

Kentucky Board of Medical Licensure
310 Whittington Parkway, Suite 1B
Louisville, Kentucky 40222
(502) 429-7150
www.kbml.ky.gov

Regular Medical/Osteopathic License Instructions
(for Kentucky medical school graduates currently holding IP or R Licenses)

Before proceeding any further, if you have answered “yes” to a Category question on your electronic application, you will need to provide the Board with a typewritten narrative explaining your response to that question in detail and submit the letter along your application forms. Please see page 5 of these instructions for more details.

Upon completion of the online application for the Regular Medical/Osteopathic License and submission of your \$175 application fee, the following requirements will need to be completed:

FCVS Profile:

To complete the FCVS application go to <https://portal.fsmb.org/MyFsmb/>.

- Click on the FCVS icon in the gold Credentialing Services section.
- If you already have a profile established, log in with your FSMB User Name and Password. If not, click on “Don’t Have an Account? Sign up now.”
- **You will need to update your postgraduate training.** The profile we received for your training license only reported your first year of training.
- Read all information and follow the instructions provided on each screen.

Important:

- **You will need to designate Kentucky as recipient of your FCVS Profile or your packet will not be sent to KBML. This is done online at their website.**
- **For questions regarding the FCVS process please go to:** <https://www.fsmb.org/fcvs/fcvs-faq/>
- **Time frame on the FCVS process: 4 to 6 weeks.**

Submit all required FCVS documentation to FCVS at the address below:

Federation Credentials Verification Service
Federation of State Medical Boards
400 Fuller Wisser Road, Suite 300
Eules, TX 76039

The FCVS will provide all support of their credentialing process. **Please do not contact the Kentucky Board of Medical Licensure regarding the FCVS application.** To check the status of your FCVS packet, please contact their Customer Service (888) 275-3287 or (817) 868-5000. Upon completion of all information and a final review for accuracy, the FCVS will forward your “Physician Information Profile” containing certified photocopies of your credentials directly to the Kentucky Board of Medical Licensure.

Important: The KY application forms provided to you in this document are fillable forms. You will be able to type in your information on each form in the fields highlighted in grey. All other fields are to be completed manually. It is also acceptable to handwrite your information.

Application Appendix:

- Complete the form in its entirety and **MAIL OR EMAIL to KBML**. Please note that ALL state licenses must be listed regardless of status or type. This includes inactive, training, temporary, or full. **The blank for Original Full Unrestricted Licensing State must be filled in. If there is none, write, “None.”**

Affidavit and Release Form and Photograph:

- Please read this form carefully, complete, and **MAIL OR EMAIL to KBML**. Attach (do not staple) a recent 2x2 passport photograph on form where indicated. Photograph must be less than six months old and must be in color; a scanned color photo is acceptable. If emailed to us, please copy the form in color so that we can print it in color. This form must be signed in the presence of a notary.

Hospital/Clinic Affiliation List

- Include all facilities, other than training, where you have practiced medicine within the past 5 years. This includes moonlighting. All columns must be completed. If, in the last 5 years, you have been in training ONLY, write, "In Training" on the page. Sign and date and **MAIL OR EMAIL to KBML**.
- Any gaps in time require a letter of explanation.

CME Form:

- If you have been in training for the past three years and have no CME's, write "In Training" on the form and **MAIL OR EMAIL to KBML**.

Temporary Permit Request Form:

- This form is only required if you need to practice prior to receiving full Board approval. It can be **mailed, emailed, or faxed to KBML**. You must have a Kentucky practice address and have completed 2 years of accredited training.
- Temporary permits are not automatically issued. The temporary permit will be issued once you are eligible provided the form has been received by our office. See our Frequently Asked Questions for eligibility information: <https://kbml.ky.gov/physician/Pages/Frequently-Asked-Questions.aspx>.

KBML does not require verification of other state licenses. FCVS provides this information.

NPDB/HIPDB Self-Query Report:

- The NPDB/HIPDB is the National Practitioner Data Bank/ Healthcare Integrity and Protection Data Bank. It reports malpractice payments and /or disciplinary actions. There is no blank form for this. **It is provided as part of your FCVS profile.** **You are not required to order this.**

Criminal Background Check Requirement:

- Effective August 15, 2003, all persons applying for a Kentucky medical/osteopathic license must submit an FBI Criminal Background Check according to KRS 311.565(t).
- No applicant shall be issued a medical/osteopathic license until this background check has been received and cleared.
- **NEW PROCEDURE AS OF DECEMBER 9, 2020:** All applicants must pre-enroll online to schedule an appointment to have their prints taken at an IdentoGO facility (for KY residents) or at one of the nationwide enrollment centers (for residents outside of KY). You must use KBML's Service Code. Payment is made at registration. KBML will view the results online.
 - Website to pre-enroll: <https://uenroll.identogo.com/>
 - KBML's Service Code: **27GJVJ**
 - Cost: **\$54.00**
 - **If you have questions regarding the pre-enrollment process on the IndentoGO website, please call their Customer Service number: (844) 543-9714.**
- **Please note:** KBML cannot provide the results of the background check to the applicant or anyone else per KRS 17.150(4). You may contact the KSP at (502) 227-8700 and complete a "Criminal History Review" for a fee of \$20. Your criminal background check is valid in our office for a period of one year (for active applications only).

Payment Form:

- Complete the payment form in its entirety. You may pay with a check, money order, or credit card. KBML accepts Visa, MasterCard, Discover, and American Express. Please mail the payment form and your \$175 payment to the Board along with your application documents: Application Appendix, Affidavit and Release, Hospital Affiliation List, CME Form, and Temporary Permit Request Form.

Important Information Regarding Licensure in Kentucky

- The \$175.00 licensure fee is **non-refundable**.
- Once your payment has been submitted your application will automatically be active with the Board.
- **To check your application status, you will log in to the KBML website using your IP or R license number as your username and the last 4-digits of your SSN as your password.**
- Check carefully that all information provided on the forms to follow is accurate and complete to avoid delays. Illegible writing and inaccuracies on forms will delay processing time.
- **It is not the policy of the Board to expedite any application due to pre-mature commitments.** Do not make firm commitments to start work on any certain date until you have your license in hand.
- **The application process takes approximately 6 – 8 weeks. This includes the time frame to obtain a temporary permit.**
- If you have malpractice, disciplinary history, or we receive any negative or derogatory information during the processing of your application, **you will need to allow an additional 30 – 60 days to your processing time.**
- **The Board requires authorization from the applicant in order to provide status updates to anyone other than the applicant. This authorization can be emailed or mailed to the coordinator.**
- **Be advised that an application must be complete by the Board deadline.** This means that all verifications, including FCVS, must be received in our office and verified by office staff as being accurate and complete.
- **Board approval is required in order for the regular medical or osteopathic license to be issued; the Board meets quarterly to grant approval.**
- **For a list of the Board's dates and deadlines, please go to the Licensure Applications tab under Physician Licensure on the Board's website: www.kbml.ky.gov.** There is a Board Dates and Deadlines document available for print.
- **You may not start a position until your regular medical/osteopathic license has been issued or until you have received a temporary permit to practice in Kentucky prior to receipt of Board approval and issuance of your regular license.**
- **Incomplete applications will remain in our office for one (1) year from the date your application is received by KBML.** After one year, your file will be purged and you will have to start the application process over in its entirety including paying the fee.
- **Once your Medical or Osteopathic License is issued your online username will become your license number and your password will become the last four digits of your social security number.**

CONTACT INFORMATION FOR YOUR LICENSURE COORDINATOR

Files with last name beginning **A – H**
Dusty Hughes, Licensure Coordinator
Email: dusty.hughes@ky.gov
Phone: 502-764-2610

Files with last name beginning **I - P**
Lillie Diane McFall, Licensure Coordinator
Email: lillie.mcfall@ky.gov
Phone 502-764-2606

Files with last name beginning **Q – Z**
Cheryl Tabler, Licensure Coordinator
Email: cheryl.tabler@ky.gov
Phone: 502-764-2602

Special Licensure Issues Documentation Requirements

When applying for licensure in Kentucky the below information is required for the listed issues. If more than one issue applies, the applicant will need to provide the information listed for each issue. The below documentation should be submitted along with the applicant's licensure fee and Addendums. All typewritten narratives are to be completed by the physician applying for licensure in Kentucky. The Board will not accept letters submitted on the physician's behalf. Any of the below issues may be grounds to deny a Kentucky medical license application.

Important information regarding the required narratives: *If the physician has answered 'yes' to any numbered question on the application (Category I & II), the Board will have to determine whether or not to deny the application based upon the ground(s) disclosed. As part of the narrative, the physician should detail for the Board members why they should grant him/her a license to practice in Kentucky in spite of the grounds disclosed.*

Note: *Upon review of the narrative, further documentation may be requested. If the 'yes' answer is in relation to an issue listed below, the applicant may combine the narratives.*

Malpractice Actions

- Detailed typewritten narrative to the Board, regarding each malpractice suit.
- Settlement Agreements and Complaints for all malpractice settlements.
- If there was a jury trial and a verdict, we will need copies of the final judgment/trial order and complaint.

Criminal Convictions

- Detailed typewritten narrative to the Board, addressing the conviction(s).
- Copy of the final order adjudicating the applicant guilty of the crimes (judgment of conviction, sentencing order, etc.).
- If that document does not provide the details of the offenses, we will also need a copy of the charging document that sets out the allegations (indictment, complaint, etc.).

Actions by Other Licensing Boards

- Detailed typewritten narrative to the Board, addressing the actions taken on the applicant's license(s).
- Copy of the order that finally resolves the case (agreed order, consent agreement, final order, etc.).
- If that document does not set out the details of the violation, we will also need the charging document (the complaint, notice of charges, notice of hearing, etc.).
- If the final order incorporates information from other documents, we will need the referenced documents.

Hospital Actions

- Detailed typewritten narrative to the Board, addressing the actions taken on the applicant's privileges.
- Copy of the document that executes whatever action the hospital took, i.e., revocation, suspension or probation of privileges. Example: letter informing the applicant of the actions being taken.
- If that document does not provide the details of the grounds for the action, we will also need the supporting documents (Medical Executive Committee report, etc.).
- If the letter references or incorporates another document(s), we will need the referenced document(s).

Impaired Physicians

- Letter from the applicant's treating physician. If there is more than one treating physician, a letter will be required from each.
- Complete copies of any evaluations performed.
- Discharge summaries if the applicant ever completed outpatient or inpatient treatment.
- If the applicant is under an impaired physician's contract, a copy of the contract must be submitted.
- If there is a related hospital or board action, we will also need the relevant hospital or Board documents.

Note: Once all of the above applicable items are received, that applicant will be referred to the Kentucky Physician Health Foundation for an evaluation. Once the evaluation is completed by the KPHF we will require their overall assessment, including a copy of the applicant's Foundation contract, if applicable.

False Answer on Application

- Detailed typewritten narrative to the Board, addressing why a false answer was given on a previous application.
- If a false answer was given on a previous application, then a copy of the previous application must be submitted to the Board, along with whatever document shows the "true" information.

***** IMPORTANT NOTICE *****

Thank you for submitting an application to practice in the Commonwealth of Kentucky. While your application is being processed, it is imperative that the KBML and its staff be able to contact you.

Please check that the mailing address and e-mail address listed on your application are correct. If either of these addresses change, please notify KBML immediately.

Applicants/Licensees are responsible for ensuring that mailing and email addresses are up-to-date and correct. Applicants/Licensees are responsible for ensuring that they are able to receive communications sent from KBML to the listed mailing and email addresses at any time.

Instructions: You must attach a recent (less than 6 months old) passport quality, color photograph of yourself to this form. Take the form to a notary public and sign the form in the presence of the notary public. The notarized form then must be sent directly to the Kentucky Board of Medical Licensure.

**Kentucky Board of Medical Licensure
Affidavit and Authorization for Release of Information**

I, the undersigned, being duly sworn, hereby certify under oath that I am the person named in this application, that all statements I have or shall make with respect thereto are true, that I am the original and lawful possessor and person named in the various forms and credentials furnished or to be furnished with respect to my application and that all documents, forms or copies thereof furnished or to be furnished with respect to my application are strictly true in every aspect.

I acknowledge that I have read and understand the Application for Medical/Osteopathic Licensure and have answered all questions contained in the application truthfully and completely. I further acknowledge that failure on my part to answer questions truthfully and completely may lead to my being prosecuted under appropriate federal and state laws.

I authorize and request every person, hospital, clinic, government agency (local, state, federal or foreign), court, association, institution or law enforcement agency having custody or control of any documents, records and other information pertaining to me to furnish to the Board any such information, including documents, records regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data and to permit the Board or any of its agents or representatives to inspect and make copies of such documents, records, and other information in connection with this application.

I hereby release, discharge and exonerate the Kentucky Board of Medical Licensure, its agents or representatives and any person, hospital, clinic, government agency (local, state, federal or foreign), court, association, institution or law enforcement agency having custody or control of any documents, records and other information pertaining to me of any and all liability of every nature and kind arising out of investigation made by the Board.

I will immediately notify the Board in writing of any changes to the answers to any of the questions contained in this application if such a change occurs at any time prior to a license to practice medicine being granted to me by the Board.

I understand my failure to answer questions contained in this application truthfully and completely may lead to denial, revocation, or other disciplinary sanction of my licensure or permit to practice medicine.

Applicant's Signature (must be signed in the presence of a notary)

Applicant's Printed Name (Last, First MI, Suffix)

Date of Signature

Applicant Photograph

Securely tape or glue in
this square a current
front-view 2" x 2"
passport color photo
of yourself.

NOTARY

Dated _____ Signed _____

State of _____ County of _____

Subscribed and Sworn to before me this _____ day of, _____ 20_____.

My commission expires: _____

(PLEASE AFFIX NOTARY SEAL HERE)

Hospital, Clinic, Facility Affiliation List

Physician's Name _____ M.D. / D.O.

List all hospitals, clinics, etc., other than training (see below) where you have practiced medicine within the last five (5) years. This includes moonlighting, administrative, and all locum tenens assignments. **If you have been in training or are still in training, this form still needs to be completed. Please mark "in training" on the form and submit.** If there is a gap in time, please provide an explanation. No substitutions for this form will be accepted; it can be copied as needed. The only attachments accepted will be explanations of disciplinary actions and gaps in time.

Dates (From - To)	Hospital/Clinic/Facility Office Name & Address	Disciplinary Action Must Write "Yes" or "No" If "Yes," Provide Explanation	Indicate Locum Tenens, Moonlighting or Type of Privileges

I attest that the information contained here is true, accurate, and complete to the best of my knowledge.

 Physician's Signature Date _____

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MAIL FORM TO KBML

CME Form

Name _____
(Please Print or Type)

**Record of Category I Continuing Medical Education Credits
(Last 3 years only)**

DO NOT PROVIDE DOCUMENTATION

Please note: If you have been in training or are still in training this form still needs to be submitted. Please write "In training" on the form.

Dates:	Name of Activity/Course	# of Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I attest that the above is valid.

Signature

Date

Temporary Permit Form

KRS 311.575 provides that Temporary permits may be issued **at the discretion of the Executive Director**, provided the applicant for a full license has a **completed application with all supporting documents** on file with the Board, meets all statutory requirements for licensure, and needs to begin working in Kentucky before the next regularly scheduled meeting of the Board. **You must request the Temporary Permit by completing this form; it is not automatically issued.**

Temporary Permits will not be issued to an applicant who has a prior history of disciplinary action taken by a licensing jurisdiction or hospital, a criminal record, a history of substance/chemical abuse or any negative or derogatory information. This also includes any malpractice cases in the last ten years in which you paid a settlement of \$100,000 or more.

*The Temporary Permit will not be issued until all administrative screening processes are complete including the FCVS Profile. Do **Not** make any commitments prematurely. The Board recommends that you do not make any commitments to accept a position in Kentucky until you have a Temporary Permit *in hand*.*

You may request a Temporary Permit by completing this form and returning it directly to the Board by email, mail, or fax:

Name: _____, M.D./D.O.
(please print)

Practice Location in Kentucky: _____
(Name of facility and address) _____

Temporary Permit should be mailed to: _____

Please Note: You will not be issued a Temporary Permit to practice in Kentucky without a specific Kentucky practice address listed on this form.

**Kentucky Board of Medical Licensure
310 Whittington Parkway, Ste 1B
Louisville, KY 40222**

**Kentucky Application Payment Form
(For KY Medical School Graduates in KY PGT Programs ONLY)**

The licensure fee for the Kentucky Medical/Osteopathic License Application is \$175.00. You may pay the required fee by check, money order, or credit card. Make your check or money order payable to the Kentucky Board of Medical Licensure or KBML. Please send your application fee to the Board immediately upon submission of your application. **Please note that your application will not be processed until we receive your application fee.**

Please complete the following information:

Last Name, First Name and Middle Initial FCVS packet #

Email Address Home Phone # Alternate Phone #

Mailing Address City, State Zip

Payment Type:

Check
Check # _____
Amount # _____

Money Order
Money Order # _____
Amount # _____

Credit Card
Amount# _____ Card Type (circle one): MasterCard Visa Discover American Express

Credit Card Holder Name: _____

Billing Address: _____
Street Name City, State Zip

Credit Card #
□ □ □ □ - □ □ □ □ - □ □ □ □ - □ □ □ □

Expiration Date
(MM-YY) □ □ - □ □

Security Code
□ □ □

ACH Debit
Name on the Account: _____

Billing Address: _____
Street Name City, State Zip

Bank Routing Number: _____ Bank Account Number: _____

Important Note: To qualify to pay the \$175 fee you must have graduated from a Kentucky Medical School or University and have been training in a Kentucky Residency Program since obtaining your medical degree in Kentucky. If you have trained outside of Kentucky and/or did not graduate from a Kentucky Medical School or University you are required to pay the full \$300 licensure fee.

This form will be destroyed upon the processing of your Credit Card payment.