

MESSAGE PRELIMINARY EDUCATION FORM INSTRUCTIONS

1. Submit (DO NOT STAPLE OR TAPE) a check or money order in the amount of \$35.00 made payable to the **Ohio State Medical Board.** **FEES SUBMITTED ARE NEITHER REFUNDABLE OR TRANSFERABLE.**
2. Have your high school of graduation forward directly to this Board your transcripts. Make sure the transcript includes **all** of the following:
 - a. Total number of credit hours earned
 - b. Date of graduation
 - c. Date of Birth
 - d. Either the school seal or the original signature of a school official (name stamps will not be accepted)

If your transcripts are not in English, an acceptable translation must also be submitted.

3. If you do not have a high school diploma, have the Department of Education submit an official transcript of your G.E.D. scores. G.E.D. Certificates are not acceptable in lieu of the transcript.
4. Submit a copy of your name change document for ALL names, if applicable, listed on the reverse side. This may be a marriage certificate and/or a divorce decree. You must be able to account for all name changes with the appropriate name change document. Any name changes not in English must be accompanied by an acceptable translation.

Contacting the Board office:

Do not call the Board office simply to inquire about the status of an application. Time spent answering telephone inquires is time lost from processing applications. You will be notified, in writing, if the application is incomplete or contains errors.

The application processing time is ordinarily 2-3 weeks after receipt of an application by the Board. An incomplete application will result in deviation from this schedule.

Preliminary Education Certificate:

Upon issuance of an Ohio preliminary education number, a certificate will be sent to you or the school in approximately 2 to 3 weeks. Written notification is also sent to the school within 1 to 2 days after issuance of the preliminary education number.