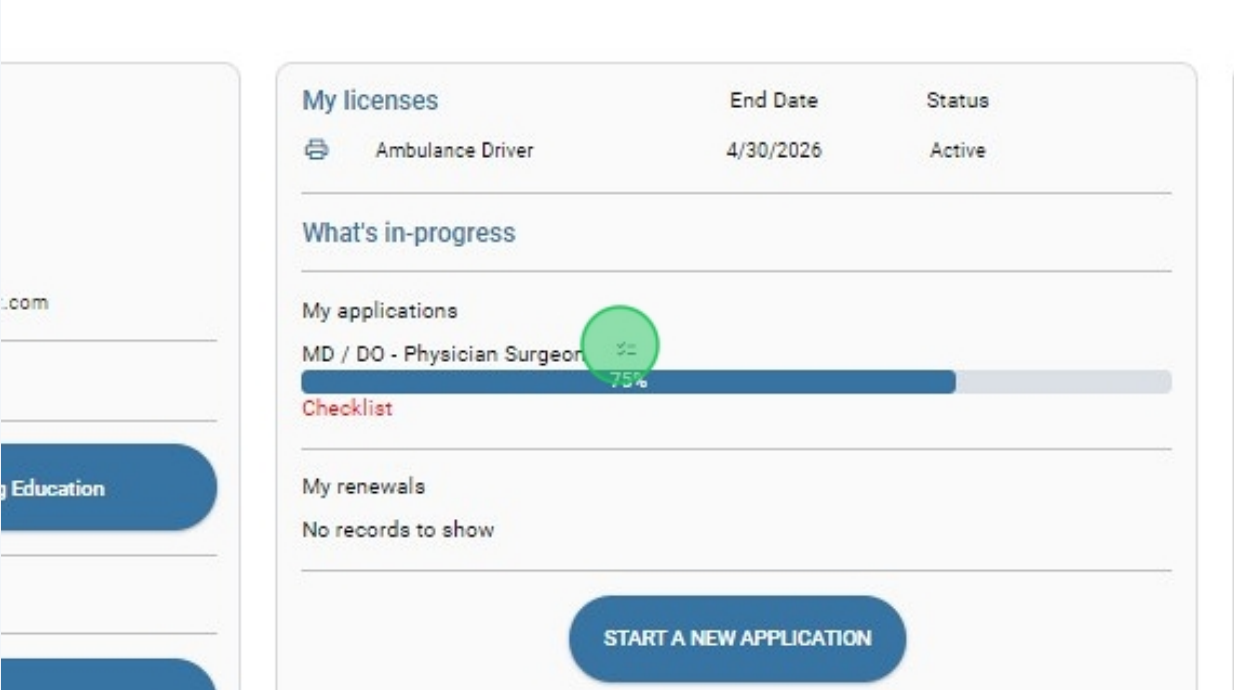


Application for Medical Licensure: Part 3

This How-To Guide is intended for medical license applicants.

- 1 Navigate to your Licensee dashboard. Once your application has been submitted and accepted, a **checklist is generated**. Click the "**Checklist icon**" in the "**What's in-progress**" section of the dashboard to begin.



2

The applicant "**View My Checklist**" page shows a list of required tasks with a colored indicator denoting its status. There is a legend at the top of the page defining those indicators. Each applicant will have a unique set of checklist items based on their application submitted and the license they are applying for.

View My Checklist Items

Training Guide: ML - MD / DO - Physician Surgeon

TYPE: New APPLICATION ID: 308 APPLICATION EXPIRATION DATE: Jan/07/2025

[View all documents submitted](#)

- - Item not received, or it may have arrived but has not been processed
- - Item under review or special circumstances (read message)
- - Reviewed and approved

	Download	Upload	Resubmit	Document Description	Document Status
Correspondence/Communication					
●				Resume or CV	Created

3

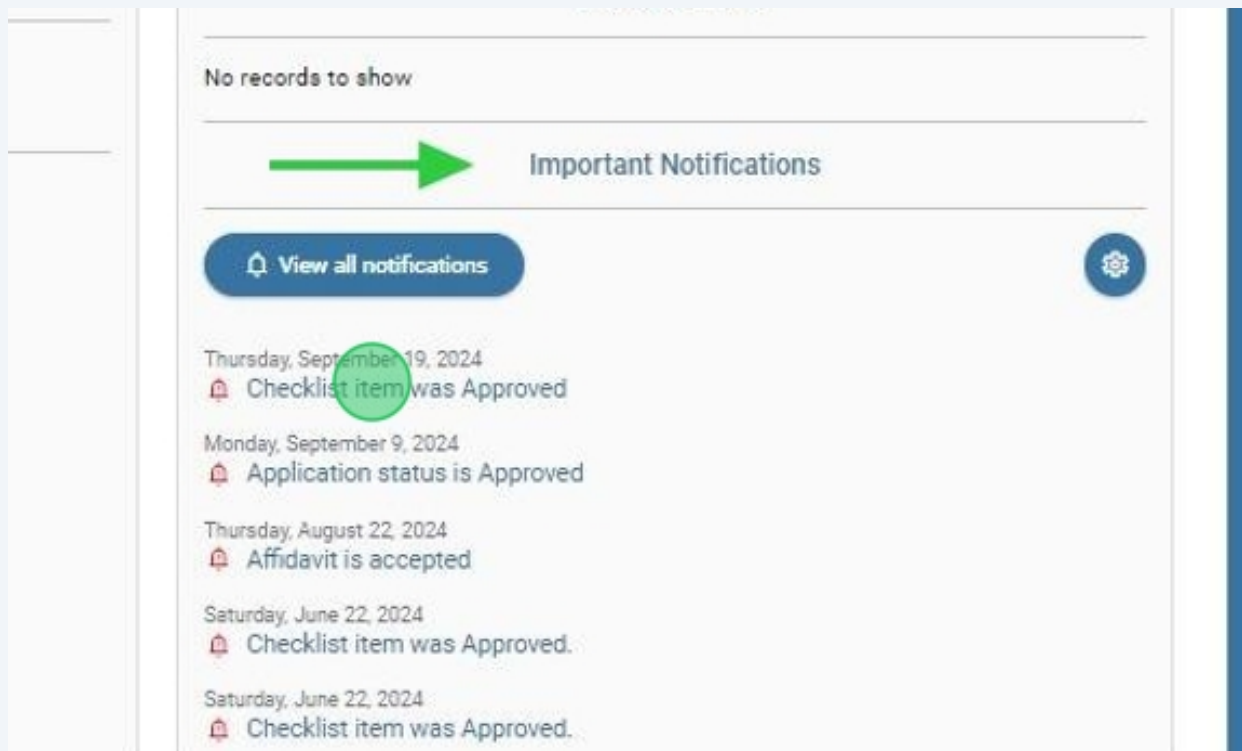
The first time you view your checklist, all required tasks will be shown with a red indicator and a status of "**Created**". When a document is uploaded by the applicant or an analyst, the indicator changes to **yellow** and the status is updated to "**Submitted**". When the Item has been accepted by an analyst, the indicator changes to green and the status is updated to "**Approved**".

It is important that the applicant read the analyst comments (rightmost column) for important instructions that must be followed.

	Download	Upload	Resubmit	Document Description	Document Status	Status date	Submit date	Details	SDBMOE analyst comments
Correspondence/Communication									
●				Resume or CV	Created	09/09/24			This is OPTIONAL, but may help your process go faster and can be uploaded here.
●				Background investigation (fingerprints)	Created	09/09/24			The packet was mailed to the address listed as your home address in your application. Be sure to follow the provided instructions to ensure timely processing and avoid rejection. The processing fee must be a money order, or it will be rejected.
Education									
●				Academic & Training verification for the program completed	Approved	09/19/24		University of Miami	Item approved
Postgraduate Training									
●				Postgraduate Training (Internship if applicable and Residency)	Under Review	09/19/24		Institution Name: University of Miami School of Medicine, Training Type: Residency, State: Florida	This form is available for download. It is your responsibility to send the form to your program to have it completed and returned directly to SDBMOE office as instructed. There may be a required fee to process the verification.
Exams									
●				Exam- current certification	Created	09/09/24		Exam name: NBME Part I	Contact the examination entity and request your exam verification be sent directly to the SDBMOE.

4

After an item has been reviewed by the SDBMOE analyst, the applicant will have a message in the "**Important Notifications**" section of the dashboard. Click on any message to view notification details. Applicants should regularly check their dashboard for notifications and status changes.



5

Not all checklist items will be approved. Some may be **"Sent Back"** for resubmission. The indicator color will change back to "Red" and an updated comment is displayed. Click the **"Upload icon"** to upload a new document that will replace the original document submitted.

Hello, Training Module! Log out

● - Reviewed and approved

	Download	Upload	Resubmit	Document Description	Document Status	Status date	Submit date	Details	SDBMOE analyst comments
Correspondence/Communication									
●		⬆	↻	Driver's License Verification	Approved	06/22/24	06/22/24		Please provide proof of valid Driver's License
Education									
●		⬆	↻	CPR certification	Approved	06/22/24	06/22/24		Please upload documentation of your original course for CPR Certification
●		⬆	↻	HIPAA Awareness	Approved	06/22/24			Received document, review complete, checklist item has been approved.
●		⬆	↻	Infection Control Compete...	Created	06/22/24			Item received and reviewed, sent back for resubmission. Please upload the complete documentation (only page 1 of 3 was uploaded) Your resubmission will replace the old documentation.
●		⬆	↻	Patient Movement Compe...	Created	06/22/24			Please upload documentation of your original course for Patient Movement Competency
									Please upload

6

Your dashboard will always display the **current status** of any application in progress. When all Checklist items have been reviewed and approved by the SDBMOE Analyst, the status will change to **"Final review"**. You will no longer be able to view or upload anything to your checklist.

The screenshot shows a dashboard with a central panel titled "What's in-progress" highlighted with a green border. It contains a table for "My licenses" with one entry: Ambulance Driver, End Date 4/30/2026, Status Active. Below is a section for "My applications" with one entry: MD / DO - Physician Surgeon, 100% progress, and status "Final review". A "START A NEW APPLICATION" button is at the bottom. The right sidebar shows a user profile for "Calvi" and a notification section with "View all notification" and two notifications from Thursday, September 26, 2024, stating "Checklist item was...".

7


Sometimes an application that is submitted is in a **"Pending disclosure review"** status. This requires a separate approval process. After the disclosure review is complete, and all checklist items have been approved, the application will automatically move to **"Final review"**.

The screenshot shows a dashboard with a central panel titled "What's in-progress" highlighted with a green border. It contains a table for "My licenses" with one entry: Ambulance Driver, End Date 4/30/2026, Status Active. Below is a section for "My applications" with one entry: MD / DO - Physician Surgeon, 90% progress, and status "Pending disclosure review". A "START A NEW APPLICATION" button is at the bottom. The right sidebar shows a section for "My authorized agent" with a "Select Agent" button, "My supervisors" with "No records to show", and "Important Notifications" with "View all notifications" and three notifications from Saturday, June 22, 2024, stating "Checklist item was Approved."

8

SDBMOE will issue the license after the final review is complete and the application has been approved. **Congratulations!** Your licensure information is now displayed in the **"My Licenses"** section of the dashboard. The official document is immediately available to the licensee. Click the **"print icon"**.

The screenshot displays a dashboard interface. On the left is a vertical navigation menu with several blue buttons. The main content area is titled "My licenses" and contains a table with the following data:

	My licenses	End Date	Status
	MD / DO - Physician Surgeon	9/26/2025	Active

Below the table, there are three sections:

- What's in-progress**: A section header with a horizontal line below it.
- My applications**: A section header with the text "No records to show" below it.
- My renewals**: A section header with the text "No records to show" below it.

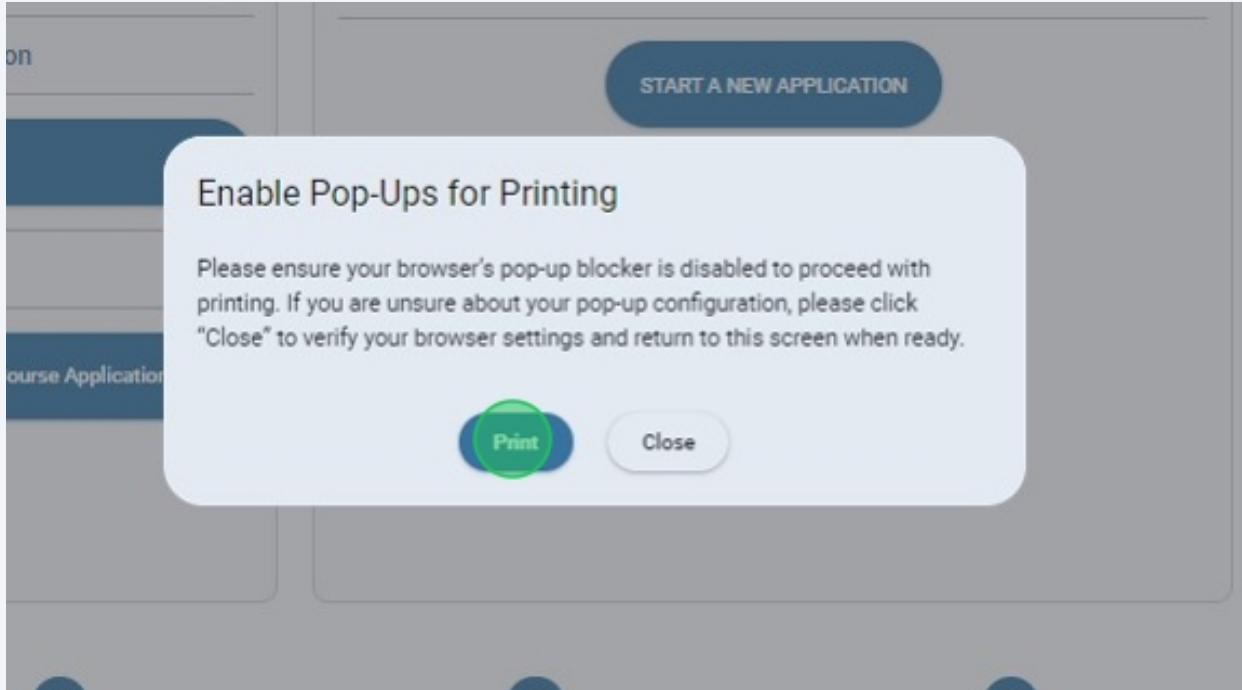
At the bottom of the main content area is a blue button labeled "START A NEW APPLICATION".

On the right side of the dashboard, there is a profile card with a photo of a man in a suit. Below the profile card is another section with the text "No records to show". At the bottom right, there is a blue button with a bell icon and the text "View all notific".

9

A message **"Enable Pop-ups for Printing"** is displayed. Please confirm your settings. Click **"Close"** if you would like to check the settings on your computer and print later.

Click **"Print"** to proceed with printing your official license. The license will appear in a new window where it can be viewed/printed.



10

From the **"licensee dashboard"** under **"Important Notifications"**, Click **"The license has been issued"** message. **Read this information carefully!**

