

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

At their meeting on July 18, 2009, the Arizona Board of Osteopathic Examiners established the following procedures 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 AZ Board.

### **All Re-Entry Applicants:**

Step 1:           The application package

The first step will be filling out the application, paying the fee, and supplying all the documents that are 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 you were not asked for previously.

This step is finished when you receive a letter from the Licensing Manager that says your application is "administratively complete."

### **Applicants Out Of Practice Less Than 2 Years without disciplinary history:**

Step 2:           40 hours of recent CME

You will need to provide documentation that you have completed at least 40 hours of Category 1-A or Category 1 CME in your field of practice within the 2 years prior to the date your application is approved. You can provide this before you receive the "administratively complete" letter, if you choose to do so.

If you don't document having taken the CME within 1 year of the date your application was received, your application will lapse. A lapsed application is not considered a Board action and is not reported to the National Practitioner Databank.

### **Applicants Out of Practice More Than 2 Years without disciplinary history**

Step 2:           Re-entry to practice plan

After you have received a letter from the Licensing Manager that your application package is "administratively complete" you can request to your application be put on the agenda for the Board's consideration. The Licensing Manager 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 3 weeks before the meeting date).

At that meeting, the Board will decide the most appropriate plan for your re-entry into practice, to establish 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 these:

1. The field of medicine in which you last practiced, and the field in which you intend to practice if licensed again.
2. What type of work you did during the time you were not practicing medicine; 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 courses (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.
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 do those things or not do them. If you choose not to do them, your application will lapse one year after it was submitted. A lapsed application is not considered a Board action and is not reported to the National Practitioner Databank.

### **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 those licenses being revoked, surrendered or otherwise removed or invalidated by a regulatory agency, or 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 happen before the Board discusses the question of your re-entry plan.

After you have received a letter from the Licensing Manager that your application package is "administratively complete" you can request your application be put on the agenda of a Board meeting. The Licensing Manager 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 3 weeks before the meeting date)

There is no statute or rule defining how rehabilitation is to be determined; however, staff suggests that 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.
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.
  - e. Professional references attesting to your rehabilitation

If the Board decides that you are NOT rehabilitated, your application may be denied for that reason (there may be other reasons, too). 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 Base if you do not appeal that decision, or if the appeals process upholds the Board's decision.

Step 3: Re-entry to practice plan

If the Board decides that 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 address this question as described above in Step 2 of "Applicants Out of Practice More Than 2 Years without disciplinary history"