

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A TEMPORARY LICENSE PRACTICE GENETIC COUNSELING IN VIRGINIA

(This form has been designed to be used as a checklist when preparing to submit your application.)

APPLICATION FEES ARE NONREFUNDABLE

BEFORE YOU PROCEED, READ THE FOLLOWING POINTS CAREFULLY!

You should familiarize yourself with the qualifications required for a license by reviewing the laws and regulations governing the practice of genetic counseling in Virginia. They can be found at:

http://www.dhp.virginia.gov/medicine/medicine_laws_regs.htm

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until the issuance of a license is dependent upon entities over which the Board has no control. It is the applicant's responsibility to ensure that outside entities send the necessary documentation to the Board.

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 15 days for your application checklist to be first updated on the Board's website. Supporting documentation will be added to your checklist as it is received. Processing of documents may take up to 10 business days after they are received. If you find your checklist does not exist or does not indicate necessary documents have been received, e-mail the Board at medbd@dhp.virginia.gov with "Genetic Counselor Application Question" in the subject line. E-mails will be answered within 2 business days.

Your application checklist may be viewed by logging into your application and clicking on the "View Checklist" link located in the Pending Licenses section. This link will not be visible for applicants who have not yet paid the application fee. If you have submitted your application and required fee online, but no longer see your checklist listed in the Pending Licensing section, your license may have been issued by the Board. Please visit <https://www.license.dhp.virginia.gov/license/> and use your current User ID and Password to login and view your newly issued license. If you need technical assistance with your checklist, contact the agency's helpdesk at 804-367-4444. The helpdesk cannot provide assistance regarding information about your documents.

Supporting documentation sent to the Board when there is no application on file will be purged after six months.

NB: Virginia law considers material misrepresentation of fact in an application for licensure to be a Class 1 misdemeanor. Misrepresentation may be by commission or omission. Be sure of your facts and provide full responses to the Board's questions.

PROCEEDING TO THE APPLICATION SIGNIFIES THAT YOU HAVE READ AND ACCEPT THE FOREGOING PRINCIPLES REGARDING THE BOARD'S PROCESSES.

You have selected to begin an initial application to practice as a Genetic Counselor. If this license type is incorrect, please contact us at (804) 367-4444 for assistance.

Application requirements:

☐ 1. Complete the online application: <https://www.license.dhp.virginia.gov/apply/> which includes paying the nonrefundable application fee of \$50.00. Application fees may only be paid using Visa, MasterCard or Discover.

☐ 2. An applicant for a temporary license to practice as a genetic counselor shall provide a notarized copy of documentation of having been granted the Active Candidate Status by the ABGC. This documentation must be sent with the original notary stamp and signature. If using overnight mail, the Board recommends using an overnight service other than USPS.

Temporary licenses shall expire 12 months from issuance or upon expiration of Active Candidate Status, whichever comes first.

Upon expiration of the Temporary license, in order to obtain full licensure, you must apply for a full license with all required fees and documentation.

Please note:

- ▶ Applications not completed within 12 months may be purged without notice from the Board.
- ▶ Additional information not already listed may be requested at any time during the process.
- ▶ Application fees are non-refundable.
- ▶ The Board's mailing address is
The Virginia Board of Medicine
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233
- ▶ Email inquiries are normally responded to within 2 business days. Send your email inquiries to **medbd@dhp.virginia.gov**.
- ▶ Submission of an application does not guarantee a license. A review of your application could result in the finding that you may not be eligible pursuant to Virginia laws and regulations.