



PHYSICIAN LICENSING – ALASKA

Contact Information

Agency: Alaska State Medical Board (SMB)

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Webpage:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/StateMedicalBoard/ApplicationsForms.aspx>

Summary of the Process

- Fees
 - Total of \$825
- Timeline
 - The SMB estimates 12-14 weeks for a temporary permit to issue
- Temporary Permits
 - Issued to qualified applicants. See [FAQ](#) for details.
- Application
 - Online: <https://my.alaska.gov>
 - Uniform: <http://www.fsmb.org/uniform-application>
 - Print: <https://www.commerce.alaska.gov/web/portals/5/pub/med4105.pdf>

Other Critical Steps

- DEA Registration
 - You will need an Alaska address. See our [FAQ](#) for instructions.
- Prescription Drug Monitoring Program (PDMP)
 - Alaska requires that you register for PDMP. See [FAQ](#) for links and details.
- Business License
 - See [FAQ](#) for details. As an independent contractor (IC) you will need an Alaska business license

Physician Application Checklist:

	Document	Provided By
<input type="checkbox"/>	Application, 12 pages, with recent photo and notarized	You
<input type="checkbox"/>	Authorization for Release of Records	You
<input type="checkbox"/>	Examination Scores	Exam Agency or FCVS
<input type="checkbox"/>	Medical School Diploma, certified true copy	You
<input type="checkbox"/>	Verification of Medical School Education	Med. School or FCVS
<input type="checkbox"/>	Post-Graduate Training Certificates, certified true copies	You
<input type="checkbox"/>	Post-Graduate Verifications of Training	PG Programs or FCVS
<input type="checkbox"/>	Certificate for 2-hour course in pain mgmt and opioid use	You
<input type="checkbox"/>	Verifications of Licensure in Other Jurisdictions	Licensing or Veridoc
<input type="checkbox"/>	Hospital Privileges List	You
<input type="checkbox"/>	Hospital Privileges Verifications	Hospitals
<input type="checkbox"/>	DEA Clearance Report	DEA
<input type="checkbox"/>	FSMB Board Action Data Bank Report: <i>fsmb.org</i>	FSMB
<input type="checkbox"/>	AMA Profile: <i>ama-assn.org</i> AOA Profile: <i>osteopathic.org</i>	AMA or AOA
<input type="checkbox"/>	NPDB Report	Alaska Board
<input type="checkbox"/>	Explanation/documentation of any "yes" responses in application	You
<input type="checkbox"/>	Fees Enclosed with Application	You
<input type="checkbox"/>	ECFMG, if international medical school graduate.	ECFMG or FCVS

Frequently Asked Questions:

- Professional Licensing

- ***How long does this process really take?***
 - The State Medical Board advises it takes approximately 12-14 weeks to issue a temporary permit for a physician.
- ***Under what circumstances should I apply for a temporary permit?***
 - Applying for a temporary permit can ensure you are licensed more quickly.
 - Per SMB: “After your application for a permanent license is complete, it is forwarded to the Board’s executive administrator, who may authorize the issuance of a temporary permit. Since the Board only meets four times each year, the temporary permit is a courtesy to you to allow you to practice until the next board meeting when your file will be considered.”
- ***What are some ways I can speed up the application process?***
 - We recommend the following
 - Double check your application to ensure everything is accurate and complete
 - Apply through Alaska’s online application
 - Use Veridoc and FCVS where possible
 - <https://www.veridoc.org/index.aspx>
 - <https://www.fsmb.org/fcvs/>
- ***What does it mean when the application states ‘certified true copy’***
 - Per SMB: “To obtain a certified, true copy, take the original document and a photocopy to a notary public so he/she may compare the original to the photocopy of the document. You or the notary must write, “**I certify this to be a true copy of the original document**” on the photocopy. You will sign this statement, and the notary will attest the fact by notarizing the document. Each certified true copy must have a notary signature, seal.”

- DEA Registration

- ***How do I satisfy the DEA registration requirement?***
 - By law, practitioners may only administer, dispense, or prescribe a controlled substance in a state if they first hold a DEA registration in that state, and are complying with all federal and state laws and regulations. Simply put, you’ll need a DEA certificate that displays an Alaska address in order to legally handle controlled substances in that State.
 - You can either purchase a new DEA registration or transfer your existing registration. Although very situation specific, many of our providers have opted to simply transfer their registration.
- ***How do I apply for a new DEA registration?***
 - A practitioner can apply for a new DEA registration in each state where they plan to administer, dispense, or prescribe controlled substances. More information can be found at the DEA website:
<https://www.deadiversion.usdoj.gov/>
- ***How do I transfer my DEA registration?***
 - To transfer, request the change on-line at
<http://www.deadiversion.usdoj.gov>.

- There is a green box in the top right-hand corner – click on ‘Registration Changes (Address, Drug Code, Name Schedule) and follow the directions.
 - **How long does it take to transfer my DEA registration?**
 - This is a free process that takes 1-5 business days to complete, and you can change it back after your locum assignment ends.
- **Prescription Drug Monitoring Program**
 - **How do I satisfy Alaska’s PDMP requirement?**
 - This can be done online. Website:
 - <https://alaska.pmpaware.net/login>
 - We recommend using this guide:
 - https://www.commerce.alaska.gov/web/Portals/5/pub/PDMP_SignupInstructions.pdf
- **Business Licensing**
 - **Do I need an AK business license to work as an independent contractor?**
 - Yes. You will need both an Alaska business license and an Alaska professional license in order to work as an independent contractor with WMS. Please note that you *must* have your AK business license in place *before* your assignment begins.
 - **Where do I go to setup an Alaska business license as a sole proprietor?**
 - To setup, visit this website:
 - <http://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/NewBLOnline.aspx>
 - Your primary line of business should be “62-Health Care and Social Assistance”
 - Your NAICS code should be 621999.
 - Although the website claims that new licenses for healthcare providers cannot be purchased online, this is incorrect, and the website *will* work properly.
 - Alternatively, if you already reside in AK, you may get your AK business license by visiting the state commerce offices in person at:
 - Anchorage Office: 550 West 7th Ave, Suite 1500
 - Juneau Office: 333 Willoughby Ave, 9th Floor
 - **What if I have an LLC or other form of corporation that I want to use?**
 - If you have a Corporation that you’d like to contract under instead of working as a sole proprietor, please let your Operations Associate know. The information to register your Corporation with the State of Alaska can be found at <https://www.commerce.alaska.gov/web/cbpl/Corporations/ObtainEntityNumber.aspx>

Helpful Links:

- Alaska State Medical Board FAQ:
 - <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/StateMedicalBoard/FrequentlyAskedQuestions.aspx>
- Where to check if your license has been issued:
 - www.commerce.state.ak.us/occ/pmed.htm