



*New Mexico Medical Board*  
2055 S. Pacheco Street, Building 400  
Santa Fe, NM 87505  
505-476-7220  
Fax: 505-476-7233

Michelle Lujan Grisham  
Governor

Peter T. Beaudette, MD  
Chair

## TO ALL APPLICANTS

Thank you for requesting an application for a license to practice medicine in New Mexico. We look forward to working with you to process your application.

A license to practice medicine in New Mexico is a privilege, not a right. The statutory mandate of the New Mexico Medical Board is to protect the health and safety of the citizens of the state, and the members of the Medical Board take their responsibilities very seriously. Upon completion, your application will be reviewed for quality assurance and reviewed by the medical and executive directors of the Board. You may be required to come to the Board Office in Santa Fe for an interview as part of the application process. *Please do not assume that licensure is a mere formality or that the granting of a license is automatic.*

**PLEASE DO NOT:** close your practice and move your family to New Mexico, enroll your children in school, begin construction of a new home, execute contracts with prospective practice partners, schedule patients, or begin practicing until you have received a license.

We will make every effort to complete the application process as quickly as possible but occasionally we encounter unanticipated questions or difficulties that may cause delay or even denial. We will not begin working on your application until we have received a completed NM Statewide application and all required fees. Please understand that much of the supporting documentation for your application has to be obtained from third parties, which can add time to the licensing process. In addition some applications, such as those with a history of disciplinary action, require in-depth investigation that may take extra time and require your cooperation.

One sure way to make certain that your application is processed as efficiently as possible is to read the directions carefully, and call or email the Board office if you have any questions. Our staff will be happy to assist you in any way we can.

Again, thank you for your application. *We look forward to working with you to make this process as rapid and painless as possible!*

## **BASIC REQUIREMENTS FOR ALL APPLICANTS**

### **I. EXAMINATION REQUIREMENTS**

Applicants for licensure by examination must have attained a passing score of at least 75 on each required exam. An applicant may attempt to successfully complete any part of a board-approved examination **six times**, as long as the entire examination is successfully completed within **seven years** from the date the first step of the examination is passed. MD/PhD candidates must successfully complete the entire examination within ten years from the date the first step of the examination is passed.

- **Board Approved Examinations** (for more specific information see Part 3 of rules):
  1. All three “steps” of the United States Medical Licensing Examination (USMLE).
  2. Two “components” of the Federation Licensing Examination (FLEX).
  3. All three “parts” of the National Board of Medical Examiners examination (NBME). (*MD Only*)
  4. All three “parts” of the National Board of Examiners of Osteopathic Medical examination (NBOE). (*DO Only*)
  5. Three “components” of the Comprehensive Osteopathic Medical Licensing Examination (COMPLEX). (*DO Only*)
  6. Any of the above listed in (1), (2) or (3) in an approved “hybrid” combination, per Board rule 16.10.3.8 NMAC.
  7. The Board will accept the results of State Board examinations if taken and passed **before December 1973** (one of the national licensing examinations is required after that date).
  8. Medical Council of Canada Qualifying Examination (MCCQE).
  9. International medical graduates must have passed the ECFMG exam plus one of the approved combinations listed in Board rule 16.10.3.8 NMAC.

### **II. REQUIREMENTS FOR LICENSURE BY EXAMINATION**

- **Education Requirements:** All applicants must have graduated and received a diploma from a New Mexico Board approved school, or present proof of completion of a program substantially equivalent to an United States medical school as determined by an international education credential evaluation service approved by the Board.
- **Postgraduate Training Requirements:** All applicants for a license must have satisfactorily completed twenty-four (24) months of postgraduate medical education in a program approved by the Board. The ACGME *Graduate Medical Education Directory* and the *Directory of Residency Programs of the Royal College of Physicians and Surgeons of Canada* are the official lists approved by the Board.
- **Examination Requirements:** All applicants for licensure by examination must have successfully passed one of the examinations or combination of examinations listed above.

### **III. REQUIREMENTS FOR LICENSURE BY ENDORSEMENT**

Applicants who meet **ALL** of the following requirements may apply for licensure by endorsement, which means the Board does not require primary source verification of medical education, transcripts, postgraduate training and examination history:

1. Hold an unrestricted license in another state and be free of disciplinary history, license restrictions, or pending investigations in all states where they hold a license;
2. Graduated from an approved medical school or hold current ECFMG certification;
3. Hold current certification from a medical specialty board recognized by ABMS or AOA-BOS; and
4. Has been a licensed physician in the United States or Canada and has practiced medicine (not including postgraduate training) in the United States or Canada immediately preceding the application for at least three years.

A complete copy of the rules may be downloaded from the website at [www.nmmb.state.nm.us](http://www.nmmb.state.nm.us). Part 2 of the rules addresses licensure requirements in detail, and Part 3 addresses examinations approved by the Board.

## **B. COMPLETING THE APPLICATION FORM**

You may choose from completing an online application or paper application form to obtain licensure in New Mexico. Step-by-step instructions are included in this instruction material. All methods begin with the Statewide Application for licensing, approved by the NM Medical Society and the NM Hospital Association.

### **Apply directly to the NM Medical Board-Paper Application or Online Application**

This application process requires ***you*** to request required documentation verifying your professional recommendations, licenses, work history and hospital and healthcare affiliations, medical education, post-graduate training, and examination history from the source and have it sent directly to the Board office from the source.

## **C. OPTIONS FOR USING CREDENTIALING ORGANIZATIONS FOR GATHERING SOURCE DOCUMENTS**

### **New Mexico Hospital Services Corporation Credentials Verification Organization (HSC)**

HSC will obtain nearly all the required documents for your license application and will also have the information available to process your application for privileges at most New Mexico hospitals and credentialing for all health plans in the state. HSC is “one stop” credentialing to help you start practice as soon as possible. HSC is able to process applications by examination and endorsement. HSC will obtain affiliation and employment verification, license and board certification verification, peer references, and verify education if applicable.

HSC is NCQA accredited and is endorsed by the New Mexico Medical Society. Please contact HSC at 505-346-0222 or toll free 866-908-0070 ext. 2006 to arrange utilizing their services. For more information, please contact [credentialing@nmhsc.com](mailto:credentialing@nmhsc.com) or visiting their website at <https://ecredspractitioner.nmhsc.com/Account/Login?ReturnUrl=%2F>

### **Federation Credentials Verification Service (FCVS)**

(not to be used if qualifying by endorsement)

If you think that you may apply for licenses in several states over the coming years, completion of using the Federation of State Medical Boards (FSMB) Federation Credentials Verification Service (FCVS) to supply core documents (verification of medical education, PGT and exam history) may save you time and money by requiring only one set of source documents for your education and training. ***You must still complete the Statewide Application and submit it to the NMMB with the applicable fee.*** FCVS requires a one-time submission of education and training documents directly to a depository maintained by FSMB. Once an applicant satisfies FCVS criteria, those documents that do not change over time need not be reproduced when you apply for a license in another jurisdiction (e.g., transcripts, postgraduate training records, exam scores).

Again the idea is to expedite the application process and eliminate the duplication of education and training documents each time you seek licensure in another state. Not all jurisdictions accept FCVS documents, but most states do and some actually require its use. You may obtain additional information or an application to apply for a FCVS Profile by calling 1-888-ASKFCVS (275-3287) or checking their website at [www.fsmb.org](http://www.fsmb.org), then the link to the Credential Verification Service.

***We strongly encourage you to retain a copy of your application prior to submitting in to the Board Office.***

### **C. CRIMINAL HISTORY BACKGROUND CHECK**

Like other state medical boards around the country, the NM Medical Board will conduct criminal background checks in order to fulfill its statutory mandate to protect the health and safety of the NM public. The applicant is responsible for any costs associated with obtaining fingerprints.

#### **Will the criminal background check slow down my license application?**

An application for initial licensure will not be considered complete until the required fingerprinting has been completed. However, completed applications will be processed pending the outcome of the background check, and licenses may be granted while the screening is still pending. If the background check reveals a felony or a violation of the Medical Practice Act the licensee will be notified and the Board will determine if the applicant is eligible for licensure or if disciplinary action will be taken against the licensee.

**The State of NM has recently partnered with Gemalto to improve the public availability of fingerprint services, shorten background check response times and increase applicant convenience.**

**PLEASE DO NOT SEND YOUR FINGERPRINTS TO THE BOARD. WE WILL NOT ACCEPT THEM AND THEY WILL BE RETURNED TO YOU.**

**PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY**



If you are a current resident of NM, please follow the instructions below:	If you live outside of NM, please follow the instructions below:
<b>ALL APPLICANTS MUST REGISTER ONLINE</b>	
<ol style="list-style-type: none"> <li>1. To register, please visit <a href="https://www.aps.gemalto.com/index.htm">https://www.aps.gemalto.com/index.htm</a> and click on the State of NM logo. While online registration is the preferred registration method, telephone registration can also be completed by calling 1-877-99NMAPS (1-877-996-6277)</li> <li>2. Go to the “Applicant Use” Section of the webpage</li> <li>3. Click on the Register Online for a Background Check link. (Registration is the process of collecting demographic information (name, height, eye color, etc) and collection of payment. The new fee for fingerprint service is <b><u>\$45.25</u></b>.)</li> <li>4. Once Registration and payment are complete the applicant will receive a registration ID (REG ID) that is unique to their fingerprinting record.</li> <li>5. Visit one of the NMAPS fingerprint sites. Please see attached list of approved sites in NM or go to <a href="https://www.aps.gemalto.com/index.htm">https://www.aps.gemalto.com/index.htm</a> &gt; New Mexico &gt; Print Locations and Hours.</li> <li>6. The REG ID and a valid form of identification are required at the fingerprint site. You must be registered prior to arriving at a fingerprint site.</li> <li>7. The following are required at the fingerprint site: <b>Valid Photo ID</b> (such as Driver’s License or State ID card), <b>Registration ID</b> and <b>Money Order</b> (If this was your selected payment method)</li> </ol>	<ol style="list-style-type: none"> <li>1. All out of state applicants must request from the NM Medical Board 1 set of fingerprint cards before starting the registration process. <b><u>Fingerprint cards cannot be downloaded from the Board’s web site.</u></b> <b>Blank fingerprint cards will be sent to you upon your request.</b></li> <li>2. To register, please visit <a href="https://www.aps.gemalto.com/index.htm">https://www.aps.gemalto.com/index.htm</a> and click on the State of NM logo. While online registration is the preferred registration method, telephone registration can also be completed by calling 1-877-99NMAPS (1-877-996-6277)</li> <li>3. Go to the “Applicant Use” Section of the webpage</li> <li>4. Click on the Register Online for a Background Check link. (Registration is the process of collecting demographic information (name, height, eye color, etc) and collection of payment. The new fee for fingerprint service is <b><u>\$45.25</u></b>.)</li> <li>5. Once Registration and payment are complete the applicant will receive a registration ID (REG ID) that is unique to their fingerprinting record</li> <li>6. Applicant must mail their completed set of fingerprint cards to the following address:   <p style="text-align: center;"><b>Gemalto</b>  <b>NM Card Receiver</b>  <b>APS Department #165</b>  <b>2964 Bradley Street</b>  <b>Pasadena, CA 91107</b></p> </li> </ol>
Questions? Please visit the Useful Links portion of the website and see FAQ’s	
<b><i>**You will have 90 days from the time of registration to get your fingerprints completed. After 90 days, your registration will be cancelled, and you will need to begin the process once again. **</i></b>	

## Applying to the NM Medical Board (Paper Application Form)

**Step 1:** Complete the NM Statewide application in its entirety. Please type or print legibly in blue or black ink. An incomplete application will delay processing.

**Step 2:** The following documentation and fees must be included with the Statewide MD Application:

- a. Application fee of \$400 made payable to the New Mexico Medical. Applications will not be processed until the application fee has been received. The application fee is payable in U.S. funds by cashier's check, money order, personal check, MasterCard or Visa. **All fees are non-refundable.**
- b. A copy of your specialty board certificate and re-certification, if applicable.
- c. Completed "Applicant's Oath" including a **passport-quality color photo of the applicant taken within the last six months.**
- d. International medical graduates must submit a copy of their ECFMG certificate or fifth pathway certificate in addition to the information required above.

**Step 3:** Attach your payment to the Board to the front of the application. Your payment to the Board must be in U.S. funds, and may be in the form of personal check, money order, Visa, or MasterCard. If you are using a Visa or MasterCard, please provide the type of credit card, number and expiration date on a cover letter. Do not send cash. Mail your completed application to:

New Mexico Medical Board  
2055 S. Pacheco St. Bldg. 400  
Santa Fe, NM 87505

**Step 4:** The following documentation must be requested by the applicant and submitted directly from the source to the Board. **THE BOARD WILL NOT ACCEPT THESE DOCUMENTS FROM THE APPLICANT. If you qualify for licensure by endorsement, you are not required to have your examination history verified for the NM Medical Board.**

- a. **Verification of Examination Scores.** The NMMB requires verification of exam scores directly from the source.
  - National Board scores may be obtained by calling 215-590-9592, or downloading the required request form at [www.nbme.org](http://www.nbme.org).
  - USMLE, Flex and SPEX scores may be obtained from the Federation of State Medical Boards by calling 817-868-4000, or by visiting [www.fsmb.org](http://www.fsmb.org).
  - NBOME/COMLEX-USA scores may be obtained by requesting a certified copy by going to [www.nbome.org/assessments/](http://www.nbome.org/assessments/) (see link on the NBOME transcript page) You can also call 866-479-6828.
  - MCCQE scores can be requested by calling 613-521-6012.
  - State board exam scores and pass date should be requested with the Verification of Licensure form.
- b. **If you are an international medical graduate (IMG):**
  - Please contact ECFMG at 215-386-5900 or [www.ecfm.org](http://www.ecfm.org) to request a Status Report of ECFMG Certification be sent directly to the New Mexico Medical Board, or
  - Request certification of successful completion of the fifth pathway program, if applicable, directly from the school.
  - Both examination scores (USMLE, Flex, National Board) **AND** ECFMG Certification are required to be sent to the Board.
  - **Note: Documents in languages other than English must be translated and the translation certified as accurate. Documents without a certified translation will not be accepted.**

**Step 5:** The following documentation *must be requested by the applicant* and submitted directly from the appropriate source directly to the NM Medical Board. **If you qualify for licensure by endorsement, you are not required to have your medical education, transcripts, postgraduate training and examination history verified for the NM Medical Board (see Eligibility for Licensure in New Mexico for details),** but are required to have completed Verification of Work Experience forms from all work history and hospital and healthcare affiliations for the past 3 years, two completed Professional Recommendation Forms, and verification of each and every license regardless of the status sent directly to the NM Medical Board.

- a. **Certification of Medical Education and Certified Transcripts.** You are required to have the Medical Education completed in its entirety (pages 1 and 2) by your medical school and returned directly to the NM Medical Board along with a certified copy of your transcripts posting your degree and degree date.
- b. **Certification of Postgraduate Training.** You are required to have the Postgraduate Training Verification form completed in its entirety by all PGT programs enrolled in and return the completed form(s) directly to the NM Medical Board.
- c. **Verification of Work Experience.** You must have the chief of staff or administrator in each and every hospital or health facility where you have held privileges or been employed during the past three (3) years (not including internship, residency, or fellowship) complete the Work Experience Verification form(s) and return the completed form(s) directly to the NM Medical Board.
- d. **Professional Recommendations.** In addition to the documents identified above and in place of “letters of recommendation,” the NMBME requires two Professional Recommendation forms sent directly to the Board from physicians, chiefs of staff, department chairs or equivalent with whom the applicant has worked and who have personal knowledge of the applicant’s character and competence to practice medicine. The recommending physicians must have personally known the applicant and have had the opportunity to personally observe the applicant’s ability and performance. The completed Professional Recommendation forms must be sent directly to the NM Medical Board from the recommending physician.
- e. **Verification of Licensure.** You must have each state or territorial licensing authority which has **ever** issued you a license to practice medicine (including temporary licenses and education/training permits, regardless of the status) send verification of that license directly to the NM Medical Board.

**Step 6:** **Personal Interview.** The NM Medical Board no longer requires every applicant be scheduled for a personal interview. If you are required to schedule an appointment for a personal interview with the Board or the Board’s designee, you will be notified after your application and all required documents have been received and are complete in every detail.

**Step 7:** **License.** Applicants whose applications are approved for licensure will be issued a license to practice in New Mexico. ***Medical licenses shall be renewed on July 1 following the date of issue.*** Initial licenses are valid for a period of not more than 13 months or less than 1 month.



## INSTRUCTIONS FOR COMPLETING THE LICENSE APPLICATION FOR TELEMEDICINE LICENSE

**Definition:** The practice of medicine across state lines as defined in the Medical Practice act, Sections 61-6-6, K NMSA 1978. A telemedicine license is a limited license that allows a physician located outside New Mexico to practice medicine on patients located in New Mexico.

**Requirements:** Each applicant for a Telemedicine license must be of good moral character and hold a full and unrestricted license to practice medicine in another state or territory of the United States.

### **Instructions:**

**Step 1: Complete the NM Statewide Application in its entirety.** Please type or print legibly in blue or black ink. An incomplete application will delay processing.

**Step 2: The following documentation and fee must be included with the application:**

- a. Application fee of **\$400 made payable to the New Mexico Medical Board.**
- b. Completed form entitled "Applicant's Oath" including attaching a **passport-quality color photo** of the applicant taken within the last six months.
- c. Copy of your Specialty Board Certificate and re-certification, if applicable.

**Step 3: Attach your payment to the Board to the front of the application.** Applications will not be processed until the application fee has been received. The application fee is payable in U.S. funds by cashier's check, money order, personal check, Visa, or MasterCard. **All fees are non-refundable.** Mail your application and fee to:

*New Mexico Medical Board  
2055 S. Pacheco St. Bldg. 400  
Santa Fe, NM 87505*

**Step 4: The following documentation must be requested by the applicant and submitted directly from the source to the Board. WE WILL NOT ACCEPT THESE DOCUMENTS FROM THE APPLICANT.**

- a. **Verification of Licensure:** You must have each and every state or territorial licensing authority which **ever** issued you a license to practice medicine (including temporary licenses and education/training permit, **whether active or inactive**) verify the standing of that license to the Board. You need to contact each licensing authority to inquire if they charge a fee to verify the license and send them the fee, if applicable, with the request form.

**Licensure Process:** Upon receipt of a completed application, including all required documentation and fee, Board staff will request and review an AMA or AOA Physician Profile and Federation of State Medical Boards Board Action Databank Search. When the application is complete in every detail, it will be reviewed for quality assurance and then forwarded to the Board designee for review and possible approval for licensure. A personal interview is not required unless there is a discrepancy in the application that cannot be resolved.

**Initial License Expiration:** Telemedicine licenses expire on July 1 following the date of issue. Initial licenses are valid for a period of not more than thirteen months or less than one month.