



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

idfpr.illinois.gov

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Physician Licensing Frequently Asked Questions

(Revised 4/22/24)

Q. How do I apply for a physician license?

A. You may apply for a physician license by visiting the IDFPR Online Services Portal at <https://online-dfpr.micropact.com> and logging in using your User ID and Password. If you have not registered, you will need to do so before logging in by clicking the “Register” link. Once logged in, click the Online Services link on the top right. A drop down will appear. Click the “Create/Continue Application” link. Detailed instructions for ‘New Online User Registration’ can be found here: <https://idfpr.illinois.gov/onlineresources.html>

Q. How long will it take for my application to be processed?

A. To allow sufficient time for processing and remediating deficiencies, the Division strongly encourages you to submit your application a minimum of 8 to 10 weeks in advance of the date you need to receive an Illinois physician license.

Each application is different and it depends on the particular issues involved as to when the application will be approved for licensure. A significant factor is the applicant’s ability to secure the required items. It is recommended that you submit your application together with all supporting documentation at the same time. If any documents are not submitted, please be proactive in securing the remaining documents as soon as possible to help expedite the licensure process.

To review, the initial license application checklist for Physicians, please visit the professions webpage here: <https://idfpr.illinois.gov/profs/physicians.html>

Q. How much is the initial application fee?

A. A non-refundable application fee of \$500 is required. This fee must be paid when submitting your application.

Q. Is there a fee waiver available?

A. As part of Governor Pritzker’s initiative to assist frontline healthcare workers, the initial application fee for a physician license will be waived from July 1, 2023 through June 30, 2024. For more information about the fee waiver, please see our Frequently Asked Questions (FAQs) here: <https://idfpr.illinois.gov/covid-19.html>

Q. How can I get a status update on my application?

A. Once the initial application review is completed, the Division will notify you of any deficiencies. If there are no deficiencies, your application will be approved and you will be notified when your license is issued. You can check the status of your application and a list of deficient items online through the IDFPR online portal link here: <https://online-dfpr.micropact.com/>

Q. Is a criminal background check required?

A. Yes, you must have your fingerprints processed by an Illinois Livescan Fingerprint Vendor for criminal history background checks performed by the Illinois State Police and the FBI. A Fingerprint Background Check Guide is available online via this link under “Prerequisite Instructions”: <https://idfpr.illinois.gov/onlineresources.html>

Q. How many years of postgraduate training are required?

A. An applicant must have received credit for 24 months of postgraduate clinical training in the United States or Canada approved by the Division in accordance with [Section 1285.40](#) of the Department rules. This includes postgraduate clinical training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC). The Division-approved training must include completion of a second year of education.

Q. Is there a time limit to pass the United States Medical Licensing Examination (USMLE)?

A. All USMLE steps must be passed within 7 years from passing the first step, either Step 1: Exam or Step 2: Clinical Knowledge (CK) Exam. You may request a Variance from this requirement by submitting a detailed statement to the Department describing why it took more than 7 years to complete all USMLE steps.

Online applicants may do so through answering the USMLE examination questions via their online application then uploading their detailed statement for the variance request. Paper applicants may mail their variance request to department or email FPR.MedicalUnit@illinois.gov.

To request a variance from this requirement, you must file an application and all supporting documents together with a statement explaining in detail why all USMLE Steps were not completed within the required 7-year period. Include all information for the Department to consider when determining whether to approve the variance request. When the license application is complete, the variance request will be reviewed by the Illinois State Medical Board. The Medical Board holds a regular business meeting on the 1st and 3rd Wednesday of each month. The Medical Board will make an advisory recommendation to the Director of Professional Regulation concerning the variance request. The Director will make a final decision based on the Board's recommendation and the particular facts. The Department will notify you in writing to provide Board's recommendation and the Director's decision. Please allow at least 2 weeks from the date of the Medical Board's meeting for a final decision to be provided.

Q. Do you accept credential verification from the Federation Credentials Verification Service?

A. The Division accepts credentialing verification from FCVS (www.fsmb.org/licensure/fcvs). This should include verification of your medical school transcript and diploma, ECFMG certification, postgraduate clinical training, and physician examination.

Q. Do I need to resubmit documents included with my Temporary License application?

A. If you were previously granted a (125) Temporary License, you are not required to resubmit your education documents to the IDFPR. This includes your premedical transcript, medical transcript, and for international graduates Supporting Document ED-NON and ECFMG certification.

Q. How long will my physician license be valid?

A. Once issued your license will be valid until the next physician license renewal. Physician licenses expire every third year in accordance with [Section 1285.120](#) of the rules.