**INSTRUCTIONS FOR TRANSFERRING AN**

**ILLINOIS TEMPORARY LICENSE**

**The transfer of a Temporary License requires the following:**

Go to: <https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx> **In the Online Service Portal** click here under **New Application** to create an online account **(or)** if you already have an account login with your user name and password, click (**Individual**) select **YES** and click **NEXT**. Enter your information into at least two of the fields and click **Finish**. You will see a screen with a generated user **ID.** Enter or update your email address in the **email field** and provide answers to the security questions (in the event you forget your user ID and Password). Enter the **Captcha Verification code** and click **Create Account**. You will then see a screen below and will receive a confirmation email from **FRP.Notice@Illinos.gov.** click on the LINK in the email to complete the account registration process..

**ONLINE APPLICATION PROCESS**

Once you have created and registered your account, you will be able to access the Online Services Portal and click on the tab for **New Applications**.  Select a licensure method.  The options are Initial Licensure, Extension/Reissue, and **Transfer**. The online application process will require you to enter information and upload supporting documents electronically.

The intent of the online application process is for the applicant to provide all information and upload all required documents when the application is submitted to the IDFPR.  However, that may not always be possible.  Therefore, the IDFPR Online Services Portal includes an option for the license applicant to upload documents to a pending license application that was previously submitted to the IDFPR.  If a question requires you to upload a specific document and you do not upload the document as required, you should upload a statement of explanation.  The statement must indicate why you are not uploading the required document & how and when the document will be provided to the IDFPR.

**The** [**CA-MED**](http://www.rushu.rush.edu/servlet/BlobServer?blobcol=urlfile&blobtable=document&blobkey=id&blobwhere=1312207004621&blobheader=application%2Fpdf&blobnocache=true) **form** will be completed by your Program Coordinator and scanned to you along with a **letter of** **transfer** from your new program to upload to the IDFPR.

 Fee**: $20 if** transferring **within** the initial 3 years or **$100** if transferring **beyond** the initial 3 years.

 Visas, Master Card, Debit card or electronic check are accepted.

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

**A copy of your new license can be obtained from MedHub when GME receives notification from the IDFPR.**

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