



# State of West Virginia

## *Board of Medicine*

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### INSTRUCTIONS

### PODIATRIC PHYSICIAN INITIAL LICENSE APPLICATION

Thank you for your interest in obtaining a podiatric license in the State of West Virginia. It is our goal to assist qualified, eligible candidates in obtaining licensure in this state as efficiently and expeditiously as possible.

1. Please review these instructions carefully.
2. Prior to submitting your application and nonrefundable fee, confirm your eligibility.
3. The West Virginia Board of Medicine requires applicants to **personally** complete the Online Application and the WVBOM Photo Affidavit and Authorization for Release of Information. Any errors, omissions or misstatements are solely the responsibility of the applicant.
4. Applications are assigned to analysts for initial screening upon:
  - Submission of the Application (submitted online);
  - Payment of the \$400 license application fee (submitted online); and
  - Receipt of your original WVBOM Photo Affidavit and Authorization for Release of Information (original submitted by mail).
5. The analyst assigned to your application will send you a written status update upon initial screening, and periodically throughout the application process.
6. The West Virginia Board of Medicine thoroughly reviews your education, training, practice history, licensure, and any criminal record or disciplinary history. Any unusual circumstances or discrepancies in your application documents may require supplementation and/or other follow-up, and may increase the application processing time.
7. Applications which fail to complete within six months require the resubmission of several updated application components. Applications which fail to complete within one year expire.
8. Applications are subject to a continuous supplementation obligation. If any information changes during the application process (i.e. after you start the process and before a licensure decision is rendered) you are obligated to update any and all application components affected by the change in information.
9. Complete applications will be presented to the Board for consideration of licensure at a regularly scheduled Board meeting. The Board meets 6 times a year. Regular meetings occur in January, March, May, July, September, and November. Applications must complete ten days prior to a scheduled meeting to be included on the meeting agenda.
10. Some licensure applicants must meet with the Licensure Committee of the Board in advance of licensure consideration.

11. Some information in your application file is considered public information, including but not limited to your: identity (full name and other names); age (not date of birth); medical specialty; medical school and graduation date; graduate medical education program(s) and completion dates; malpractice history; disciplinary history; city and state of birth and residence; preferred contact information; and current work locations.
12. Please do not make legal commitments (such as purchasing a home, entering into lease agreements, or committing to practice start dates) based upon your expectation of licensure. Not all applicants receive a license. License applications are not always complete within the anticipated timeframe. Neither applicants nor the Board can control the time frame in which third parties submit required documentation. The Board does not expedite one application in advance of another, nor does it issue a license if an application is incomplete, or if an applicant is ineligible.

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## INITIAL PODIATRIC LICENSURE

Please review the requirements for podiatric licensure eligibility before you start the application process. Application fees are nonrefundable, regardless of eligibility.

<b>INITIAL PODIATRIC LICENSURE ELIGIBILITY EDUCATION AND TRAINING REQUIRMENTS</b>	
<b>Education</b>	Applicant must be graduated and received the degree of doctor of podiatric medicine or its equivalent from a school of podiatric medicine approved by the Council of Podiatric Medical Education or by the Board.
<b>Graduate Clinical Training</b>	Applicant must have successfully completed: <b>Option 1:</b> One year of graduate clinical training in a program approved by the Council on Podiatric Medical Education or the Colleges of Podiatric Medicine <b>OR</b> <b>Option 2:</b> The board may consider a minimum of two years of graduate podiatric clinical training in the United States armed forces or three years' private podiatric clinical experience in lieu of this requirement. Please contact the Board office if you plan to utilize Option 2.
<b>Examination</b>	Applicants must pass all component parts of the <b>APMLE</b> and/or any previously approved predecessor examinations <b>within 10 consecutive years</b> (calculated from the applicant's date of passage for the first component part through the date of passage of the last component part) or any prior examination or examination series approved by the board which relates to a national standard, is administered in the English language, and is designed to ascertain an applicant's fitness to practice podiatric medicine

**INITIAL PODIATRIC LICENSURE  
ADDITIONAL ELIGIBILITY REQUIREMENTS**

<b>Professional Competency, Statutory Requirements and Public Protection</b>	Applicants must demonstrate professional competency and conduct through responses to a series of Professional Practice, Character, and Fitness Questions (part of the Online Application).
	Applicants are required to request and submit to the Board the results of a fingerprint-based state and national/federal criminal history record check.
	Applicants must facilitate the submission of a Disciplinary Report to the Board from the Federation of Podiatric Medical Boards
	Applicants must be physically and mentally capable of engaging in the practice of podiatric medicine or surgery with reasonable skill and safety.
	Applicants with suspended or revoked licenses in other jurisdictions are ineligible for licensure until the suspension/revocation is resolved. The Board may not issue a license to any applicant whose license has been surrendered, or deactivated in another state based upon conduct which is substantially equivalent to an act of unprofessional conduct in this state. Eligibility may be reevaluated once licensure has been restored in the state where licensure action occurred.
	The Board is statutorily obligated to deny an application to any applicant who has been found guilty by any court of competent jurisdiction of any felony involving prescribing, selling, administering, dispensing, mixing, or otherwise preparing any prescription drug, including any controlled substance under state or federal law, for other than generally accepted therapeutic purposes. For more information on this licensure prohibition, please see W. Va. Code § 30-3-14(d).
<b>Fee</b>	Applicants must submit the \$400 fee <sup>1</sup> during the online application process, upon completion of the West Virginia Online Addendum. For an additional \$100 fee, temporary licensure is available to eligible applicants actively licensed in another US state who are awaiting Board action upon a complete initial license application.

<sup>1</sup> The Board offers Low Income Waivers and Military Family Waiver to eligible initial license applicants. Information regarding fee waivers is available on the Board's website.

# INITIAL PODIATRIC LICENSURE

To apply for initial podiatric licensure, please submit all of the following:

## INITIAL LICENSE APPLICATION COMPONENTS

**1. Fingerprint-Based Criminal History Record Check.** Fingerprinting services are provided by IdentoGo for a fee. The 6-digit service code for the West Virginia Board of Medicine is **228Q9Z**. Complete instructions are available at: [wvbom.wv.gov/Criminalhistory.asp](http://wvbom.wv.gov/Criminalhistory.asp). The Board is not permitted to utilize background checks performed for other entities. Background checks are valid for one year. The Board encourages you to start the background check process as soon as you submit your online Application.

**2. WVBOM Photo Affidavit and Authorization for Release of Information.** Complete and submit this original notarized form to the Board. The Board does not accept emailed or faxed copies of this document. This form is available for download during the online application process.

**3. West Virginia Online Application.** The podiatric licensure application is available on the Board's website at: <https://wvbom.wv.gov/practitioners/DPM/apply/person.asp>. Please provide complete and accurate information. Please make sure you list all states where you have ever been licensed and all work history since your completion of podiatry school. Please note, an affirmative response to any of the Professional Practice, Character and Fitness Questions requires written explanations and/or the submission of additional documentation.

**4. Fee payment.** Upon completion of the West Virginia Online Addendum, you will be directed to the online payment portal. The initial application fee is \$400.

**5. License Verifications.** Obtain primary source verification of each podiatric license you hold or have ever held, regardless of the current status of the license. Each state has a process for requesting licensure verifications to be submitted to another state board. Please consult with your other states of licensure to determine how to make the request. Please note, the verifying state may charge a fee for this service.

**6. National Practitioner Data Bank Self-Query.** Generate and submit an NPDB self-query. Your report must have been generated within thirty days of the date you provide it to the Board. Instructions for Self-Query requests are located at <https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>. You may forward a pdf of the self-query report to the Licensure Analyst assigned to your application, or you may provide the original paper copy you receive via US mail.

**7. Disciplinary Report.** Request that the National Board of Podiatric Medical Examiners ("NBPME") submit a Disciplinary Report to the West Virginia Board of Medicine. The request can be submitted online on the NBPME website at: <https://nbpme.org/contact-us/>.

### 8. Identity.

- a. **Identity document.** Send a copy of your birth certificate, passport, or certificate of naturalization. To protect your personally identifiable information, the Board does not accept identity documents via email.
- b. **Name Change Documentation.** If your current legal name does not match the name on any of your education, testing or training verifications or certificates, you must submit legal documentation supporting your name change. Licenses are issued utilizing current legal names.

## INITIAL LICENSE APPLICATION COMPONENTS (continued)

### 9. Education.

- a. **Podiatric Education Verification.** Have your podiatry school verify your medical education using the Board's Medical Education Verification Form. If you attended more than one podiatry school, please obtain verifications for each school you attended.

AND

- b. **Podiatry School Diploma.** Submit a true and complete copy of your podiatry school diploma.

### 10. Clinical Training.

- a. **Podiatric Postgraduate Training Verification.** Utilize the BOM's Verification form to facilitate verification of all graduate podiatry clinical training. The Board requires all training to be verified, regardless of accreditation status. Verification must be provided directly to the Board from the verifying program. Follow all instructions on the form.

AND

- b. **Graduate Medical Education Certificates and/or Program Letter of Good Standing.** Submit certificates of completion to establish your successful completion of all required training. If you have not yet received your certificate, proof of completion can be in the form of an official letter (indicating beginning and ending dates of training) from the program director, with the School or Hospital Seal affixed.

**11. Examination Score Report.** Contact the NBPME to submit your certified APMLE or PMLexis score reports directly to the Board. The request can be submitted online on the NPBME website at: <https://nbpme.org/contact-us/>. A score report for each component part must be received. If NBPME does not have your score reports, contact the testing entity and have the custodian of your test results submit a certified score report to the Board.

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## RELICENSURE

Please contact the Board for instructions if you seek to reactivate expired podiatric licensure.