

## **CHECKLIST FOR LIMITED RENEWAL APPLICATION**

A limited renewal application is for physicians who are continuing in the same program. If you are changing a specialty, subspecialty or training program, you must complete a Change of Program application.

### **HAVE YOU**

- Downloaded all of the pages of the limited renewal application form?
- Read the instructions, answered every question, signed the application and Authorization for Release of Information form and enclosed a check for \$100.00 made payable to the Commonwealth of Massachusetts?
- Completed the supplemental pages if you answered "yes" to any questions?
- Included license verifications, in sealed envelopes, from every state where you were issued a full license since your last renewal and attached them to your limited license application?
- Included a completed Evaluation form from your program director or current hospital affiliation if you had a malpractice action filed against you (even if you were dismissed from the case) or if you were placed on probation or received negative reports in your training program since your last renewal? Please instruct the program director to place the evaluation in a sealed envelope and attach it to your limited renewal application.

**IF THE SEALS ON ANY ENVELOPES ARE BROKEN, THE INFORMATION WILL NOT BE ACCEPTED BY THE BOARD. PLEASE CONTACT THE PROGRAM COORDINATOR AT YOUR TRAINING PROGRAM IF YOU HAVE ANY QUESTIONS.**