



Interstate Medical Licensure Compact

Administrative Procedure DRAFT

Date: <DATE>

Revised: NA

ADMINISTRATIVE PROCEDURE NO. 1 – THE ACTION STEPS TO BE TAKEN WHEN IT IS DETERMINED THAT A LETTER OF QUALIFICATION WAS ISSUED IN ERROR.

A question has been raised regarding how to handle situations where a State of Principal License (SPL) issued a Letter of Qualification (LOQ) to an applicant who did not meet the eligibility requirements and expedited licenses have been issued as a result of the LOQ.

ISSUE: From time to time an administrative error will occur and a LOQ will be issued in error. In order to receive an expedited license, the SPL must determine the applicant's eligibility.

- **IMLCC Statute, Section 3** – states that “A physician must meet the eligibility requirements as defined in Section 2(k) to receive an expedited license...”
- **IMLCC Statute, Section 2(k)** – states that a “Physician means any person who...” meets the established criteria in paragraph 1 to 9.
- **IMLCC Rule, Chapter 5, Section 5.4** – establishes that an applicant must meet the established requirements to receive an expedited license.

ADMINISTRATIVE ACTION:

1. This administrative action will be initiated upon written confirmation (email notification is considered written confirmation) obtained by the IMLCC staff from the SPL that a LOQ was issued in error.
2. IMLCC staff will, within one (1) business day, void the application – with a note “Voided – Issued in error – Ineligible”.
3. IMLCC staff will determine if any expedited licenses are pending and within one (1) business day notify those member board(s) to not issue the expedited license and instruct the member board on how to update the application.
4. IMLCC staff will, within five (5) business days, contact any member board(s) that has already issued an expedited license to inform them of the situation and develop an action plan to notify the physician of the situation and options available. IMLCC staff will work with the member board(s) to determine the cause of the issuing error. Failure by the applicant to be truthful in the processing will be referred to the SPL for consideration of disciplinary action. In situations where the error was beyond the control of the physician, IMLCC staff will work with the member board(s) to develop options to resolve the situation. Options include:
 - a. The member board allowing the physician to apply for a license using the traditional process.



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- b. The member board rescinding the license after notice to the physician.
- c. In the case of a request for additional licenses where the LOQ had expired, allowing the physician to re-apply for a new LOQ with the SPL.