



PERMANENT ADMINISTRATIVE ORDER

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OREGON MEDICAL BOARD

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FILING CAPTION: When reference letters are required for licensure application

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RULES:

847-020-0160, 847-023-0015, 847-026-0020, 847-070-0022, 847-080-0017

AMEND: 847-020-0160

RULE TITLE: Letters and Official Verifications to be Submitted for Licensure

NOTICE FILED DATE: 07/11/2022

RULE SUMMARY: The rule amendment clarifies current practice that during the licensure process the OMB will require reference letters, if an employer does not provide a performance statement, such as: they're eligible for rehire, they were in good standing when they left, or they are still here and would be welcomed to remain on staff.

RULE TEXT:

The applicant must ensure that official documents are sent to the Board directly from:

(1) The school of medicine:

(a) A Dean's Letter of Recommendation must include a statement concerning the applicant's moral and ethical character and overall performance as a medical student. If the school attests that a Dean's Letter is unavailable or the Board determines that it is unacceptable, a copy of the transcripts may be acceptable.

(b) Verification of Medical Education form must include degree issued, date of degree, dates of attendance for each year, dates and reason for any leaves of absence or repeated years, and dates, name and location of school of medicine if a transfer student.

(2) The Fifth Pathway Hospital, if such applies: An evaluation of overall performance and specific beginning and ending dates of training.

(3) The Educational Commission for Foreign Medical Graduates: Verification of certification.

(4) The Director of Medical Education, Chairman or other official of the internship, residency and fellowship hospitals in the United States and other countries: An evaluation of overall performance, specialty and specific beginning and ending dates of training.

(5) The Director or other official for practice and employment in hospitals, clinics, etc. in the United States and foreign countries: A currently dated original letter (a copy is not acceptable), sent directly from the hospital/clinic, must include an evaluation of overall performance and specific beginning and ending dates of practice and employment, for the past five (5) years only. If the applicant has not practiced for more than two years, employment verifications will be required

for the past ten (10) years. If such verification is unavailable or incomplete, and for physicians who have been or are in solo practice without hospital privileges at the time of solo practice, provide three reference letters from physicians in the local medical community who are familiar with the applicant's practice and who have known the applicant for more than six months.

(6) All health licensing boards in any jurisdiction where the applicant has ever been licensed; regardless of status, i.e., current, lapsed, never practiced there: Verification, sent directly from the boards, must show license number, date issued, examination grades if applicable and status.

(7) Official Examination Certifications: An official examination certification showing the examination score is required directly from the National Board of Medical Examiners, the National Board of Osteopathic Medical Examiners, the Medical Council of Canada, the Federation of State Medical Boards or the individual state administering the exam.

(8) The Federation of State Medical Boards: A Board Action Databank Inquiry report.

(9) Any other documentation as required by the Board, including but not limited to medical records and criminal or civil records.

STATUTORY/OTHER AUTHORITY: ORS 677.265

STATUTES/OTHER IMPLEMENTED: ORS 677.010, ORS 677.100, ORS 677.265

AMEND: 847-023-0015

RULE TITLE: Letters and Official Verifications to be Submitted for Licensure

NOTICE FILED DATE: 07/11/2022

RULE SUMMARY: The rule amendment clarifies current practice that during the licensure process the OMB will require reference letters, if an employer does not provide a performance statement, such as: they're eligible for rehire, they were in good standing when they left, or they are still here and would be welcomed to remain on staff.

RULE TEXT:

(1) The applicant must ensure that either official documents are sent directly to the Board from the source or a certified copy is sent directly to the Board from another state medical board where the applicant is licensed:

(a) The Verification of Medical Education form, which includes degree issued, date of degree, dates of attendance, dates and reason of any leaves of absence or repeated years, and dates, name and location of medical school if a transfer student. Graduates of medical schools in the United States must have graduated from a school per OAR 847-020-0120(1) and graduates of international medical schools must have graduated from a school per 847-020-0130(2).

(b) A Dean's Letter of Recommendation, which includes a statement concerning the applicant's moral and ethical character and overall performance as a medical student. If the school attests that a Dean's Letter is unavailable or the Board determines that it is unacceptable, a copy of the transcripts may be acceptable.

(c) A letter from the Fifth Pathway Hospital, if such applies, which includes an evaluation of overall performance and specific beginning and ending dates of training.

(d) A letter from the Director of Medical Education, Chairman or other official of the internship, residency and fellowship hospitals in the United States and other countries in which the postgraduate training was served, which includes an evaluation of overall performance and specific beginning and ending dates of training.

(2) The applicant must ensure that official documents are sent directly to the Board from:

(a) The Director or other official for practice and employment in hospitals, clinics, etc. in the United States and other countries: A currently dated original letter (a copy is not acceptable), from the hospital/clinic, which must include an evaluation of overall performance and specific beginning and ending dates of practice and employment, for the past five (5) years only. If the applicant has not practiced for more than two years, employment verifications will be required for the past ten (10) years. If such verification is unavailable or incomplete, and for physicians who have been or are in solo practice without hospital privileges at the time of solo practice, provide three reference letters from physicians in the local medical community who are familiar with the applicant's practice and who have known the applicant for more than six months.

(b) The health licensing board in a state, district, territory or jurisdiction in the United States or Canada where the applicant has been licensed and is currently practicing or most recently practiced: Verification, which must show license number, date issued and status.

(c) Official Examination Certifications: An official examination certification showing the examination score is required from the National Board of Medical Examiners (NBME), the National Board of Osteopathic Medical Examiners (NBOME), the Federation Licensing Examination (FLEX), the Federation of State Medical Boards for the United States Medical Licensing Examination (USMLE), or the Medical Council of Canada.

(d) The Federation of State Medical Boards: A Board Action Databank Inquiry report.

(e) The Educational Commission for Foreign Medical Graduates Verification of Certification.

(f) Any other documentation as required by the Board, including but not limited to medical records and criminal or civil records.

STATUTORY/OTHER AUTHORITY: ORS 677.265

STATUTES/OTHER IMPLEMENTED: ORS 677.100, 677.120, 677.265

AMEND: 847-026-0020

RULE TITLE: Letters and Official Grade Certifications to be Submitted for Licensure

NOTICE FILED DATE: 07/11/2022

RULE SUMMARY: The rule amendment clarifies current practice that during the licensure process the OMB will require reference letters, if an employer does not provide a performance statement, such as: they're eligible for rehire, they were in good standing when they left, or they are still here and would be welcomed to remain on staff.

RULE TEXT:

The applicant must request official letters or verifications to be sent to the Board directly from the following:

- (1) The Executive Secretary of the State Boards in the United States or Canada where the applicant has been currently or most recently practicing. The currently dated original verification of license (copy is not acceptable) shall show license number, date issued, grades if applicable and status.
- (2) The National Board of Medical Examiners (NBME), the National Board of Osteopathic Medical Examiners (NBOME), the Medical Council of Canada (LMCC), or the Federation of State Medical Boards (FLEX, USMLE) must provide an official grade certification if not available from the initial state of licensure;
- (3) The Director or other official for practice and employment in hospitals, clinics and surgical centers in the United States and Canada. A verification form or letter with original signature must be submitted from the practice sites where the applicant was physically practicing which shall include an evaluation of overall performance and specific beginning and ending dates of practice and employment from the past five (5) years. If such verification is unavailable or incomplete, provide three reference letters from physicians in the local medical community who are familiar with the applicant's practice and who have known the applicant for more than six months.

STATUTORY/OTHER AUTHORITY: ORS 677.265, ORS 677.133

STATUTES/OTHER IMPLEMENTED: ORS 677.265, ORS 677.133

AMEND: 847-070-0022

RULE TITLE: Documents to be Submitted for Licensure

NOTICE FILED DATE: 07/11/2022

RULE SUMMARY: The rule amendment clarifies current practice that during the licensure process the OMB will require reference letters, if an employer does not provide a performance statement, such as: they're eligible for rehire, they were in good standing when they left, or they are still here and would be welcomed to remain on staff.

RULE TEXT:

The documents submitted must be legible and no larger than 8 ½" x 11". All documents and photographs will be retained by the Board as a permanent part of the application file. If original documents are larger than 8 ½" x 11", the copies must be reduced to the correct size with all wording and signatures clearly shown. Official translations are required for documents issued in a foreign language. The following documents are required:

- (1) Application: Completed formal application provided by the Board. Required dates must include month, day and year.
- (2) Birth Certificate: A copy of birth certificate and a copy of Change of Name documentation, Marriage Certificate, or Divorce Decree if the applicant's name has been changed by court order, adoption, marriage, divorce, etc.
- (3) Acupuncture School Diploma: A copy of a diploma showing graduation from an approved school of acupuncture for those applicants who qualify under OAR 847-070-0016(1).
- (4) Photograph: A close-up, passport-quality photograph, front view, head and shoulders (not profile), with features distinct, taken within 90 days preceding the filing of the application.
- (5) A letter from the Dean of the applicant's program of acupuncture for those applicants who qualify under OAR 847-070-0016(1).
- (6) A letter from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) verifying current certification in acupuncture by the NCCAOM for those applicants who qualify under OAR 847-070-0016(1) or (2).
- (7) A letter verifying licensure in good standing from the state or states of all prior and current health-related licensure.
- (8) A letter from the Director or other official for practice and employment to include an evaluation of overall performance and specific beginning and ending dates of practice and employment, for the past five (5) years only. If such verification is unavailable or incomplete, and for acupuncturists who have been or are in solo practice, three reference letters from acupuncturists in the local treatment community who are familiar with the applicant's practice and who have known the applicant for more than six months.

STATUTORY/OTHER AUTHORITY: ORS 677.265, 677.759

STATUTES/OTHER IMPLEMENTED: ORS 677.275, 677.759

AMEND: 847-080-0017

RULE TITLE: Letters and Official Verifications to be Submitted for Licensure

NOTICE FILED DATE: 07/11/2022

RULE SUMMARY: The rule amendment clarifies current practice that during the licensure process the OMB will require reference letters, if an employer does not provide a performance statement, such as: they're eligible for rehire, they were in good standing when they left, or they are still here and would be welcomed to remain on staff.

RULE TEXT:

The applicant must ensure that official documents are sent to the Board directly from:

(1) The School of Podiatry:

(a) The Verification of Medical Education form, which includes: degree issued, date of degree, dates of attendance, dates and reason of any leaves of absence or repeated years, and dates, name and location of school of podiatric medicine school if a transfer student.

(b) A Dean's Letter of Recommendation, which includes a statement concerning the applicant's moral and ethical character and overall performance as a podiatric medical student. If the school attests that a Dean's Letter is unavailable or the Board determines that it is unacceptable, a copy of the transcripts may be acceptable.

(2) The Director of Podiatric Education, Chairman or other official of the residency hospital in U.S.: A currently dated original letter (a copy is not acceptable), sent directly from the hospitals in which any post-graduate training was served, which includes an evaluation of overall performance and specific beginning and ending dates of training.

(3) The Director or other official for practice and employment in hospitals, clinics, etc., in the U.S. and foreign countries: A currently dated original letter (a copy is not acceptable), sent directly from the hospital/clinic, which includes an evaluation of overall performance and specific beginning and ending dates of practice and employment. If such verification is unavailable or incomplete, provide three reference letters from physicians in the local medical community who are familiar with the applicant's practice and who have known the applicant for more than six months.

(4) All health licensing boards in any jurisdiction where the applicant has ever been licensed; regardless of status, i.e., current, lapsed, never practiced there: Verification, sent directly from the boards, must show license number, date issued and status.

(5) Official Examination Certification: An official certification of examination scores for the American Podiatric Medical Licensing Examination (APMLE) Parts I, II and III or the National Board of Podiatric Medical Examiners (NBPME) examination Parts I, II and III is required directly from the NBPME or the Federation of Podiatric Medical Boards.

(6) Federation of Podiatric Medical Boards Disciplinary Report: A Disciplinary Report sent directly from the Federation of Podiatric Medical Boards to the Board.

(7) Any other documentation as required by the Board, including but not limited to medical records and criminal or civil records.

STATUTORY/OTHER AUTHORITY: ORS 677.265, 677.820

STATUTES/OTHER IMPLEMENTED: ORS 677.820, 677.825, 677.830