PERMANENT LICENSURE INSTRUCTIONS FOR INTERNATIONAL MEDICAL SCHOOL GRADUATES

Please find the application packet at 036 Illinois Permanent Physician License and complete the following:

- **4 page application**: Print out and complete the application in **BLACK** ink only.
  - Page 1: Professional Name = Physician/Surgeon
  - Page 1: Professional Code = 036
  - Page 1: License Method = “Endorsement” if you are permanently licensed in another state
  - Page 3, Part V: Be sure to list all attempts, including failures, of Exam History
- PH form
- CCA form
- VE-PC form: You must account for the entire time period since medical school graduation including any unemployment/vacations. Any gap in time will delay the processing of your application! Start with your CURRENT position.
- TN-Med form: Proof of 24 months, at a minimum, of satisfactory completion of clinical training in an approved training facility within the US or Canada. This form cannot be signed any earlier than 15 days before the completion of the 24 months. An Institutional seal must be affixed. If requesting from an Institution where a seal is not available, the signature MUST be notarized and a letter on program/institutional letterhead stating no Institutional seal exists must be attached.
- CT form: required only if you ever held or hold a permanent license in any state or country
- ED-NON form: completed by the non-LCME accredited medical college with seal and signature*
- State and FBI Criminal History Background Check: **Please read this section thoroughly.**
  - Contact a licensed fingerprint vendor to schedule an appointment for fingerprinting. Please find the approved vendors located in Illinois at Illinois Fingerprinting Vendors
  - Fingerprint must be taken within 60 days from the date that the application is submitted.
  - If outside Illinois and unable to schedule an Illinois appointment, you will need to:
    i. Contact IDFPR at 1-800-560-6420 or email your request to FPR.PRFGROUP05@illinois.gov for an Illinois State Police Fee Applicant card. IDFPR will mail one Fee Applicant Card and one Identity Verification Statement to you upon request.
    ii. Complete section 1 of the Identity form. Take these two documents to your local police department to obtain fingerprints. The police department will use ink to record your fingerprint images on the Fee Applicant Card and sign off of section 2 on the Identity Verification form.
    iii. Select a fingerprint vendor at Illinois Fingerprinting Vendors and confirm they have “card scan” capability and their fee for a “card scan”.
    iv. Mail both documents and fee to selected vendor.
    v. Mail a copy of the Identity Verification Certifying Statement to the IDFPR - see address below
- Required Supporting Documents: An official notarized translation is required of all documents submitted in a language other than English (refer to p. 9 of application packet)
  - Official transcript verifying pre-medical education *
  - Official transcript verifying medical school education*
  - Verification of ECFMG certification*
  - Proof of completion of internship if required for conferral of your degree*

* not required if you hold a valid, active Illinois Temporary License issued after April 1, 2012

**Schools are required to mail transcripts directly to IDFPR or email to fpr.medicalunit@illinois.gov**

- Proof of completion of internship if required for conferral of your degree
- Copy of your medical school diploma
- Verification of Exam History sent to IDFPR directly from appropriate board.
- $700.00 check to IDFPR (Illinois Department of Financial and Professional Regulation)
- MAIL (delivery tracking suggested) IDFPR
  320 W. Washington Street
  Springfield, IL 62786
  Attention: Medical Licensing Unit
  217-782-8556

See next page for directions on applying for your Controlled Substance License or go to State Controlled Substance Registration
STATE CONTROLLED SUBSTANCE REGISTRATION

While you are in training you may use the institution’s number. If you wish to have your own Federal DEA license, the Illinois State Controlled Substance registration is required in order to be eligible to apply for a Federal DEA license or to transfer your current Federal DEA number to Illinois.

If you have questions regarding your need for this, please contact your Coordinator.

NOTE: Moonlighting outside of Loyola and Hines VA hospitals will require you to have a Federal DEA license.

Please find the application at Controlled Substance Registration

- Complete both pages of the application
  - List your business address
    Loyola University Medical Center
    2160 S. First Ave
    Building 105, Office 2849
    Maywood, IL 60153
  - Complete the CCA form
  - Circle all drug schedule options
  - Attach a $5.00 check made to IDFPR

If not including with your permanent license application mailing, mail to
Illinois Department of Professional & Financial Regulation
320 W. Washington
Springfield, IL 62786
Attention: Medical Licensing Unit