**PERMANENT LICENSURE**

Instructions for Graduates of U.S. and International Medical Schools

If you have taken all USMLE Steps 1, 2 & 3 or the COMLEX, and have completed at least 24 months in an approved US or Canadian clinical training program. Go to: <https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx> **In the Online Service Portal** Select New Application to create an online account or if you already have an account login with your user name and password. To register a New Account click (**Individual**) and select **NO** at the bottom of the page to start the registration. Please follow the instructions to complete your account registration.

Complete the online application and forms. Select: **ACCEPTANCE OF EXAMINATION”** if you have taken all 3 parts of the USMLE, COMLEX, or the LMCC

(Canada) OR  **ENDORSEMENT”** if you are permanently licensed in another state.

1. **Public Address use:** Rush University Medical Center, GME 1650 W Harrison St., 466 Atrium Chicago, IL 60612 – 3844
2. **Mailing Address:** (Your home address
3. **Place of Birth and Date of Birth:** (City, State, Country
4. **Provide proof of name change for all supporting documents:** if applicable (i.e. Xerox copy of marriage license/divorce decree)
5. **List all attempts:** of USMLE exams, and/or COMLEX taken
6. **International Medical Transcripts:** must be translated in English
7. **Application Fee**: $700.00 Visa, Master Card or Debit Card

**HELPFUL HINTS TO COMPLETING THE APPLICATION**

1. **Official** **transcripts** from **undergraduate** school(s) (showing at least 2 years of premedical education) with school **seal affixed**. **(International graduates with a valid Illinois Temporary License transcripts are not required or if you are a US grad with an active Illinois temp license issued after April 1, 2012 you need not submit transcripts)** Official premedical transcripts from U.S. institutions can be sent electronically directly to the IDFPR at fpr.medicalunit@illinois.gov.
2. **Official transcripts** from **medical** **school** (showing 2 years of study in basic medical sciences and 2 years core clinical clerkships) with school **seal affixed (International graduates with a valid Illinois temporary license transcripts are not required or if you are a US grad with an active Illinois temp license issued after April 1, 2012 you need not submit transcripts)** Official medical transcripts from U.S. institutions can be sent electronically directly to the IDFPR at fpr.medicalunit@illinois.gov.
3. **Copy** of original **medical school diploma** (**original English translation required if applicable**). This is only required **IF your degree and date awarded is NOT on your medical school transcript**.

1. **Record your work/education history** chronologically for the past five (5) years beginning with present. *If you were in medical school within*

*the last 5 years, please list your medical school information here as well.*

1. **TN-MED** form - Proof of (at least) 24 months of satisfactory completion of clinical training in an approved training facility within the U.S. or

Canada. An Institutional SEAL must be affixed. (**See your GME Office**). If requesting from an institution where a seal is not available, the signature MUST be notarized, and sent with a letter on the program/institutional letterhead stating no seal exists. **Once completed upload form to IDFPR’s website.**

6. **Health Care Workers Charge with or Convicted of Criminal Acts**) all questions must be answered

7. **Criminal Background Check Certifying Statement of Fingerprint Submission form (FP-MED)**

Individualsapplying for licensure must submit to a criminal background check and provide evidence of fingerprints.

**Illinois** residents may contact a licensed fingerprint vendor to schedule an appointment by going to:

<https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp>. to choose a vendor. Your fingerprint results will be electronically

transmitted to the IDFPR. A receipt issued by the licensed fingerprint vendor must be uploaded to the IDFPR’s website.

**Out-of- State** Residents may obtain an Illinois State Police **(ISP)** Fee Applicant Card for processing, by calling or emailing

the IDFPR at 1-800-560-6420 or [www.idfpr.com](http://www.idfpr.com). Complete section 1 of the card; take the card to your Police

Department to obtain classifiable prints. Section 2 of the card must be completed and signed by the police Dept. A copy of

The receipt/card must uploaded to the IDFPR.

**Fingerprints must be taken within 60 days from the date the application is submitted to the IDFPR.**

1. **Personal History** all questions **must** be answered.

1. **FCVS Physician Information Profile:**  **Check NO** (if not applicable) **FCVS** is a third party administrator and for an **additiona**l **fee** will

collect all required documents and submit them directly to the IDFPR; however this application process may take a longer period of time

and could delay the issuance of your Illinois license and start date.

1. **CT** form –Complete this form **ONLY IF** you have EVER held/hold a **permanent** license in any state or country. Complete the top half of the form and send it to each licensing agency (**Xerox as many copies as you need**). The licensing board or Ministry needs to return the completed form with seal and give it back to you (**form must be uploaded to the IDFPR**) Note: Some states charge for this service and will send directly to the IDFPR. **If you already have a temporary license in Illinois, do not complete this CT form.**

* ***Please specify License type and State in which your license is currently held.***

1. **“State Controlled Substance Registration”.** <https://www.idfpr.com/Renewals/apply/forms/f0500cs.pdf>. While you are in training at

Rush, you may use Rush's DEA number. If you wish to have your own DEA number, you will need to complete this form. This is

**required** in order to be eligible to apply for your DEA number or to use your current DEA number in Illinois. Please complete both

pages of the application, list Rush University Medical Center as your business address (1650 W. Harrison St., GME 466 Atrium,

Chicago, IL 60612), circle all drug schedule options, attach appropriate fee ($5 check payable to IDFPR. Once you receive your

Controlled Substance License you may apply for your DEA License. **Control Substance application should be mailed to the IDFPR**

**Attention: Cash Unit) 320 W. Washington BLVD. 3 FL. Springfield, IL. 62786**

1. **Proof of Examination:** Request the appropriate Board(s) or Council to forward an official transcript of your examination history of

USMLE, COMLEX, and/or LMCC) **directly to** the Medical Unit, Illinois Dept. of Professional & Financial Regulation, 320 W. Washington,

Springfield, IL 62786 (phone 217.782.8556). To complete the **EBAHR** on-line applications go to [**www.fsmb.org**](http://www.fsmb.org) select licensure

examination, then select transcripts**.** The ($70 fee) can be charged to a credit card. For COMLEX scores, download the form from

[**www.nbome.org**](http://www.nbome.org)and follow instructions**.**

**International Graduates without a current Illinois training license:**

1. **ED-NON** Form -**Complete the Applicant section** (Questions 1 – 4) **date and sign the form**. You must **forward the form to the Dean/Registrar of your medical school to complete with school seal affixed**. If you completed a core clerkship rotation in a clinical teaching facility which was formally affiliated or under contract with the medical college which conferred the degree; submit a copy of the affiliation agreement and evaluation forms from the supervising physician for each clerkship rotation completed. Have your school return the completed form to you or IDFPR. It is your responsibility to make sure IDFPR receives it.
2. Xerox of **ECFMG Certificate** as current, validverificationof your successful completion of requirements.

**Permanent licenses are issued by email**. You must **provide RUSH GME with a copy** of your license when you receive it. Please

fax to 312.942.5727. **You may not begin your program until this is done.** All permanent licenses are due to **expire July 31, 2020**

**regardless of the application date**.

***Should you have questions, call Denise Chaney at (312) 942-0312***