

INSTRUCTIONS FOR
ILLINOIS TEMPORARY LICENSE EXTENSION

If you hold a temporary training license in Illinois and you will not be applying for a permanent license before your temporary license expires in June, you must apply for an extension by no later than April 15th. This is necessary to be assured that your license will not lapse, and you will be able to continue to participate in your program.

For the extension, you will need to complete/secure:

- **The standard 4 page application**
Type or print clearly with BLACK INK only. Fill in all blanks.
Be sure to include your start date on Part III #7 (page 2) and your license number on Part IV (page 3).
Ignore section VII.
Be sure to check all boxes in Part VI and VIII and to sign and date Part IX.
- **The CA-MED form must be signed by your Program Director and sealed by GME**
(Only complete the top "Applicant information" section. Your Program Coordinator will complete the rest, *indicating the new start date as the day **after** your original license expires.*) Make arrangements to pick it up to include it in your packet.
- **If you are off-cycle (due to a leave or reason other than the length of your program is longer than 3 years), a letter written and signed by you and your Program Director** requesting the extension and explaining the reason for the schedule change is required. (Program Coordinators will have samples and should know what to do.)
- **A check made payable to the "IDFPR" (Illinois Dept. of Financial and Professional Regulation) for: \$100** if extending beyond the initial 3 years or **\$20** if extending **within** the initial 3 years

Return all of the above to GME as soon as you can (applications are processed on a first-come, first-served basis). Time is of the essence.

You need to have this extension request in preferably during the first week of March (before the post-Match rush slows the processing time down considerably).

GME will review your application and then send it directly to Springfield.

You will receive a copy of your new license in your housestaff mailbox when it is issued. Your program will also be faxed a copy.

QUESTIONS? Contact Theresa Orozco, RUSH GME Program Coordinator for Surgical Specialties at 312 942-5760.