

ARIZONA BOARD OF OSTEOPATHIC EXAMINERS IN MEDICINE AND SURGERY

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LOCUM TENENS APPLICATION CHECKLIST

Thank you for your interest in obtaining a Locum Tenens Osteopathic Registration in the state of Arizona. To file an application, you must submit the following:

1. *Application form with all sections completed, picture attached, and signed before a notary.
2. \$300 application fee. Please make your check (business or personal) or money order payable to: AZ Board of Osteopathic Examiners.
3. Written request from the doctor of medicine or doctor of osteopathy licensed in Arizona for whom you are substituting or assisting. The request must include:
 - a. Name of sponsoring physician
 - b. Address and phone number of location(s) where Locum Tenens physician will be substituting or assisting
 - c. Exact starting date registration is needed (good for 90 days after starting date)
 - d. Whether request is to substitute for or assist the sponsoring physician
 - e. Original signature of sponsoring physician (no stamp signatures)
4. *Copy of your diploma or transcript from an approved Osteopathic Medical School, showing date of your graduation;
5. *Copy of certificate or official letter showing completion of an internship or first year of residency; certificates or letters showing an expected completion date or a completion date after the date of the letter are not acceptable.
6. Explanations and documentation of any "yes" answers to Practice History questions (Section VII).
 - a. If you answered "yes" to number 8, you must complete a separate Malpractice Form for each paid or pending case, and attach the required documents.
7. Copy of government issued picture identification (e.g., driver license or passport) showing same name used on the application.
8. Copy of government documentation showing resident alien status (if not U.S. citizen).
9. Copies of legal documentation showing change of name (if needed).
10. Verification of licensure and disciplinary history from each State in which you are or ever were licensed. You need to contact each State yourself and have the verification sent directly to the AZ Board. If a State has primary source verification on a website, you may submit a printout of the web page that shows your license status and disciplinary history, instead. The printout must show the same name as on your AZ application, your disciplinary history in that State, the website address (URL), and a system-printed date within 14 days of your application being received.

The Board staff checks that items 1-10 have been received (as needed), and also does the following:

- a. queries the Federation of State Medical Boards,
- b. queries the National Practitioner Data Bank and Health Integrity and Protection Data Bank for verification of your practice history (you do NOT need to do a self-query), and
- c. verifies your history with the U.S. Drug Enforcement Agency.

After you have submitted all documentation (1-10) and all verifications have been received (a-c), your application will be considered administratively complete and forwarded to the executive director for approval. On average, it takes 30 days for this to happen. Upon approval, the registration will be mailed to the sponsoring physician. During the processing of the application, the Board will only be able to correspond with the applicant regarding the status.

The sponsoring physician who submitted the original request may extend a Locum Tenens Registration for an additional ninety days on written request. The request must meet the same criteria as listed above (#3), must state the reason extension is necessary, and needs to be sent along with an additional fee of \$300 (#2). The request must be received before the current registration ends. If the request is received after the current registration ends, a new application must be submitted.