



CHECKLIST
for APPLICATION for STATE LICENSE
as a NATUROPATHIC DOCTOR
ND-102 (Rev 03/12)

Please use this checklist to ensure your application package is complete. Failure to provide any of the requested information will result in the inability to issue a license.

SUBMIT FORMS

Form ND-100 - Application for State License as Naturopathic Doctor. Include a recent photograph 2" x 2" (approximate size) passport quality photograph of your head and shoulders; photograph should be affixed to the area indicated on the application form. Submit to the Naturopathic Medicine Committee with check or money order for \$400.00. The application form and check can be mailed any time during the application process.

Also, if any of the following situations apply to you,

1. Reporting Discipline Against License(s),
2. Reporting Impairment(s) or Limitation(s), or
3. Reporting Prior Conviction(s),

submit the appropriate documentation with your application. Refer to the application instructions for further information. Please write your e-mail address at the top of the form to speed-up the process. E-mail addresses are confidential and will never be disclosed.

WRITTEN EXAMINATION VERIFICATION

North American Board of Naturopathic Examiners (NABNE) NPLEX Part I (or waiver) – Basic Science and Part II – Clinical Science scores. Request **official transcripts** of your NPLEX scores by contacting NABNE. Your **official transcripts** must be sent directly by NABNE to the Committee of Naturopathic Medicine.

Or

Pre-NPLEX (prior to 1986). No longer applies as of January 1, 2008.

OFFICIAL TRANSCRIPT FROM NATUROPATHIC MEDICAL SCHOOL

Official transcripts from the approved naturopathic medical school(s) of attendance. Contact the school(s) and request your official school transcripts be mailed to the Committee. Official transcripts must be embossed with the registrar's seal and must be sent directly from your school to the Naturopathic Medicine Committee. The Committee will not accept a student's copy of the transcripts. For a listing of the approved schools, refer to Form ND-106 - Listing of Approved Naturopathic Medical Schools.

LICENSE VERIFICATION

Form ND-103 – **Verification of License/Registration/Certification in Another State.** If applicable, contact the board/bureau in each state that issued you a professional license, registration, or certification in healing arts. Fax transmissions from the state will not be accepted by the Committee.

NATUROPATHIC MEDICAL SCHOOL DEGREE/DIPLOMA

IF YOUR TRANSCRIPTS DO NOT INDICATE YOU EARNED A DEGREE IN NATUROPATHIC MEDICINE, submit a copy of your degree/diploma received from an approved naturopathic medical school. Please submit the copy with your application.

PHARMACOLOGY TRAINING

If you intend to furnish or order drugs (Schedules III-V), you must submit written evidence that you have received at least 48 hours of pharmacology instruction (which includes pharmacokinetic and pharmacodynamic principles and properties of the drugs to be ordered or furnished). **Most graduates have received instruction from their naturopathic college, so your official transcripts will suffice.** If instruction was received from another source, it must have been received from one of the following:

- ◆ an approved naturopathic medical school;
- ◆ an institution of higher learning that offers a baccalaureate or higher degree in medicine, nursing, or public health; or
- ◆ an educational institution or provider with standards and course content that are equivalent to the instruction provided by (A) or (B), as determined by the Committee.

FINGERPRINT PROCEDURES

Before the Committee issues a license, clearances must be received from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Two methods are available to complete the fingerprint requirement:

A. Live Scan Process

For applicants residing in or near California, please use this process. On average, Live Scan results are received within two weeks. To locate a Live Scan site near you, use an Internet search engine and key "Livescan in (City)". Hours of operation and rolling fees vary, so please contact the Live Scan site directly for information.

Live Scan Procedures

1. Complete the Request for Live Scan Services Form (BCII 8016).
2. Take the completed form (in triplicate) to a Live Scan site and pay the applicable fees.

B. BCII 8016 - Mail the **second copy** of the Live Scan Services Form to the Committee.

Or

B. Fingerprint Cards

If you reside outside California or are unable to obtain Live Scan services, you must use the manual fingerprint card process. **Please contact the Committee by phone or e-mail us at naturopathic@dca.ca.gov to obtain fingerprint cards.** Results from the manual card process are typically transmitted in 3 to 5 weeks, but can take as long as 24 weeks.

Manual Fingerprint Process

1. Contact the Committee to obtain two fingerprint cards.
2. Complete all applicable areas on both cards (refer to instruction sheet included with the cards).
3. Take the completed cards to a local law enforcement office to have your fingerprints rolled.
4. Submit both fingerprint cards to the Bureau of Identification and Identification, PO Box 903417, Sacramento, CA 94203-4170 along with a check or money order in the amount of \$49.00 made payable to CA. Dept. of Justice. **DO NOT FOLD CARDS.**

The Dept. of Justice will not be able to process your application without both completed fingerprint cards.

FEES

Please submit a check or money order in the amount of \$400.00 with your application. Make checks or money orders payable to the Naturopathic Medicine Committee.

- \$400 Application Processing Fee (non-refundable) – Mail with ND-100 Application form.
then

- Upon approval of your application for licensure, you will be notified to submit an initial licensing fee of \$800.00, which will be prorated. This fee is in addition to the application fee listed above.

DO NOT MAIL THE INITIAL LICENSE FEE until you are notified by the Committee to do so.