



## **PHYSICIAN AND SURGEON COMMON APPLICATION DISCREPANCIES**

The following is a guide to common application discrepancies. Please review this guide prior to submitting your application. Discrepancies cause delays in processing and the issuance of an approval letter. We encourage you to follow the application instructions provided, which outline the necessary documentation and information needed to successfully complete your application. The instructions can be found by visiting [www.pals.pa.gov](http://www.pals.pa.gov).

### **CURRICULUM VITAE**

You will need to upload with your application a current Curriculum Vitae listing ***all*** periods of employment or unemployment (i.e., research, child rearing, etc.) from graduation from medical school to present. The list must be in chronological order, include the month and year, and indicate the state/territory in which the employment occurred.

### **VERIFICATION OF GRADUATE MEDICAL TRAINING**



By law and regulation, the Board must verify that applicants who graduated from an international medical school or an unaccredited medical school in the United States or Canada completed at least 1 full year of training at an approved PGY Level 1 and PGY Level 2. For graduates of an international medical school, the Board must verify that applicants completed at least 1 full year of training at an approved PGY Level 1, a PGY Level 2 and a PGY Level 3.

### **VERIFICATION OF MEDICAL EDUCATION**

This discrepancy indicates that the forms were not filled in accurately or completely or the information provided by the school/university does not match the information provided by the applicant.

### **EXAMINATION RESULTS**

Verification of passing the required examinations has not been submitted to the Board directly from the administrator of the examination.

### **LETTERS OF GOOD STANDING (LOGS)**

LOGS must be submitted for all states in which an applicant has ever held a health-related license, registration, permit, or certification. LOGS must be sent directly to the Board from the issuing authority. The verification must include the following:

- Name and license number of the applicant
- License issue and expiration dates
- License status
- Disciplinary standing

## **NATIONAL PRACTITIONER DATA BANK REPORT**

The Individual Self-Query report from the National Practitioner Data Bank must be a current report. The report is only valid for 6 months from the date of issuance and should it become outdated, a new report will be required.

## **CRIMINAL HISTORY RECORDS CHECKS (CHRC)**

CHRCs must be provided from the state police or other official/authorized state agency for every state in which an applicant has lived, worked, or completed professional training/studies within the last 10 years. Reports cannot be submitted or dated more than 90 days prior to the submission of the application. Applicants who lived, worked, or completed professional training/studies in CA, AZ, and OH will need to get an FBI record summary. Applicants who lived, worked, or studied in multiple states can get the FBI summary in lieu of each state.

## **LEGAL QUESTIONS**

If certain questions are answered adversely, applicants must provide any and all supporting documentation regarding circumstances involved in the matter. For these questions, the system will prompt users to upload documents or supply additional information.

## **CHILD ABUSE CONTINUING EDUCATION**

Discrepancies in this requirement often occur when required child abuse continuing education is not completed by an approved provider and/or the results have not been submitted electronically to the Board by the provider. Completion of the required course must be submitted electronically to the Board by the provider.

A list of approved providers can be found at [www.dos.pa.gov](http://www.dos.pa.gov) under "Act 31 Mandated Child Abuse Recognition and Reporting."

## **HELPFUL HINTS**

Applicants can check the status of their application, as well as review correspondence from the Board at any time using the PALS system. We urge applicants to address discrepancies as quickly as possible to avoid delays in licensing.