THE STATE of ALASKA
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Alaska State Medical Board
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550
Email: *MedicalBoard@Alaska.Gov*
Website: *ProfessionalLicense.Alaska.Gov/StateMedicalBoard*

Locum Tenens Permit Application Instructions

Purpose of a Locum Tenens Permit

1. To substitute for a physician or osteopath licensed in Alaska who is temporarily absent from their practice;
2. To be temporarily employed by a physician or osteopath licensed in Alaska who is evaluating the permittee for permanent employment; or
3. To be temporarily employed by a hospital or community mental health center while the facility attempts to fill a vacant permanent physician or osteopath staff position with a physician or osteopath licensed in this state.

THRESHOLD QUALIFICATIONS FOR LICENSURE - U.S.

- Successful graduation from an accredited medical school.
- Successful completion of post-graduate training in an accredited program in a recognized hospital:
  - 1 Year - If graduated from medical school prior to 01/01/95.
  - 2 Years - If graduated from medical school 01/01/95 or later.
- Must be actively licensed in at least one other state.
- Submit a list of malpractice settlements/claims.
- NOT have a suspended or revoked license to practice medicine in another state, province, or territory.

THRESHOLD QUALIFICATIONS FOR LICENSURE - International Graduates

- Successful graduation from a medical school listed in the World Directory of Medical Schools.
- Successful completion of three years of post-graduate training at an accredited program in a recognized hospital in the U.S. or Canada.
- Must be actively licensed in at least one other state.
- Submit a list of malpractice settlements/claims.
- NOT have a suspended or revoked license to practice medicine in another state, province, or territory.

The following must be received by the division before your application for Locum Tenens Permit can be reviewed:

1. APPLICATION
A completed application, signed and notarized (#08-4021, pages 1-9).

2. FEES
Fees made payable to "State of Alaska" in accordance with 12 AAC 02.250.

Nonrefundable Application Fee:	$150.00
Locum Tenens Permit Fee:	$150.00
Total Fees Due:	$300.00

3. AUTHORIZATION FOR RELEASE OF RECORDS
A completed Authorization for Release of Records form (#08-4021a).

4. STATEMENT OF PURPOSE
A completed Statement of Purpose form (#08-4021b).

5. VERIFICATION OF LICENSURE
A Verification of Licensure from all licensing jurisdictions where the applicant holds or has ever held a license as any health care professional (e.g., physician assistant, nurse, MICP, dentist, optometrist, etc.).

6. VERIFICATION OF MEDICAL SCHOOL EDUCATION
A completed Verification of Medical School Education form (#08-4021f).

7. VERIFICATION OF POSTGRADUATE TRAINING
A completed Verification of Postgraduate Training form (#08-4021g).

8. CLEARANCE REPORT - FSMB
FSMB Board Action Data Bank Report: fsmb.org; Alaska Board Staff will obtain the report.

9. ECFMG CERTIFICATE
If a foreign graduate, you must submit a certified true copy of the ECFMG certificate.

10. EXAM SCORES
You must submit appropriate examination scores as required by regulation.

11. OPIOID EDUCATION
If you hold a current DEA registration number in any state or practice location, you must attest to having at least two hours of education in pain management, opioid use and addiction. Courses must be Category 1 of AMA-approved education, or Category 1 or 2 of AOA-approved education. For a podiatrist, it may be earned in a continuing medication education program from a provider that is approved by the Council on Podiatric Medical Education (CPME).

APPLICATION STATUS UPDATES
Our licensing examiner will send you a written status update upon the initial screening of the application.

COMPLETION OF THE APPLICATION FORMS
Help us do a good job processing your application: type or print legibly all application documents. Please read the instructions and give careful thought before answering the questions in the application - remember - you are certifying that the information is truthful and correct.

Make sure all notary seals are properly affixed on the application and all documentation has been properly certified as required. Provide all documents requested in the application; incomplete applications will delay processing.

Failure to answer all questions completely and accurately, or the omission or falsification of information may be cause for denial of your application or disciplinary action if you are issued a license or permit by the board.
WHEN IN DOUBT, DISCLOSE ALL INFORMATION OR CALL OUR OFFICE.

CONFIDENTIALITY
The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

FOREIGN LANGUAGE DOCUMENTS
All foreign language documents must be certified true copies and must be accompanied by a certified translation into English by a recognized translator.

PERSONAL INTERVIEWS
Applicants for medical licensure in Alaska may be required to have a personal interview either with an individual board member or with the full board. Should an interview be required, you will be notified and an interview scheduled. An interview may be required if, during the processing of your application, a question arises for which the board determines it requires additional information from you.

LICENSE APPLICATION PROCESSING STAFF
Please visit our website to find the contact information for your licensing examiner:
ProfessionalLicense.Alaska.Gov/StateMedicalBoard or call (907)465-2550.

LICENSING PROCESS
Submit your complete application to the board with fees and pertinent documents. The licensing examiner assembles the documents for your file and advises the applicant of the application status. Upon the completion of the application file, when all documents have been received from other organizations, the file is forwarded to the board's administrator who reviews the entire file. At the discretion of the administrator, a locum tenens permit may be issued.

Applications will be processed in the order in which they are received in the board's office. Please ensure that you apply well in advance of your need for the permit or license. Board staff will not expedite one application before another.

PAYMENT OF CHILD SUPPORT
If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907)269-6900 to resolve payment issues.

PRESCRIPTION DRUG MONITORING PROGRAM (PDMP)

A licensee may not prescribe or dispense a controlled substance until registration with the PDMP is complete. All actively licensed practitioners with a DEA registration number valid in any state or practice location must register with the Alaska Prescription Drug Monitoring Program (PDMP) within 30 days of initial licensure and use the PDMP to review a patient's prescription history each time before prescribing, administering, or dispensing a federally scheduled II or III controlled substance. For more information, please visit *PDMP.Alaska.Gov*

PROCESSING TIME

In general, average processing time for a locum tenens permit is six to eight weeks. PLEASE PLAN ACCORDINGLY. Application processing time depends to a large extent on the response time from other organizations. Time required also depends upon our workload and the volume of applications being processed. Because the length of processing time for your application may vary considerably, we urge you to be patient until our processing is complete and the permit is issued.

If there are any "Yes" responses or if adverse information is received, it will typically take longer to gather and evaluate additional data. If the application is referred to the Investigations Unit for investigation of a particular issue, processing time is extended by the time required to complete an investigation. Since investigations must be prioritized, it may take longer to complete the file.

SOCIAL SECURITY REQUIREMENT

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States social security number. Applicants who are foreign citizens and are unable to obtain a social security number must contact the division office for instructions. Social security numbers are required by federal law to be held confidential; we do not release these numbers to the public.

STALE DOCUMENTS

If during the license application process certain documents become older than twelve months from the date the document was received in our office, that document is considered to be stale and must be resubmitted. Affected documents include the application document, verifications of licensure from other licensing jurisdictions, the DEA clearance report and the FSMB Board Action Data Bank report.

WEBSITE ADDRESS

The Division of Corporations, Business and Professional Licensing maintains a website where you may check to see if your license or permit has been issued. The address is *ProfessionalLicense.Alaska.Gov*

The medical board's website is *ProfessionalLicense.Alaska.Gov/StateMedicalBoard*

PROFESSIONAL FITNESS QUESTIONS

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any question in the application, additional time will be required for the gathering and assessment of pertinent information. You can expedite this process by providing with your application complete explanations and documentation for any "yes" responses.

HOW CAN YOU HELP?

1. First and foremost: apply far enough in advance to allow for application processing.
2. If you are concerned about your application being received in our office, mail it Certified - Return Receipt.
3. Ensure the application is complete when you submit it and provide any necessary explanations with the application. Print legibly or type your application.
4. Provide complete explanations for any "yes" responses. It saves time if we don't have to contact you and request such information.
5. Provide a brief description for any malpractice claims describing the allegation, the nature of the case, your level of involvement, the amount of any settlement paid, and the resolution of the case.

WHEN IN DOUBT, DISCLOSE AND EXPLAIN.

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Locum Tenens Permit Application

PART I Professional Designation

Profession:	☐ Allopathic Physician (MD) ☐ Osteopathic Physician (DO)

PART II Payment of Fees

Required Fees:	☐ Application and Permit Fee ($150 is Non-Refundable)	**$300.00**

PART III Personal Information

Full Legal Name:			
Provide all other names used (maiden, nicknames, aliases). If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s). ☐ Not Applicable ☐ Other Names Used: _____			
Residence Address:	Street City State Zip		
Practice Address:	Street City State Zip		
Which address do you want to use for your mailing address and for the public record?			☐ Residence Address ☐ Practice Address
Contact Phone:		**Date of Birth:**	
Place of Birth:		**Gender:**	

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.

Email Address:		**Select One:**	☐ Send my Correspondence Electronically ☐ Send my Correspondence by Mail

Note: If both boxes are selected above, you will receive correspondence electronically.

SOCIAL SECURITY NUMBER: AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.	

PART IV Alaska License or Permit

Complete the following if you have previously held a license or permit in Alaska.

Previous License or Permit Type:	☐ Permanent ☐ Resident ☐ Locum Tenens ☐ Temporary		
Previous AK License or Permit Number:		**Date Issued:**	

PART V Medical School Education Information

List the medical school(s) you attended and from which you graduated. If you attended more than one medical school, provide your reason for changing medical schools on a separate sheet of paper signed and dated by you.

Name of Institution	Location (City, State)	Date Graduated

PART VI Post-Graduate Training Information

List internship, residency, or fellowship training programs chronologically.

Name of Institution	Address	Date(s) Attended	Completed?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

PART VII ECFMG Certification (Foreign Graduates Only)

If you graduated from an International Medical School:

☐ My school is listed in the World Directory of Medical Schools, and

☐ I have attached a certified true copy of my ECFMG certificate.

ECFMG Certificate Number:		**Issue Date:**	

PART VIII Self-Designated Specialty

You may designate a specialty area of practice, whether you hold a specialty board certification or not. If you are board certified, attach a certified true copy of the board certificate.

☐ I do not wish to designate a specialty area of practice.

☐ I wish to designate the following specialty area(s) of practice:

Specialty / Subspecialty	Certification Date	Specialty Board	Recertification Date

PART IX Examination History

Specify National Boards, FLEX, LMCC, USMLE or a state-administered medical licensing examination.

Exam Series	Location	Date Administered	Result
			☐ Pass ☐ Fail
			☐ Pass ☐ Fail
			☐ Pass ☐ Fail

PART X Opioid Education

☐ I have earned at least two hours of education in pain management, opioid use, and addiction.

☐ I request a waiver of the requirement for two hours of education in pain management, opioid use, and addiction until I apply for a DEA registration number.

PART XI DEA Registration and PDMP Acknowledgment

1. **Providers with a DEA registration number valid to use in any state or practice location must register with the PDMP. Do you have a DEA Registration number?**

☐ **a.** **NO**, I do not have an active DEA registration number valid to use in any state or practice location. I understand if I obtain a DEA registration number, I must register with the Alaska PDMP within 30 days as required by the board. I will comply with mandatory use and refer to all applicable authorizing statutes and regulations. (Skip to Part XII)

☐ **b.** **YES,** I have an active DEA registration number valid to use in any state or practice location. I understand I must register with the Alaska PDMP within 30 days of receiving this permit, as required by the board, and will comply with mandatory use as required by AS 17.30.200 and 12 AAC 40.967.

☐ I acknowledge I must review a patient's prescription history prior to prescribing, administering, or dispensing a federally scheduled II or III controlled substance. I understand that I must also review the patient's history once every 30 days for up to 90 days, and at least once every three months if treatment continues for more than 90 days.

If I have a change in DEA registration number or status, I also understand I must promptly submit the DEA Registration Status Change Form (#08-4763).

If you're unsure of the DEA issue date, indicate January 1st of the estimated year.

DEA Registration Number:		**Issue Date:**		**Expiration Date:**	

2. **Providers who directly dispense a federally scheduled II - IV controlled substance are required to report daily. Do you plan to directly dispense?** Directly dispense means you deliver the substance directly to the user. Writing a prescription for a patient to fill at a pharmacy is NOT direct dispensing.

Reporting does not apply to you if you directly dispense an outpatient supply of 24-hours or less in practice locations exempt under AS 17.30.200(t). Exempted facilities include health care facilities (defined in AS 18.07.111 or AS 18.20.499), correctional facilities, inpatient pharmacies, and emergency departments.

Per AS 11.71.900(8) "dispense" means to deliver a controlled substance to an ultimate user or research subject by or under the lawful order of a practitioner, including the prescribing, administering, packaging, labeling, or compounding necessary to prepare the substance for that delivery; "dispenser" means a practitioner who dispenses.

☐ **a.** **YES**, I plan to directly dispense and acknowledge I must report daily per AS 17.30.200 and 12 AAC 52.865.

☐ **b.** **NO**, I do not plan to directly dispense and acknowledge that if I begin directly dispensing, I must report daily. (If you are not directly dispensing, the reporting criteria do not apply to you.)

PART XII Professional License(s)

List list all states, territories, provinces, or foreign countries in which you currently are or have ever been licensed as any health care professional. Include instructional and training permits.

State or Jurisdiction	License Number	Issue Date	License Status (Active, Lapsed)

PART XIII Medical Malpractice History

Have you ever had any claims of malpractice filed against you?	☐ Yes ☐ No

If yes, you must provide an explanation and support document for each case. Use the Medical Malpractice History Explanation Form (#08-4869) appended to this application.

PART XIV Work History

Provide a chronological listing of all medical and non-medical activities beginning with your graduation from medical school to the present date with no more than a 60-day gap in time. Please do not attach a CV; we require the use of this form. If necessary, make additional copies of this page, or continue to list your work history on a separate sheet labeled with your name and signed by you.

Explain any gap in time from practice of more than sixty (60) days' duration. If you have retired from practice, provide the dates. If you have been inactive from practice for two years or more, provide the dates and include documentation of your recent continuing medical education.

Start Date	End Date	Facility / Location	Activity

PART XV Professional Fitness Questions – Disciplinary History

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an explanation and documentation. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

For the purposes of this application, the word "discipline" is used. There are many forms of disciplinary actions that may be imposed by organizations, schools, programs, licensing authorities, and other agencies. Such disciplinary actions may include but not be limited to: Suspension, Surrender, Revocation, Probation, Academic Probation, Reprimand, Censure, Restricted License, Limited License, Conditioned License, or Letters of Counseling, Concern, Advice, Warning, Caution, Admonishment, Reprimand, etc. You must include non-reported disciplinary actions. Failure to disclose past history may be grounds for disciplinary sanctions.

When in doubt, disclose and explain.

1.	Have you ever been convicted of a crime (felony or misdemeanor) in any jurisdiction of the United States, including military, or any international jurisdiction?	☐ Yes	☐ No
	Is any such action pending?	☐ Yes	☐ No
2.	Have you ever been charged with a crime (felony or misdemeanor) in any jurisdiction of the United States, including military, or any international jurisdiction that did not result in acquittal or dismissal?	☐ Yes	☐ No
	Is any such action pending?	☐ Yes	☐ No
3.	Relating to the practice of medicine, has there ever been a finding of, or have you ever been found guilty of, professional misconduct, unprofessional conduct, incompetence, or negligence, by any jurisdiction of the United States, including military, or any international jurisdiction?	☐ Yes	☐ No
	Is any such action pending?	☐ Yes	☐ No
4.	Relating to the practice of medicine, have you ever had charges filed against you alleging professional misconduct, unprofessional conduct, incompetence, or negligence, in any jurisdiction of the United States, including military, or any international jurisdiction?	☐ Yes	☐ No
	Is any such action pending?	☐ Yes	☐ No
5.	Has any hospital or other health care facility disciplined, restricted, or terminated your professional training, employment, or privileges, or investigated a complaint or accusation regarding your practice (except for late medical records)?	☐ Yes	☐ No
	Is any such action pending?	☐ Yes	☐ No
6.	Have you ever voluntarily or involuntarily resigned or withdrawn from professional training, from employment, or your privileges from any hospital or other health care facility to avoid the imposition of disciplinary sanction, restriction or termination?	☐ Yes	☐ No
	Is any such action pending?	☐ Yes	☐ No
7.	Have you ever been denied privileges or voluntarily or involuntarily resigned, restricted, or withdrawn your privileges from any hospital, clinic, health management organization or other health care facility to avoid the imposition of disciplinary sanction, restriction, or termination?	☐ Yes	☐ No
	Is any such action pending?	☐ Yes	☐ No
8.	Have you ever been disciplined by a medical school or post-graduate training program, including academic probation? (Please read definition of "discipline" on page 6.)	☐ Yes	☐ No
	Is any such action pending?	☐ Yes	☐ No

PART XV Professional Fitness Questions – Disciplinary History *(continued)*

9.	Have you ever had a license to practice medicine disciplined by any authority including a state medical board or a military authority (except for late medical records)? (Please read definition of "discipline" on page 6.)	☐ **Yes**	☐ **No**
	Is any such action pending?	☐ **Yes**	☐ **No**
10.	Have you ever been under investigation or inquiry by any medical licensing jurisdiction or authority?	☐ **Yes**	☐ **No**
	Is any such action pending?	☐ **Yes**	☐ **No**
11.	Have you ever had a medical license application denied by any medical licensing jurisdiction or authority?	☐ **Yes**	☐ **No**
	Is any such action pending?	☐ **Yes**	☐ **No**
12.	Have you ever voluntarily or involuntarily withdrawn an application for a license to practice medicine in any United States jurisdiction or any international jurisdiction?	☐ **Yes**	☐ **No**
	Is any such action pending?	☐ **Yes**	☐ **No**
13.	Have you voluntarily or involuntarily surrendered or suspended your license to practice medicine in any United States jurisdiction or any international jurisdiction?	☐ **Yes**	☐ **No**
	Is any such action pending?	☐ **Yes**	☐ **No**
14.	Have you ever voluntarily or involuntarily agreed to any limitations, restrictions, or conditions to your license to practice medicine?	☐ **Yes**	☐ **No**
	Is any such action pending?	☐ **Yes**	☐ **No**
15.	Have you ever had a DEA registration revoked or restricted?	☐ **Yes**	☐ **No**
	Is any such action pending?	☐ **Yes**	☐ **No**

☐ I certify that all answers provided above are true and correct.

"Yes" Answers

If you answered "yes" to any of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).

PART XVI Professional Fitness Question – Personal History

The following question must be answered. **A "Yes" response requires an explanation and documentation.** Use the letter of explanation form (#08-4752) appended to this application; include full details, dates of onset, duration, prognosis, treatment.

You must also have your **treating physician** submit a letter directly to the Board; the letter must include the following information:

- Summary of your condition (including explanation, dates of onset and significant events, and frequency of contact with you)
- Medication history
- Impact on your ability to practice safely and competently

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed. The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

For the purposes of the question in this section:
"Medical Condition" includes physiological, mental, or psychological conditions or disorders such as, but not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

"Currently" does not mean on the day of, or even in the weeks or months preceding the completion of this application; rather, "currently" means recently enough so that the event, condition, behavior, impairment, limitation, etc., may have an ongoing impact on the applicant's ability to practice medicine in a competent manner.

Are you currently suffering from any condition, mental or physical, that impairs your judgement or that would otherwise adversely affect your ability to practice medicine in a competent, ethical and professional manner?

☐ **Yes** ☐ **No**

"Yes" Answer

If you answered "yes" to the above question, in addition to your personal statement, you must have your treating physician submit a statement indicating your ability to safely practice medicine. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

PART XVII Alaska Law

☐ I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.64 and 12 AAC 40).

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Notary Signature Page

Applicant Name:		
Alaska License Number (if known):		☐ *Application in Process*

PART XVIII Notarized Signature

I certify the information in this application is true and correct to the best of my knowledge. I understand if information is provided in the Criminal History Report from the State of Alaska, or FBI, that I did not report, the issuance of my license may be delayed or denied. I further certify all credentials and supporting documents supplied by me are true and correct and the photograph below is a true likeness of me taken within the past 60 days. I understand any false or misleading information or falsification of documents may result in failure to obtain, or subsequent revocation of, a license to practice medicine in Alaska.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

A person who makes a false statement on this application may be subject to civil and criminal penalties, including prosecution for perjury (AS 11.56.200 & AS 11.56.230).

Current Passport-Type Photo

Notary Seal

Applicant Printed Name:			
Applicant Signature:			
Notary Public for State of:		**Subscribed and Sworn to Before me on this Day:**	
Notary Signature:		**My Commission Expires:**	

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Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my employment and education records including all training which pertains to my medical practice, and any records pertaining to litigation, judgments, suits, and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business, and Professional Licensing and its investigators. This release also applies to all records that pertain to credentialing records at facilities at which I have applied for or held privileges to practice medicine.

I authorize the division to discuss these records with persons or organizations that are considered appropriate by the division in connection with an official investigation, and to provide copies of these records to those persons or organizations deemed appropriate by the division.

I request that upon presentation of this release, or a Certified True Copy thereof, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization expires one (1) year from the date of my signature below.

Name:	First Middle Last		
Full Address:	P.O. Box or Street City State Zip		
Phone:		**Date of Birth:**	
Email:			
Signature:		**Date Signed:**	

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Locum Tenens Statement of Purpose

→ **Applicant:** Complete the identifying information below and have the appropriate physician or administrator sign below the purpose for which you intend to use the locum tenens permit in Alaska.

Applicant Name:		☐ MD ☐ DO	
Start Date:		**Duration of Assignment:**	
Work Location:			

→ **Physician or Administrator:** Complete this bottom part for the applicant identified above and sign below the purpose for which the applicant intends to use the locum tenens permit in Alaska.

☐ **1.** Substituting for a physician or osteopath licensed in Alaska for that physician's temporary absence from practice.

Name of Alaska Physician:			
Signature:		**AK License Number:**	

☐ **2.** Temporarily employed by a physician or osteopath licensed in Alaska while that physician or osteopath evaluates the applicant for permanent employment.

Name of Alaska Physician:			
Signature:		**AK License Number:**	

☐ **3.** Temporarily employed by a hospital or community mental health center while the facility attempts to fill a vacant permanent physician or osteopath staff position with a physician or osteopath licensed in this state.

Name of Facility:			
Director or Hospital Administrator Signature:		**Date Signed:**	

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Verification of Medical or Osteopathic School Education

→ Applicant: Complete the identifying information below and forward a copy of this form to the medical school which awarded your diploma.

Applicant Name:		**Date of Birth:**	
Applicant Signature:		**Date Signed:**	

→ Medical School Staff: Complete this bottom part for the applicant identified above and return the form directly to the Alaska State Medical Board at the letterhead address.

- THE FOLLOWING SECTION IS TO BE COMPLETED BY MEDICAL SCHOOL STAFF ONLY -

Medical School Name:		**Exact Date on Diploma:**	
Medical School Address:	Street / City / State / Zip		

During this physician's medical school education, was he/she ever investigated by the school or disciplined by the school for any reason? Disciplinary actions include but are not limited to being placed on probation, issued a letter of reprimand, censured, suspended, restricted, or otherwise disciplined.

☐ Yes ☐ No

"Yes" Answers

If you answered "yes" to the question above, please attach a detailed explanation or documentation signed and dated by the person whose signature appears below.

Seal (If Applicable)	**Signature:**		**Date Signed:**	
	Printed Name:		**Title:**	
	Email:		**Phone:**	

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Verification of Postgraduate Training

→ **Applicant:** Complete the identifying information below and forward a copy of this form to the post-graduate training program(s) you attended.

Full Legal Name:		**Date of Birth:**	
Maiden or Other Names Used:			
Medical School Name:		**Year of Graduation:**	
Medical School Location:		**If international graduate, ECFMG No.:**	
Name of Post-Graduate Program:			

→ **Postgraduate Program Staff:** Complete this bottom part for the applicant identified above and return the form directly to the Alaska State Medical Board at the letterhead address.

- THE FOLLOWING SECTION IS TO BE COMPLETED BY POSTGRADUATE PROGRAM STAFF ONLY -

Verification for Postgraduate Year:	Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6 ☐
Dates of Training:	

1. At the time this individual completed training in your program, the program was accredited through:

☐ Accreditation Council for Graduate Medical Education ☐ American Osteopathic Association
☐ Royal College of Physicians and Surgeons of Canada ☐ None of These

2. During the physician's participation in your program, was he/she ever investigated or disciplined by the program, such disciplinary actions to include but not be limited to: being placed on probation, issued a letter of reprimand or warning, censured, suspended from the program, restricted, or otherwise disciplined? ☐ Yes ☐ No

3. Is there anything in this physician's postgraduate training records that would indicate he/she would be unable to practice medicine competently and safely? ☐ Yes ☐ No

4. Was a certificate of completion issued to this physician upon completion of the program? ☐ Yes ☐ No

"Yes" Answers

If you answered "yes" to question 2 or 3, please attach a detailed explanation or documentation signed and dated by the person whose signature appears below.

Signature

Board Seal				
	Signature:		**Date Signed:**	
	Printed Name:		**Title:**	
	Email:		**Phone:**	

THE STATE of ALASKA
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Alaska State Medical Board
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550
Email: *MedicalBoard@Alaska.Gov*
Website: *ProfessionalLicense.Alaska.Gov/StateMedicalBoard*

Medical Malpractice History Explanation

Use this form to list and explain your history of malpractice claims filed against you. Include all settlements, judgements, award and claims, even if no money was paid.

Provide documents to corroborate your explanation, including a copy of the order for settlement, dismissal, or removal from the case.

Please do not send all of the motions or filings for a case.

Letters from attorneys or insurance carriers may be submitted to corroborate explanations but may not be substituted for this required explanation.

Location of Incident:		**Date of Occurrence:**	
Date of Case Closure:		**Amount of Settlement:**	
If there was a monetary settlement, upon what basis was it awarded ? (e.g., Attorney/Insurance Company recommended)			
Nature of Allegation and Description of the Case:			
Practitioner Explanation and Response to Allegation:			
What was the overall final injury to the patient? (e.g., disability or death)			

Full Name:			
Signature:		**Date Signed:**	

THE STATE of ALASKA
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Professional Licensing
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550
Email: *License@Alaska.Gov*
Website: *ProfessionalLicense.Alaska.Gov*

Letter of Explanation for a Professional Fitness "Yes" Answer

Use this form only to explain and document any professional fitness "yes" answers. A "yes" answer is not necessarily disqualifying but concealing one may be.

Each "yes" answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check "yes" to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple "yes" answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

☐ ⇦ **Write the professional fitness question number you are answering "yes" to in the box.**

Location of Incident:		**Date of Incident:**	
Explanation of Incident: When in doubt, disclose and explain. *Make copies as necessary.*			

Did you attach all applicable documents associated with this incident?

☐ Court Orders ☐ Consent Agreements ☐ Disciplinary Actions ☐ Charging Documents

☐ Court Records ☐ Fitness to Practice ☐ All Other Documentation Related to This Incident

☐ I have additional incidents for this "yes" answer, or "yes" answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		**Program:**	
Signature:		**Date Signed:**	

THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

State of Alaska
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type *(e.g., Acupuncture)*:		**License Number *(if applicable)*:**	
I wish to make payment by credit card for the following *(check all that apply):*			**AMOUNT**
☐ **Application Fee:**			
☐ **License or Renewal Fee:**			
☐ **Other *(fine, exam, etc.)*:**			
1.			
2.			
		TOTAL:	0

Name *(as shown on credit card)*:			
Mailing Address:			
Phone Number:		**Email *(Optional)*:**	
Signature of Credit Card Holder:	X		

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		**All 3 fields MUST be completed.**
2. Expiration Date:		**This section will be destroyed after the payment is processed.**
3. Security Code:		