

**INSTRUCTIONS FOR GRADUATES OF
U.S. AND INTERNATIONAL MEDICAL SCHOOLS
PERMANENT LICENSURE
for applicants who registered for Step 3 in Illinois**

- ◆ If you registered, took and **PASSED** the USMLE Step 3 through **ILLINOIS**, complete only the following:

1. **Your signature** needs to go on the bottom of the computer-printed "**mini- application**" mailed to you by the Illinois Department of Financial and Professional Regulations (IDFPR) which you received a few weeks after your scores.

Indicate any/all changes in your name and address ONLY IF there are changes from the preprinted data on the "mini-application". Print clearly.

If your name changed, you must attach a copy of your marriage license, divorce decree, etc.

If a new TN-MED form is required (only necessary if the one you filed originally to take the exam did not have a total of 24 months of satisfactory completion of residency clinical training indicated by that time), take the attached TN-MED form to your program office. Complete the top portion only and have your residency coordinator and program director complete the remainder. This form should not be signed any earlier than 15 days before completion of the 24 months. Bring the form back to GME where we will affix Rush's seal, as required. Otherwise, disregard this form.

2. Enclose the **application fee of \$300.00** in the form of a check or money order made payable to "IDFPR" (Illinois Department of Financial and Professional Regulations).
3. You may complete an application for "State Controlled Substances Registration". Although optional while you are in training at Rush, this is required in order to be eligible to apply for your DEA number or to use your current DEA number in the state of Illinois. Complete both sides of the application, circle all Drug schedules II - V, attach **fee (\$5** which may be added to the \$300, for a total of \$305, payable to IDFPR). Once you receive your Controlled Substances Registration, you may apply for your DEA (available online at <https://www.deadiversion.usdoj.gov/webforms/app224Login.jsp>)
4. Mail the "mini-application", \$300 or \$305 check for optional Controlled Substance application (and any necessary supporting documentation) to:
IDFPR, PO Box 7007, Springfield, IL 62791.

Permanent licenses are issued in the name of the applicant and are mailed directly to the home of the applicant. You must provide GME with a copy of your license when you receive it. The Controlled Substances license will be mailed to Rush GME; you will be paged for pick-up.

Permanent & Controlled Substance licenses, regardless of application date, **will expire July 31, 2011.**

**? Should you have questions: Contact GME,
Graduate Medical Education Office, 527 Armour Academic Facility, at 312-942-5495.**