

FORM Z

Substantial Equivalence Packet Instructions

Statute requires that an applicant present proof satisfactory to the board that each medical school attended is substantially equivalent to a Texas medical school as determined by board rule (Tex. Occ. Code, Sec. 155.0031(d)). Board rule defines substantial equivalence and details specific documentation that may be required (22 Tex. Admin. Code, Sec. 163.1(12) and Sec. 163.5(c)). The statute and rule are included at the end of this form.

If you are a graduate of a school included on the list “Schools Whose Graduates Do Not Have To Prove Substantial Equivalence Of Their Education” you do not need to complete the Substantial Equivalence Packet (Form Z) unless specifically requested by a licensure analyst, which occurs only rarely.

The list is located on the TMB web site under Physician Applicants. Here is the direct link to the list:

<http://www.tmb.state.tx.us/professionals/physicians/applicants/physicianapplicants.php>

If you are a graduate of a school not on the list, you must submit (or have submitted on your behalf) all parts of the Substantial Equivalence Packet (Form Z) before you complete the screening process (which is the process that occurs BEFORE assignment to a licensure analyst).

The substantial equivalence packet consists of Forms Z1 – Z7 and Form N. Forms Z1 – Z6 must be completed by the medical school. The documentation submitted in response to each form must have the appropriate form attached as a cover sheet to the appropriate documentation. Form Z7 describes the information required of the education agency in the country in which the medical school is located. Form N is a Foreign Educational Credentials Evaluation to be completed by the American Association of Collegiate Registrars and Admissions Officers. All forms must be submitted directly to the board.

| <u>Form Name</u> | <u>Purpose</u> | <u>Completed By</u> |
|------------------|---|--|
| Form Z1 | Admissions Standards and Selection of Students | Medical School |
| Form Z2 | Basic Medical Education | Medical School |
| Form Z3 | Curriculum | Medical School |
| Form Z4 | Educational Environment | Medical School |
| Form Z5 | Educational Facilities | Medical School |
| Form Z6 | For Schools that Have Geographically Separated Programs | Medical School |
| Form Z7 | Authority of School to Grant Degrees | Education Agency in the Country in Which the School is Located |
| Form N | Foreign Educational Credentials Evaluation | American Association of Collegiate Registrars and Admissions Officers |

FORM Z

Tex. Occ. Code, Sec. 155.0031(d)

An applicant must present proof satisfactory to the board that each medical school attended is substantially equivalent to a Texas medical school as determined by board rule.

22 Tex. Admin. Code, Sec. 163.1(12)

Substantially equivalent to a Texas medical school--A medical school or college shall be considered to be substantially equivalent to a Texas medical school under the following conditions:

(A) An acceptable approved medical school shall be considered to be substantially equivalent to a Texas medical school. A medical school operating within the United States or Canada that is not an acceptable approved medical school shall not be considered to be substantially equivalent to a Texas medical school.

(B) A medical school operating outside the United States or Canada may be determined to be substantially equivalent to a Texas medical school if the medical school is designed to select and educate medical students and provide students with the opportunity to acquire a sound basic medical education through training in basic sciences and clinical sciences. The school should provide information about the school's program of advancement of knowledge through research; the school's development of programs of graduate medical education to produce practitioners, teachers, and researchers; and, the school's program to provide opportunity for postgraduate and continuing medical education, for the board's consideration. In addition, to be determined substantially equivalent to a Texas medical school, the medical school's characteristics shall include, but not be limited to, the following:

(i) The facilities for basic sciences and clinical training (i.e., laboratories, hospitals, library, etc.) shall be adequate to ensure opportunity for proper education.

(ii) The admissions standards shall ensure that the medical school has a pool of applicants sufficiently large and possessing United States national level qualifications to fill its entering class. Medical schools must select students who possess the intelligence, integrity, and personal and emotional characteristics necessary for them to become effective physicians.

(iii) The curriculum shall meet the requirements for an unapproved medical school as set forth in the "Curriculum Definitions for Course Areas Prescribed by the Texas Higher Education Coordinating Board for Determining Eligibility of International Medical Graduates for Texas Medical Licensure," as adopted by the Texas Higher Education Coordinating Board, as follows:

(I) The basic sciences curriculum shall include the contemporary content of those expanded disciplines that have been traditionally titled gross anatomy, biochemistry, biology, physiology, microbiology, immunology, pathology, pharmacology, and neuroscience.

(II) The fundamental clinical subjects, which shall be offered in the form of required patient-related clerkships, are internal medicine, obstetrics and gynecology, pediatrics, psychiatry, family practice, and surgery.

(iv) The curriculum shall be of at least 130 weeks in duration.

(v) There must be integrated institutional responsibility for the overall design, management and evaluation of a coherent and coordinated curriculum.

(vi) For schools that have geographically separated programs, the principal academic officer of each geographically remote site must coordinate the curriculum with an academic officer of the medical school responsible for organizing the educational program.

22 Tex. Admin. Code, Sec. 163.5(a) and Sec 163.5(c). Licensure Documentation.

(a) On request of board staff, an applicant must appear for a personal interview at the board offices and present original documents to a representative of the board for inspection. Original documents may include, but are not limited to, those listed in subsections (b) - (e) of this section.

(c) Applicants for licensure who are graduates of medical schools outside the United States or Canada must furnish all appropriate documentation listed in this subsection, as well as that listed in subsections (a) and (b) of this section.

(1) Educational Commission for Foreign Medical Graduates (ECFMG) Status Report. Each applicant must submit an ECFMG status report.

(2) Unique Documentation. The board may request documentation unique to an individual unapproved medical school and additional documentation as needed to verify completion of medical education that is substantially equivalent to a Texas medical school education. This may include but is not limited to:

(A) a copy of the applicant's ECFMG file;

(B) a copy of other states' licensing files;

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22 Tex. Admin. Code, Sec. 163.5. Licensure Documentation. (continued)

(C) copies of the applicant's clinical clerkship evaluations; and

(D) a copy of the applicant's medical school file.

(3) Certificate of Registration. Each applicant must provide a copy of his or her certificate to practice in the country in which his or her medical school is located. If a certificate is unavailable, a letter submitted directly to this board from the body governing licensure of physicians in the country in which the school is located, will be accepted. The letter must state that the applicant has met all the requirements for licensure in the country in which the school is located. If an applicant is not licensed in the country of graduation due to a citizenship requirement, a letter attesting to this, submitted directly to this board, will be required.

(4) Clinical Clerkship Affidavit. A form, supplied by the board, to be completed by the applicant, is required listing each clinical clerkship that was completed as part of an applicant's medical education. The form will require the name of the clerkship, where the clerkship was located (name and location of hospital) and dates of the clerkship.

(5) "Substantially equivalent" documentation. An applicant who is a graduate of a medical school that is located outside the United States and Canada must present satisfactory proof to the board that each medical school attended was substantially equivalent to a Texas medical school at the time of attendance as defined under §163.1(12) of this title. This may include but is not limited to:

(A) a Foreign Educational Credentials Evaluation from the Office of International Education Services of the American Association of Collegiate Registrars and Admissions Officers (AACRAO);

(B) a board questionnaire, to be completed by the medical school and returned directly to board;

(C) a copy of the medical school's catalog;

(D) verification from the country's educational agency confirming the validity of school and licensure of applicant;

(E) proof of written agreements between the medical school and all hospitals that are not located in the same country as the medical school, where medical education was obtained;

(F) proof that the faculty members of the medical school had written contracts with the school if they taught a course outside the country where the medical school was located;

(G) proof that the medical education courses taught in the United States complied with the higher education laws of the state in which the courses were taught;

(H) proof that the faculty members of the medical school who taught courses in the United States were on the faculty of the program of graduate medical education when the courses were taught; and

(I) proof that all education completed in the United States or Canada was while the applicant was enrolled as a visiting student as evidenced by a letter of verification from the U.S. or Canadian medical school.

(6) Medical Diploma. On request of board staff, an applicant must submit a copy of his or her medical diploma, and translation if necessary.