 - Verification of Completed CMEs

- Inactive or retired license to Active
 - \$175 reinstatement fee
 - Full renewal fee for the current cycle only



Contact Information

- Telephone – (609) 826-7100
- FAX – (609) 826-7117
- E-Mail – bmeapp@dca.lps.state.nj.us