**Licensing Information 101**

**Virginia Temporary License**

* Website: <https://www.license.dhp.virginia.gov/apply/>
  + Create a username and password that is easy to remember and that you do not mind sharing with the program coordinator. She will use your login to pay the $55 fee for the temporary license.
  + Click “Initial Application”
  + On the next page, choose “Medicine” as profession, “Interns & Residents” as license type, and “initial application” as obtained by method.
  + Fill out the application as instructed.
    - For the “Work History” portion, put your experience as an intern, with a beginning date of 07/01/2020 (you do not need an end date if this is before you are done with intern year).
      * The employer name is “National Capital Consortium at Walter Reed National Military Medical Center.”
      * Location is “8901 Rockville Pike, Bethesda, Maryland 20889.”
      * Position held is “Intern Physician.”
    - For the “Training Program” portion you will put both INOVA and NVMHI rotations.
      * Beginning and ending dates are the dates of your rotation, which will be on the block schedule for 2021-2022.
      * Position for both is “Resident Physician”
      * INOVA Fairfax Hospital: 3300 Gallows Rd Falls Church, VA 22042
      * Northern Virginia Mental Health Institute: 3302 Gallows Rd Falls Church, VA 22042
    - At the end review the summary to make sure everything is correct, sign in the certification box, and press finish.
    - At the end there will be a “Pay fees” button. Do not click this! At this point you will send your application username and password to our program coordinator so they can log on and pay the fee.
  + When you are back to your “Initial Applications” page you will see your temporary license under “Pending Licenses.”
* Take Form A (top part pre-completed), fill in your name and specialty in the second half, and send this form as well as a completed NCC release of information form and send both to the program coordinator. They will then verify it and pass it on to NCC for verification and release to the Virginia Board of Medicine.
* Take Form B and send it to your medical school for verification. Your school should then mail it to the Virginia Board.
* Follow your checklist online to make sure things are being received. If you have not heard back in about a month, reach out to your medical school and/or the ncctrng email for a status update.

**DC Temporary License**

* The easiest way to complete this license application is to print everything out and submit it as a packet to the program coordinator.
* Print out the Medical Training Registration New License Application and complete.
  + For section 5: training institution is Children’s National Medical Center, Program is “National Capital Consortium Psychiatry Residency Program” start and end date is the start and end dates of your Children’s rotation. Accreditation is ACGME.
    - Home Training Hospital: National Capital Consortium at Walter Reed National Military Medical Center and city/state/zip is Bethesda MD 20889
    - Program POC: Lori Rosia
    - Number: 301-319-0721
    - Email Address: [lori.rosia.ctr@usuhs.edu](mailto:lori.rosia.ctr@usuhs.edu)
  + Don’t worry about checking the boxes for Section 8.
  + Be sure to initial every single page in the bottom right corner and sign at the end!
* Complete the DC Background Check Info Sheet (this must be typed first, then printed out. Fill in your dates for your initial rotation (whenever you are scheduled for Children’s).
* Go to the Walter Reed Photo department (located on the first floor of the Heroes Bldg.) and have them print two, 2x2 photos of yourself. Please do not go in scrubs. This process is free as well and it is walk-in service. Usually they are open from 0730-1530 with a break for lunch. Their number is 301-295-1014.
* Make a photocopy of your Driver’s License or Passport (in color) and print it out.
* Take all of the above and drop it off to The program coordinator’s office on 7C near the call room.
* As your rotation gets closer, you will get an email from Alcedo Sanchez or someone else from USUHS with a code to get your fingerprints done. Make the appointment and complete ASAP after receiving the email.
  + Fingerprinting can take 10-12 days for processing and approval, so make sure this is done at least a month in advance of your rotation.

**Permanent License**

* THIS IS DONE COMPLETELY ON YOUR OWN. You pick the state you will be licensed in because any state works for military purposes. Feel free to reach out to upperclassmen to see which state they applied for and how the process was.
* If you have no preference for state (keep in mind some states don’t allow PGY-2s to have a license [like Pennsylvania] and some have wonky requirements that we can’t meet to get a DEA license [like Indiana]) then Virginia is the easiest and negates you from having to do the training license as long as you don’t have a Virginia rotation in the first three to four months and are efficient with getting your application materials in. Instructions for the Virginia license are below.
* When you have your permanent license, send the state, number, and expiration date to Dr. Amin, The program coordinator, and Elijah Harvey in the GME office.

**Virginia Permanent License**

* Website: <https://www.license.dhp.virginia.gov/apply/>
  + Create a username and password that is easy to remember.
  + Click “Initial Application.”
  + On the next page, choose “Medicine” as profession, “Medicine” as license type, and “initial application” as obtained by method.
  + Fill out the application as instructed.
  + Pay the fee of $302.00.
* At this point, you can either enroll in the Federation Credentials Verification Service (<http://www.fsmb.org/licensure/fcvs/>) or continue with the checklist independently.
* You will need to submit:
  + *Examination Scores* from USMLE Step 1,2,3 and/or COMLEX 1,2,3 ([www.fsmb.com](http://www.fsmb.com) for USMLE or <http://www.nbome.org/transcript-request.asp> for COMLEX).
  + You’ll need your User name and password from when you took the tests in order to request the score reports.
  + *Transcripts* from medical school. Contact your school for their process.
  + *Employment Activity (Form B) Questionnaire*- Fill the top part of Form B out. Also fill out an NCC Release of Information Request and send both to [ncctrng@usuhs.edu](mailto:ncctrng@usuhs.edu)
    - Note that this is NOT the same Form B as the training license.
    - A completed Form B Activity Questionnaire or a letter of recommendation must be received from all locations of service, places of practice or professional employment (including other internships/residencies/fellowships, etc), observerships, professional research positions, or professional volunteer service listed for the 2 years immediately preceding application. This should not be a problem for most, as you’ve been in school/intern year and should just need the Form B from NCC.
  + *Postgraduate training verification-* This will be fulfilled by Form B above and completed/mailed by the NCC.
  + *License Verification*- only if you have a medical license in another state already.
  + NPDB Self Query- Fill the application out here: <https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>
    - The address should be your address, as that is the address they will send the report to.
    - The fee is $4.00 and can be paid via credit card.
    - You will also have to verify your identity. Try to do this online otherwise you will have to get a paper form notarized.
    - The order will process and they will ship you your report. When you get it DO NOT UNDER ANY CIRCUMSTANCES OPEN THE ENVELOPE.
      * Take the unopened envelope and place it in an oversized envelope before sending it to the Virginia Board of Medicine. Use FedEx or UPS so you can track it. The address is:
        + The Virginia Board of Medicine   
          Perimeter Center

9960 Mayland Drive, Suite 300

Henrico, VA 23233

* Check on the status of your license by using the online checklist. For questions call 804-367-4600 or email [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov)

**DEA License**

* When you have your permanent license, it is then time to apply for your DEA license.
* First step is to have a signed Statement of Understanding to be eligible for the military (AKA free) DEA license.
  + Take the signed SoU (supplied) and fill out the rest of the information including the date for Mr. Fennewald’s signature.
* Website: <https://apps.deadiversion.usdoj.gov/webforms2/spring/main?execution=e1s1>
  + Your business category is Military Form 224 and the Business Activity is “MILITARY PRACTITIONER”
  + Upload your completed SoU in PDF format
  + Fill out the application
    - Business Address is 8901 Rockville Pike Bethesda, MD 20889
  + Request licensing for Schedules II, IIN, III, IIIN, IV, V
  + Review and submit application
* You should get your DEA license in the mail in about a week. DO NOT lose the card. Send your DEA info to our program director, program coordinator, and Elijah Harvey in the GME office once you receive it