



State of West Virginia

Board of Medicine

101 Dee Drive, Suite 103
Charleston, WV 25311
Telephone (304) 558-2921
Fax (304) 558-2084
www.wvbom.wv.gov

UNIVERSAL PROFESSIONAL AND OCCUPATIONAL LICENSING ACT OF 2025 PHYSICIAN LICENSURE APPLICATION INSTRUCTIONS

Thank you for your interest in obtaining a medical 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.

There are three primary pathways for physician licensure in West Virginia: (1) the traditional licensure pathway; (2) the Interstate Medical Licensure Compact ("IMLC") expedited licensure pathway; and (3) the Universal Professional and Occupational Licensing Act of 2025 (UPOLA) pathway.¹ Information on the traditional and IMLC pathways is available on the Board's website. These instructions are intended for applicants who seek to utilize the UPOLA pathway for initial medical licensure.

Prerequisites to Utilize UPOLA Pathway

To utilize the UPOLA pathway, physicians must either:

1. Establish residency in the state of West Virginia;

OR

2. Be married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia.

Physicians who do not meet either of these criteria are ineligible to use the UPOLA pathway, and are invited to apply through the traditional or IMLC pathways, if eligibility criteria are met.

¹ Pursuant to W. Va. Code § 30-1-27, a person shall be granted an occupational or professional license, registration, or certificate if the person has been licensed or certified in another state, the license, registration, or certificate is in the same discipline and at the same practice level as the license, registration, or certificate for which the person is applying in this state and the person meets other conditions prescribed by W. Va. Code § 30-1-27.

**Additional Eligibility Requirements for Physicians
Who Meet Prerequisites to Utilize UPOLA Pathway**

Physicians who have established West Virginia residency or who are married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia must also satisfy the following additional minimum eligibility criteria to request licensure pursuant to the UPOLA pathway:

1. The applicant must be currently licensed, registered, or certified in at least one other state in the discipline applied for and at the same practice level as determined by the WVBOM;
2. The applicant's license, registration, or certification is in good standing in all states in which the applicant holds a license, registration, or certification;
3. The applicant must have successfully completed a graduate medical education program approved by the Accreditation Council for Graduate Medical Education;
4. The applicant is licensed, registered, or certified by another state with minimum education requirements and, if applicable, work experience and clinical supervision requirements in effect, and the other state verifies that the person met those requirements in order to be licensed, registered, or certified in that state;
5. The applicant previously passed any examinations, written or clinical, required for the license, registration, or certification if required by the other state;
6. The applicant has not had a license, registration, or certificate revoked or has not voluntarily surrendered a license, registration, or certificate in any other state or country while under investigation for unprofessional conduct;
7. The applicant has not had any other form of discipline imposed by any other regulating entity: *Provided*, that if another state's regulating entity has taken disciplinary action against the applicant, the Board may issue the license, registration, or certificate if it determines the cause of action in the other state was corrected and the matter fully resolved;
8. The applicant pays all applicable fees in this state; and
9. The applicant does not have a disqualifying criminal history.

A license issued by the Board pursuant to the UPOLA pathway provides the applicant with full practice authority in West Virginia. However, a UPOLA license:

1. May not form the basis of participation in the Interstate Medical Licensure Compact and UPOLA licensees cannot receive Letters of Qualification for IMLC expedited licensure from this Board; and

2. Because this pathway does not include verification of your medical education, the West Virginia Board of Medicine website cannot provide primary source verification of your medical education, examination or any training other than your completed ACGME accredited residency program, which must be verified as part of the application process. Licensee profiles for UPOLA licensees will denote that medical education is not primary source verified.

Physician licenses issued pursuant to the UPOLA pathway are valid from issuance until the renewal deadline for the physician's assigned renewal cohort. Cohorts are alphabetical, based upon the physician's last name. Regardless of the date of initial license issuance, A-L physicians renew by June 30th in even years and M-Z physicians renew by June 30th in odd years. Thereafter, all eligible physicians may renew licensure for two year intervals. Renewal requires the completion of all required Continuing Medical Education. CME Requirements are available on the WVBOM website.

GENERAL INSTRUCTIONS FOR UPOLA APPLICANTS

1. Please review these instructions carefully.
2. Prior to submitting your application and nonrefundable fee, confirm your eligibility for the license type you seek.
3. The West Virginia Board of Medicine requires applicants to **personally** complete the Uniform Application, West Virginia Online Addendum 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 Uniform Application (submitted online);
 - Submission of the West Virginia Online Addendum (submitted online);
 - Payment of the 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. 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 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. Licenses are issued within three business days of a determination that a complete application has been submitted by an eligible and qualified applicant and that the application does not contain unusual circumstances or discrepant information requiring personal review by the Board.
10. Applications which include discrepant information or unusual circumstances will be referred for review and recommendation at the next meeting of the Licensure Committee. 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.

11. If warranted by information included in the application, and at the direction of the Committee, an applicant may be scheduled to meet with the Licensure Committee of the Board in advance of licensure consideration.
12. 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; and current practice locations.
13. Please do not make legal commitments based upon your expectation of licensure and review your eligibility carefully. 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.

INITIAL MEDICAL LICENSURE – UPOLA PATHWAY

To apply for initial medical licensure using the UPOLA pathway, please submit all of the following:

INITIAL LICENSE APPLICATION COMPONENTS	
1.a Evidence of eligibility – Establishment of West Virginia residence.	To establish proof of West Virginia residence, please submit a legible color copy of your West Virginia driver's license or your West Virginia issued identification card.
1.b. Evidence of eligibility	– Applicants who are married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia should submit: (1) a certified copy of their marriage certificate; and (2) a complete and legible copy of their spouse's duty orders identifying the spouse's official permanent change of station to West Virginia.
2. 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 . 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 Uniform Application.
3. 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. In the upper right corner of page one, please write "UPOLA" so WVBOM staff are aware that you are utilizing the UPOLA pathway.
4. Uniform Application.	Access the Uniform Application ("UA") at www.fsmb.org . If you have previously submitted a UA, please review your saved core UA content and make any necessary edits or updates before submission. <ul style="list-style-type: none">• Select "MD Initial - Universal Professional Licensing Pathway" as the license type.• Provide your legal name on your application.

- Provide all requested information

5. West Virginia Online Addendum. Upon completion of the UA, applicants will receive an email from the Federation of State Medical Boards (FSMB) with a link to the West Virginia-specific online addendum. This application component imports core data from the UA. It also requires the completion of Professional Practice, Character and Fitness Questions. An affirmative responses to any of these questions requires written explanations and/or the submission of additional documentation.

6. 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.

7. License Verifications. Please have each and every state where you have been licensed to submit primary source verification of your licensure directly to the West Virginia Board of Medicine. If the license verification does not confirm all statutory requirements, additional information may be required. If so, you will be notified by the licensure analyst assigned to your application.

8. Graduate Medical Education Verification. In order to utilize the UPOLA pathway, you must have successfully completed a graduate medical education program accredited by ACGME. Utilize **Form 3** to facilitate verification of the graduate medical education program you successfully completed. Verification must be provided directly to the Board from the verifying program. Follow all instructions on **Form 3**.

9.a Identity. Mail a copy of your birth certificate, passport, or certificate of naturalization to the Board. To protect your personally identifiable information, the Board does not accept identity documents via email. Applicants who establish residency by submitting a West Virginia driver's license or identification card do not need to submit an additional identification document.

9.b. Name Change Documentation. If your current legal name does not match the name on any of your verifications, you must submit legal documentation supporting your name change. Licenses are issued utilizing current legal names.