INSTRUCTIONS FOR TRANSFERRING AN ILLINOIS TEMPORARY LICENSE

The transfer of a Temporary License requires the following:

I. Go to: https://www.idfpr.com/Renewals/apply/physician.asp

- Scroll to Transfer Temporary License print 4 page application and all applicable documents.

- Complete application in BLACK INK ONLY.

Note: Be sure to list your USMLE exams and COMLEX in PART V on page 3.

a. Professional Name = **TEMPORARY PHYSICIAN TRANSFER**
b. Professional Code = **125**
c. License Method = non-examination
d. Fee = **A check made payable to the "IDFPR"** (***Illinois Dept. of Financial and Professional Regulation***) **for: $20** if transferring **within** the initial 3 years or **$100** if transferring **beyond** the initial 3 years

II. **The CA-MED form** must *be signed by your new Program Director* and *sealed by GME* (Complete the top "Applicant Information portion". Your new Program Director must complete and sign the bottom portion of the form. *The new start date will be the day **after** your original license expires and the end date should be the end of your residency*) Make arrangements to pick it up to include it in your packet or have it sent to the GME office.

III. **CCA Form** (Health Care Workers Charge with or Convicted of Criminal Acts) a new **required form that must be completed by all applicants** and returned with your application for licensure.

IV. **PH Form** (Personal History Information) is a new **required form that must be completed by all applicants** and returned with your application for licensure.

V. Request that your current clinical teaching facility/institution **return your**
- **ORIGINAL Illinois Temporary Medical License to Springfield**

This **MUST** occur in order for the transfer to be processed.
(You will still have a license to practice medicine).

- **Any questions contact Denise Chaney, at 312 942-0312**

This application and all required documents (except original license which needs to be returned to IDFPR in Springfield by your current institution) **must be returned to the RUSH Graduate Medical Education Office, 1650 W. Harrison Street, Suite 466 Atrium, Chicago, Illinois 60612-3844 for processing.**

A copy of your new license can be obtained from MedHub when it is received in GME.

03/14