Application Instructions for Licensure
Osteopathic Physician and Surgeon

To qualify for licensure as an Osteopathic Physician and Surgeon in the state of Washington, one must have graduated from an accredited school of osteopathic medicine and surgery approved by the Board.

An applicant for a license to practice osteopathic medicine and surgery must first furnish evidence satisfactory to the board that the applicant has completed a nationally approved one-year internship program or the first year of a residency program approved by the American Osteopathic Association, the American Medical Association or by their recognized affiliate residency accrediting organizations.

The application process is considered confidential. Information about a pending application will only be provided to 1) the applicant 2) any person appointed in writing by the applicant.

The current address and telephone number of a health care provider governed under Chapter 18.130 RWC is not releasable as public information.

General Instructions

All applicants must submit:

♦ Completed Washington Osteopathic Medicine and Surgery application form and applicable fee. Application without fees will not be processed. **Fees are not refundable.**

“Yes” responses to any of the questions in the Personal data section of the application must be accompanied by documentation as stated on the application form and a brief explanation regarding your particular circumstance.

♦ Signed affidavit indicating completion of seven hours of aids education.

♦ Official transcript sent directly from the applicant’s osteopathic medical school to the board office.

♦ AOA profile. The board office will request this verification.
Federation Disciplinary Data Bank disciplinary status verifications. The board office will request the disciplinary status verification.

Verification of all accredited post-graduate training received in the U.S. Forms must be completed by the program director for post-graduate training, including internships, residencies and fellowships and returned directly to the board office. Copies of evaluations, or a summary of the applicant’s performance must be included. Indicate the beginning and ending dates of the training.

Verification letters sent directly from all hospitals where the applicant has been granted privileges within the past five years.

Verification letters sent directly from all states in which you have ever obtained an osteopathic medical license. Most states require a fee for processing verification letters. Please check with each state to determine this fee.

If the applicant has had a name change or documents were issued in a name other than the one currently being used, please indicate those names when submitting the application.

Applications should be filed with the Health Professions Quality Assurance Division, complete with all supporting documents, at least 60 days before the license is needed. After initial review, additional documentation or information may be requested by the board. The Board may take additional time to complete its investigation process.

When all required documentation has been received, applications will be reviewed by the board. All documents must be originals. Copies or faxed documents will not be accepted.

Application for Endorsement

An applicant who has passed all parts of the examination given by the National Board of Osteopathic Medical Examiners may be granted a license without further examination.

National Board Scores must be sent directly from the National Board of Osteopathic Medical Examiners, Inc., 8765 W. Higgins Rd. Ste. 200, Chicago IL 6063-4101, Telephone (773) 714-0622. or,

The board shall waive the examination if the applicant has passed the FLEX examination prior to June 1985 with a flex weighted average of seventy-five percent, or the Flex I and Flex II examinations with a minimum score of seventy-five on each component and satisfactorily passes the board administered examination on the principles and practices of osteopathic medicine and surgery.

Applicants who have passed steps 1, 2, and 3 of the USMLE examination with a minimum score as established by the coordinating agencies, the Federation of State
Medical Boards and the National Board of Medical Examiners, is also required to pass the Washington Osteopathic Principles and Practices examination.

FLEX/USMLE scores must be sent directly from the Federation of State Medical Boards, 400 Fuller Wiser Road, Suite 300, Euless, Texas 76039-3855 Telephone (817) 868-4000. or,

♦ The state of Washington may also endorse other state examinations if they are substantially equal to the Washington examination. To be fully endorsed by Washington, an examination must include a section on osteopathic practices and principles. A state examination which does not include a section on osteopathic practices and principles may be endorsed but the applicant will also be required to pass the Washington State Osteopathic Practices and Principles examination with a score of 75. Acceptance of other state examinations requires the Board review and determine that they are substantially equal to the Washington examination.

♦ State examination scores must be sent certified directly from the state from which you are seeking endorsement.

**Application for Examination**

♦ Examination Eligibility – Graduate of an approved osteopathic medical school conferred by the Step 3 examination date and completion of steps 1 and 2. The examination application and fee to sit Step 3, USMLE, must be submitted directly to the Federation of State Medical Boards prior to February 20th for the May examination and September 10th for the December examination.

For the examination application and instructions call (817) 571-2949.

♦ Applicants for examination must also submit an application, fee and documentation for licensure. Although applicants are not required to have completed post-graduate training to sit for the USMLE examination, verification of satisfactory completion of one year approved post-graduate training is required before licensure. Washington State licensure applications must be filed, complete with all supporting documents, on or before February 20th for the May examination and September 10th for the December examination. It is suggested that applications be submitted well in advance of the deadline to allow for review and response from staff concerning possible additional documentation requirements.

Incomplete applications will be deferred to the next regularly scheduled examination.

In addition to passing the USMLE examination, the applicant is required to pass the Washington Osteopathic Principles and Practices examination. Applicants may contact the board’s office to arrange a time to take this examination.

**Temporary Permits**
A valid license is required to practice osteopathic medicine and surgery in the state of Washington. However, a one-time temporary permit to practice osteopathic medicine and surgery may be issued to an individual licensed in another state that has substantially equivalent licensing standards to those in Washington. This license is only available for applicants who are also applying for full licensure.

- Documentation from the reciprocal state that the licensing standards used for issuing the license are substantially equivalent to the current Washington licensing standards;

- A completed application form and temporary permit fees;

- Verification of all state licenses, whether active or inactive, indicating that the applicant is not subject to charges or disciplinary action has not been taken for unprofessional conduct or impairment;

- Verification from the Federation of State Medical Board's disciplinary action data bank that the applicant has not been disciplined by a state board or federal agency.

- The temporary permit shall be issued for ninety days at which time it will become invalid. The temporary permit shall be returned to the Department of Health upon expiration or receipt of a full license. Please note: Because verification from the reciprocal state that standards for licensure are substantially equivalent to Washington standards is required, the temporary license process may not be as expeditious as obtaining full licensure.

**Application for Limited License**

The board may grant approval to issue, without examination, a limited license to practice osteopathic medicine and surgery within a board approved post-graduate training program in this state. The applicant must file an application and meet all the requirements for licensure except for the completion of one year of post-graduate training. A limited license shall permit the physician in postgraduate training to practice osteopathic medicine and surgery only in connection with the applicant’s duties as a physician in postgraduate training and does not authorize the physician to engage in any other form of practice. Each physician in post-graduate training shall practice osteopathic medicine and surgery only under the supervision of a physician licensed in this state under chapter 18.57 or chapter 18.71 RCW.

Applicants must submit all documentation as stated under general instructions including verification of post-graduate training, hospital privileges and state licenses, if applicable as well as residency verification from the program the applicant is attending in the state of Washington.

Limited licenses are issued from the beginning date of residency training and may be renewed annually.
OSTEOPATHIC FEES

Title of Fee

Osteopathic Physician and Surgeon:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Endorsement application</td>
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<td>License renewal</td>
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<td>Inactive license renewal</td>
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<td>Late renewal penalty</td>
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<td>Inactive late renewal penalty</td>
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<td>Endorsement/state exam application</td>
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<td>Re-exam</td>
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<td>Active expired license reissuance</td>
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<tr>
<td>Duplicate certificate</td>
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</tbody>
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Further questions regarding applications should be referred to:

Send all Supporting Documents to:  
Karen T. Maasjo  
Administrative Assistant  
Board of Osteopathic Medicine & Surg  
PO Box 47870  
Olympia, Washington 98504-7870  
(360) 236-4943

Send Application and Fee to:  
Karen T. Maasjo  
Administrative Assistant  
Board of Osteopathic Medicine & Surg  
PO Box 1099  
Olympia, Washington 98504-1099  
(360) 236-4943

For the Hearing Impaired please call (360) 664-0064