

# **Initial Temporary Medical License Checklist - 2025 Application Cycle**

**FOR INCOMING HOUSE STAFF**

PREPARED BY RUSH GRADUATED MEDICAL EDUCATION

This checklist will guide you through the process of applying for your **Illinois Temporary Medical License** through the **Illinois Department of Financial and Professional Regulation (IDFPR)**.

📌 **Please read this guide carefully before starting your application.**

Nearly all questions you may have about the temporary license process - including required documents and submission instructions, are addressed here. Reviewing this thoroughly now will save you time, prevent delays, and ensure a smoother licensing experience.

**If you have questions, contact:**

Thi Tran (she/her)

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## Getting Started

All incoming residents must apply for an Initial Temporary Medical License through the Illinois Department of Financial and Professional Regulation (IDFPR) Online Services Portal.

- [IDFPR Online Services Portal](#)
- License Type: Temporary Medical Permit
- Application Fee: \$230.00 (non-refundable)
- **Application Submission Deadline: April 11, 2025**
- Processing Time: 6 - 8 weeks
- License Start Date: Must match your clinical start date (July 1, 2025), not orientation.
- Public Address for Application:  
Rush University Medical Center – GME  
600 S. Paulina St., Suite 403 AAC, Chicago, IL 60612
- The application portal is open and you may begin applying at any time. Do not wait for all documents to be ready to submit.

## If You Do Not Have a Social Security Number (SSN)

You cannot apply online. Instead:

- Contact Thi Tran to initiate a paper-based application and complete the SSN Affidavit.
  - [Click here](#) to get started with your Temporary Medical License paper application and submit via our GME Application Submission Portal.
- You must obtain your SSN within 10 days of arriving in the U.S.

## Full Disclosure is Critical

Do not attempt to withhold or hide any potentially adverse information from the licensing board. It's always better to be transparent, assist IDFPR in obtaining supporting documentation, and provide context or mitigating circumstances. Honesty and cooperation significantly reduce the risk of delays or license denial.

## Qualifications for a Temporary License

- Be accepted into an ACGME- or AOA-accredited postgraduate training program.
- Have completed at least 2 academic years at a college or university.
- Have graduated from a medical school in the U.S. (LCME or AOA-accredited), or an international medical school that meets IDFPR standards.
- International graduates must hold a valid ECFMG certificate and have completed core clerkships (internal medicine, OB/GYN, pediatrics, psychiatry, surgery).
- Have been active in medical practice or study within the last 5 years, or submit proof of 150 CME hours (AMA PRA Category 1 Credit).
- If licensed in another state or country, submit official verification from those jurisdictions.
- Be of good moral character, with full disclosure of any legal or disciplinary issues.

## Application Requirements (with Linked Forms)

- Completed online application (demographics, education, licensure history, personal history, disclosures)
- \$230 fee (paid online)
- Official undergraduate transcript
- Official medical school transcript (must show degree conferred and graduation date)
- [ED-MED](#) (*Certification of Graduation - Current Year Graduates of LCME and COCA-Accredited Programs Only*) form (U.S. grads only)
  - Certified within 45 days of graduation
- Medical school diploma (if transcript lacks degree info)
- [ED-NON](#) (*Certification of Education Non-LCME Accredited Medical College*) form (IMGs) – international medical education certification
- [CA-MED](#) (*Certificate of Acceptance for Specialty/Residency Program*) form
  - Signed by Program Director and sealed by Thi Tran from RUSH GME
- ECFMG certificate (IMGs only)
- Proof of name change (if applicable)
- [CT form](#) – license verification if previously licensed
- 150 CME hours – if out of training/practice > 5 years

## ED-MED Form & Medical Transcripts

We understand that many incoming residents may **not have their medical school transcript or ED-MED form ready at the time of application**. That's okay – you should **still submit your license application as soon as possible**.

### What You Need to Know:

- **ED-MED Form (U.S. medical school graduates only)**  
This form must be **certified by your medical school** and dated **within 45 days of your graduation date**.  
*Do not submit this form more than 45 days before your graduation.*  
Submit this form once available.
- **Medical School Transcript**  
Must be **official** and **include your degree conferral and graduation date**.  
If it does not, you must also upload your **medical diploma**.
- **If you don't have the medical college transcript or ED-MED yet:**
  - Submit your online license application anyway
  - Request the transcript and ED-MED form from your school early
  - Upload the documents to your IDFPR portal when they become available

📌 Tip: Submitting your application early will start the review process and help avoid delays - even if a few documents are pending.

## Transcripts & Forms – Where to Send

Medical school transcripts and ED-MED forms may be submitted either electronically or by mail, depending on your school's capabilities.


### Electronic Submission (Preferred)

Send to: [FPR.MedicalUnit@illinois.gov](mailto:FPR.MedicalUnit@illinois.gov) (no-reply email)

- Transcripts and ED-MED forms may be sent in the same email, but must be attached as separate files (not a single combined PDF).
- The email subject line must include your full name and document type.  
Example: JOHN DOE – MEDICAL SCHOOL TRANSCRIPT & ED-MED FORM
- ⚠️ **This is a no-reply inbox.** Do not send follow-up emails, questions, or confirmations to this address – they will not be answered.

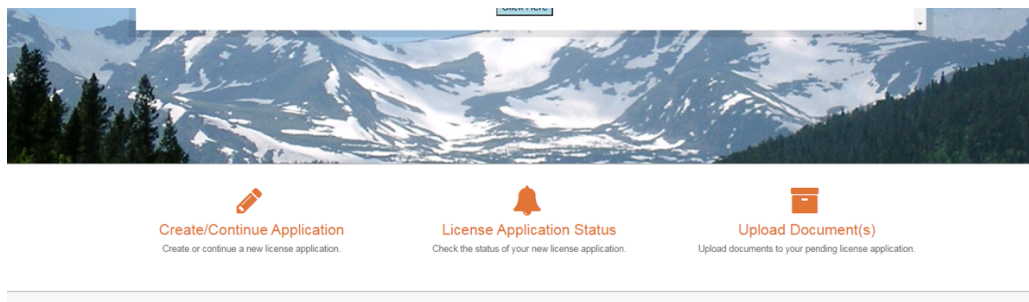
## Mail Submission (if electronic delivery is not available)

Mail to:  
**ATTN: IDFPR Medical Unit**  
320 West Washington, 3rd Floor  
Springfield, IL 62786

 *Tip: Always confirm with your school that the documents were sent and keep a copy of all submission confirmations.*

## For CA-MED Forms | IDFPR Upload Documents Portal

- If you forgot to upload the CA-MED form during your original application submission, you can log back into your IDFPR portal and upload it under "Upload Documents" on the main screen (see screenshot below).
- Make sure your CA-MED form has been signed by your Program Director and has the GME seal affixed by Thi Tran before uploading. Ask your program coordinator to complete this for you ASAP.



## For International Medical Graduates (IMGs)


If you attended medical school outside the U.S., you are considered an **International Medical Graduate (IMG)** and must provide additional documentation.

### What You Need to Know:

- **ED-NON Form**
  - This form confirms your international medical education and must be completed by your medical school.
  - It replaces the ED-MED form for IMGs.
  - See instructions above on where to send.
- **ECFMG Certificate**

You must upload a valid and current **ECFMG Certificate** to your application. This is required to verify that your medical education meets U.S. equivalency standards.
- **Medical School Transcript**

Must be official, issued by your school, and include your degree and graduation date. If this is not available, upload a copy of your medical diploma.
- **If these documents are not ready:**
  - Submit your online license application anyway
  - Contact your medical school and ECFMG early to request documentation
  - Upload all missing materials as soon as they are available

 **Tip:** IDFPF will allow your application to move forward while you await certain documents, as long as your core application is submitted. Don't delay!



## Required Documents - Summary:

Document	Who Sends	How to Send	Notes
<b>Medical College Transcript</b>	School	Email to FPR.MedicalUnit@illinois.gov or mail	Official. Must include degree & graduation date
<b>ED-MED Form</b>	School	Email to FPR.MedicalUnit@illinois.gov or mail	Certified within 45 days of graduation
<b>ED-NON Form</b>	School	Email to FPR.MedicalUnit@illinois.gov or mail	For international grads only
<b>Undergraduate Transcript</b>	School or Applicant	Email to FPR.MedicalUnit@illinois.gov, mail, or upload in IDFPR portal	Official. Must include a school seal.
<b>CA-MED Form</b>	Coordinator will send to applicant	Upload in IDFPR portal	Must include PD signature & GME seal
<b>ECFMG Certificate</b>	Applicant	Upload in IDFPR portal	For international grads only
<b>Proof of Name Change</b>	Applicant	Upload in IDFPR portal	If applicable

## Final Checklist

- ☐ Completed IDFPR Online Application
- ☐ \$230.00 Application Fee
- ☐ Official Undergraduate Transcript
- ☐ Official Medical School Transcript (and diploma if transcript lacks degree info)
- ☐ ED-MED Form (U.S. grads) OR ED-NON Form (IMGs)
- ☐ CA-MED Form (sealed by GME and signed by Program Director)
- ☐ ECFMG Certificate (IMGs, if applicable)
- ☐ Proof of Name Change (if applicable)
- ☐ CT Form (if previously licensed elsewhere)
- ☐ 150 CME hours (if out of practice >5 years)

**IMPORTANT:** You may not begin training until your license has been approved and issued by IDFPR with an official effective date. **All documents not in English must include a notarized English translation.**

## Quick FAQ for Incoming RUSH Residents

This FAQ answers common questions about the Illinois Temporary Medical License process. For full guidance, please refer to the official GME Licensing Checklist (above).

### Getting Started

Q: Where do I apply for the Illinois Temporary Medical License?

A: Online at <https://online-dfpr.micropact.com/>. Select 'Temporary Medical Permit' as the license type.

Q: When should I apply?

A: As soon as you receive your onboarding materials. Don't wait for your transcript or ED-MED form - submit your application to avoid delays.

Q: What if I don't have a Social Security Number (SSN) yet?

A: Do not apply online. Contact Thi Tran immediately to start a paper application.

Q: What address should I use for the application?

A: Use **RUSH GME's address: 600 S. Paulina St., AAC 403, Chicago, IL 60612**

### Required Documents

Q: What documents do I need to submit with my application?

A: See the full list in the Licensing Checklist. Key documents include your undergraduate transcript, medical school transcript, ED-MED or ED-NON form, CA-MED form, and ECFMG certificate (if applicable).

Q: My transcript or ED-MED form isn't ready yet. Should I wait to apply?

A: No. Submit your application right away. Upload missing documents later once they become available.

### Application Process

Q: What if the system won't let me submit my application without uploading a document I don't have yet?

A: Upload a placeholder file (e.g., a blank PDF that says 'To be uploaded when available'). You can add the correct document later.

Q: Can I edit or upload documents after submitting my application?

A: Yes. Log into your IDFPF portal and use the 'Additional Documents' section.

Q: How do I submit the CA-MED form?

A: Ask your program coordinator to send it to Thi Tran. Once sealed, it will be returned to you for uploading to the portal.

### Fees & Payment

Q: Do I need to pay a fee to apply?

A: Yes. The application fee is \$230 and must be paid online.

Q: Will Rush reimburse the fee?

A: No. The licensing fee is your responsibility.

### **Prior Licensure**

Q: What if I previously had a license in another state or country?

A: You must submit a CT Form (Certification of Licensure) for each jurisdiction in which you've held a license.

This form must be completed by the appropriate licensing board and sent directly to IDFPR.

### **Notary Questions**

Q: Do I need a notary for any part of the application?

A: Not usually. However, certain documents may require notarization depending on your visa status. Any document not in English must be accompanied by a notarized English translation.

### **Understanding ED-MED vs. ED-NON**

Q: What's the difference between the ED-MED and ED-NON forms?

A: ED-MED is for graduates of U.S. medical schools. ED-NON is for International Medical Graduates (IMGs) and confirms your foreign medical education (this includes Canada).

Check your school location to determine which applies to you.

### **License Use Limitations**

Q: Can I use my temporary license to moonlight or work outside my program?

A: No. A temporary license is only valid within your approved training program. It cannot be used for independent practice, moonlighting, or side jobs.

### **⚠️ Top 3 Mistakes to Avoid**

- Selecting the wrong license type – Always choose: “Temporary Medical Permit.”
- Uploading a CA-MED form without the GME seal – Your coordinator must submit it to Thi Tran first for official processing.
- Waiting too long to apply – You can submit the application even if some documents (like transcripts or ED-MED) are not ready yet.

### **After You Submit**

Q: How can I track the status of my application?

A: Log into your IDFPR portal to view your application status.

Q: Who should I contact with questions or issues?

A: Always reach out to Thi Tran. Do not contact IDFPR directly - they will not have program-specific details.

**For more guidance, refer to the full Licensing Checklist or reach out to Thi Tran directly.**