



## **Arizona Board of Osteopathic Examiners In Medicine and Surgery**

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### **APPLICATION PROCEDURES FOR DOCTORS RE-ENTERING PRACTICE**

At their meeting on July 20, 2013, the Arizona Board of Osteopathic Examiners revised the following procedures, previously established on July 18, 2009, for considering applications for licensure from doctors who are seeking to re-enter the practice of medicine. The Board considers "re-entering practice" to mean those physicians who held a license and practiced clinical medicine previously but are not licensed and are not practicing medicine at the time of their application to the Arizona Board of Osteopathic Examiners.

#### **All Re-Entry Applicants (Step 1)**

All applicants must complete an application form, pay the fee, and provide all of the documents requested. All questions must be answered on the application form. Writing "on file" is not acceptable. Some of the documentation required may be on file with the Board from your prior application or license file (e.g., diploma from medical school). Some must be updated to be current. Because licensing requirements change over the years, you may be asked for credentials, information or documentation that was not requested previously.

When your application is "administratively complete", you will be notified by the Executive Director and your application moves to substantive review.

#### **Applicants Out Of Practice Less Than Two (2) Years Without Disciplinary History (Step 2)**

Applicants are required to provide documentation verifying completion of at least forty (40) hours of CME. These forty (40) hours can include AOA accredited Category 1-A CME or ACCME accredited AMA Category 1 CME within two (2) years prior to the date your application is approved.

If you do not provide documentation showing that you have taken the CME within one (1) year of the date your application was received, your application will be administratively closed. An administratively closed application is not considered a Board action and is not reported to the National Practitioner Data Bank.

**OR**

## **Applicants Out of Practice More Than Two ( 2 ) Years Without Disciplinary History (Step 2)**

After you have received a letter that your application package is "administratively complete" you can request your application be put on the agenda for the Board's consideration. The Licensing Division will let you know when the next Board meetings are scheduled and what the deadlines are for providing additional materials for the Board to review (usually three (3) weeks before the meeting date).

At that meeting, the Board will decide the most appropriate plan for your re-entry into practice and determine your current competency to practice medicine. The Board may require any or all of the following components for your re-entry plan, so please be prepared to discuss the following:

1. the field of medicine in which you last practiced and the field in which you intend to practice if licensed again;
2. the type of work you did during the time you were not practicing medicine and how long you practiced medicine versus not practicing;
3. professional competency exams such as COMVEX or SPEX, or specialty exams given by the AOA-BOS or ABMS;
4. Continuing Medical Education activities (Category 1 or 1-A) you have completed since you last practiced medicine;
5. practice assessment program(s) you have completed such as those offered by PACE or CPEP;
6. supervised clinical work in medical field since you last practiced / limited or restricted practice; and/or
7. recent evaluations of your physical/mental/emotional fitness to practice medicine.

After the meeting(s) with the Board, you will receive written notification of the specifics of the re-entry plan the Board has decided to require of you. Of course, you will have the choice to comply. If you choose not to comply with the Board's plan, your application will be administratively closed 360 days after it was submitted. An administratively closed application is not considered a Board action and is not reported to the National Practitioner Data Bank.

**OR**

## **Applicants Out of Practice With Disciplinary History (Step 2)**

### **Question of Rehabilitation**

If you had any disciplinary action taken against your prior license(s), including revocation, surrender, or otherwise removed or invalidated by a regulatory agency, a civil, criminal, or military court, you will need to appear before the Board at a Board meeting to discuss the question of your rehabilitation. The Board has to make a decision that you are rehabilitated from the underlying unprofessional conduct before you are eligible for licensure. This discussion and decision will occur before the Board discusses the question of your re-entry plan.

After you have received a letter that your application package is "administratively complete" you can request your application be put on the agenda of a Board meeting. The Licensing Division will let you know when the next Board meetings are scheduled and what the deadlines are for providing additional materials for the Board to review (usually three (3) weeks before the meeting date).

There is no statute or rule defining how rehabilitation is to be determined. However, staff suggests you be prepared to discuss the following:

1. the extent of your disciplinary record;
2. the length of time that has elapsed since the conduct was committed;
3. the nature of the conduct underlying the discipline;
4. any applicable mitigating circumstances;
5. the degree to which you participated in the conduct; and
6. the extent of your rehabilitation including:
  - a. completion of probation, parole or community supervision;
  - b. whether you paid restitution or other compensation for the conduct;
  - c. evidence of positive action to change unprofessional behavior such as completion of a drug treatment program or counseling;
  - d. personal references attesting to your rehabilitation; and
  - e. professional references attesting to your rehabilitation.

If the Board decides you are NOT rehabilitated, your application may be denied for that reason. There may be other reasons, also. If your application is denied, you have the right to appeal the Board's denial. The denial will be reported to the National Practitioner Data Bank if you do not appeal that decision or if the appeals process upholds the Board's decision.

### **Re-entry to Practice Plan (Step 3)**

If the Board decides you are rehabilitated, the Board will move on to the question of your competency to practice medicine. This may be done at the same meeting or may be done at a later meeting depending on your particular case and the Board's schedule. The Board will consider the following for your re-entry plan. Please be prepared to discuss the following:

1. the field of medicine in which you last practiced and the field in which you intend to practice if licensed again;
2. the type of work you did during the time you were not practicing medicine and how long you practiced medicine versus not practicing;
3. professional competency exams such as COMVEX or SPEX, or specialty exams given by the AOA-BOS or ABMS;
4. Continuing Medical Education activities (Category 1 or 1-A) you have completed since you last practiced medicine;
5. practice assessment program(s) you have completed such as those offered by PACE or CPEP;
6. supervised clinical work in medical field since you last practiced / limited or restricted practice; and/or
7. recent evaluations of your physical/mental/emotional fitness to practice medicine.