**INSTRUCTIONS FOR TRANSFERRING AN**

**ILLINOIS TEMPORARY LICENSE**

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

1. Go to <https://www.idfpr.com/profs/Physicians.asp>

**Click** Licensee Application (Select Transfer of Temporary Licensure)

* 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.

1. Professional Name = **TEMPORARY PHYSICIAN TRANSFER**
2. Professional Code = **125**
3. License Method = non-examination
4. 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
5. **The** [**CA-MED**](http://www.rushu.rush.edu/servlet/BlobServer?blobcol=urlfile&blobtable=document&blobkey=id&blobwhere=1312207004621&blobheader=application%2Fpdf&blobnocache=true) **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 along with the **transfer letter** from your new program to include it in your packet or have it sent to the GMEoffice.
6. **CCA Form** (Health Care Workers Charge with or Convicted of Criminal Acts) is a **required form that must be completed by all applicants** and returned with your application for licensure.
7. **PH Form** (Personal History Information) is a **required form that must be**

**completed by all applicants** and returned with your application for licensure.

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

**The application and all required documents must be returned to the RUSH Graduate Medical Education Office, 600 S. Paulina, Suite 403 AcFac Chicago, Illinois 60612-3844 for processing.**

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

1/18