



IL Medical Licensing for Incoming Fellows | FAQs

Where should I look for all the medical licensing information?

- To get started, refer to our GME Licensing Webpage for all up-to-date information on medical licensing. We recommend that you do not contact the IDFPR about your questions. Contact [Thi Tran](#), Project Manager & Licensing Specialist from the GME Office, if you have any questions. She will reach out to IDFPR on your behalf!

I'm an incoming fellow; what license should I apply for?

- The GME requires that incoming fellows apply for a Permanent License. If you do not qualify for a Permanent License, please see the next question.

This is my first time working in the U.S. How do I apply for a license if I do not possess a U.S. Social Security Number?

- You must apply for an initial Temporary License via paper application. Remember: You cannot apply for a Permanent License if you do not possess a social security number.
- Please contact Thi and [click here](#) to get started with your Temporary License paper application.

I have an active IL Temporary Medical License ("Temporary 125 License"); when am I eligible for a Permanent Physician and Surgeon License ("Permanent 036 License")?

- You are eligible for the Permanent License by:
 - Passing all USMLE/COMLEX Steps/Parts 1, 2, and 3.
 - USMLE Attempt Limit: No more than five unsuccessful Steps I - III attempts. If not passed in a designated number of attempts, further education, experience, or remedial training is required.
 - USMLE Time Limit: Must complete all three steps within seven years.
*The USMLE time limit starts from the first successful completion.
 - Completing 24 months of residency training in an ACGME-accredited program.
 - Having a U.S. Social Security Number.

What documentation must I submit to apply for the Permanent License?

- The Application (ONLINE through the IDFPR Licensing Portal)
- The PH, CCA, and VE-PC Forms are already a part of your application. There is no need to upload the supplemental form again.
- **TN-MED form**
 - This form verifies your postgraduate training. This verifies the minimum IL license requirements, not the completion of training. The number of months must match the duration of training. Anticipated completion of 24 months of training is not acceptable.
 - It must be completed by your program director, certifying successful completion of at least 24 months of accredited clinical training. The end date should match the

- o date of when the form was signed by the program director.
 - o **SEE PAGE 4 FOR “TN-MED FORMS: COMMON MISTAKES TO AVOID”**
- Medical licensing exam transcripts (USMLE, COMLEX, LMCC)
 - o The exam transcript **MUST** be sent to IDFPF directly from the source.
 - o If you submit the exam transcript yourself, it will be rejected, and your application will be deficient until IDFPF receives the exam transcript from the source.
- Fingerprint results from both the FBI and the Illinois State Police (ISP)
 - o IDFPF cannot accept fingerprint results taken more than 60 days before your application date.
- Fees: **\$500**

Which Permanent License method should I apply for: Examination or Endorsement?

- Licensure by **endorsement** is for an applicant currently licensed in another state/jurisdiction who applies to the IDFPF for a medical license.
- By the basis of **examination**, this means that to have a Permanent License, you must provide and meet the qualifications (stated above).
 - o Most of you will apply by the **Examination Method**.

Do I need to submit my educational transcripts with my Permanent License application?

- Yes, if you’ve never possessed a license in Illinois (like the IL Temporary License), you must submit official copies of your educational transcripts.
- If you currently hold an active IL Temporary License, you **do not** need to submit new copies of your educational transcripts. This includes foreign graduates as well. IDFPF will automatically transfer all pre-medical and medical school transcripts, ED-NONs, ECFMG certificates, and any licensure certifications (CT) required to obtain your Temporary License.

What about the exam transcripts?

- You must have your exam transcripts be sent over to the IDFPF directly from the [FSMB](#). Please have the FSMB send it to fpr.medicalunit@illinois.gov.

Do I need to submit a Certification of Licensure (CT)?

- If you currently hold an active Temporary License, you should not submit a CT.
- If you are applying for a Permanent License by endorsement (other than Illinois), you are required to submit licensure certification from:
 - o **Original Jurisdiction** – This would be the state or country where you were originally licensed. Temporary, training, or limited licenses are not considered original licensure by the State of Illinois, and CTs are not required.
 - o **Current Jurisdiction** – Where you are currently and actively practicing medicine. If you hold active licenses from numerous states (like Telemedicine or Locums), choose the state where you reside (and/or actively practice). If you do not practice in the state that you designate as your home address on your application, please submit clarification

when applying. This will avoid potential confusion and possible delays caused by unnecessary deficiencies.

- **Remember:** All license CTs **MUST** be received directly from the primary source. If the certification is addressed from you, the applicant, either uploaded online or mailed to IDFPR, will be rejected. The current exceptions are INDIANA and KENTUCKY. Those states only provide certification to the applicant, so uploading or mailing the verification that the applicant accesses through the state licensing website is permissible.

I have an FCVS profile. Does that cover all the requirements for verification?

- Unfortunately, it does not. The IDFPR has direct access to the FCVS database, and that credentialing service is considered primary source verification for the following:
 - Medical education (school transcripts and translations, if applicable)
 - Applicant identity
 - ECFMG certification (if applicable)
 - Post Graduate Training (fulfills TN-MED requirement)
 - Exam results
 - Board certifications
 - Licensure history (**NOT CERTIFICATIONS**)
 - Board action history
- **FCVS does not verify:**
 - Pre-Medical transcripts
 - Work History (VE-PC form)
 - Licensure Certifications
 - Certification of Non-LCME Accredited Medical College (ED-NON form)

- **Our GME Office recommends that you complete your verification through IDFPR and provide all the requested documents without using FCVS.**

My application still shows that it's "pending" after being submitted a few weeks ago. What should I do?

- Please contact Thi about this; she will get the IDFPR Medical Unit on your behalf.

There are deficiencies in my application. What should I do to resolve this?

- Please contact Thi and send her your letter or screenshots of your deficiency. If you are missing a particular document, please submit the requested document to fpr.medicalunit@illinois.gov and copy Thi. The email subject line should state "Addressing Deficiency – YOUR NAME."

TN-MED FORMS – COMMON MISTAKES TO AVOID

⊘ Incorrect Dates: Ensure dates reflect actual training time completed, not future expected completion.

- The end date on the form must align with the certification date when the Program Director signs it.
- The months listed must accurately match the duration of training completed.
- Example: If a trainee has completed 30 months as of the form's certification date, the form should state precisely 30 months, not anticipated months.

⊘ Missing Signatures: The form must be signed by their current Program Director before submission.