



Interstate Medical Licensure Compact

Administrative Procedure DRAFT

Date: <DATE>

Revised: NA

ADMINISTRATIVE PROCEDURE NO. 3 – THE ACTION STEPS TO BE TAKEN WHEN IT IS DETERMINED THAT A PHYSICIAN HAS USED THE IMLCC RENEWAL PROCESS FOR A LICENSE THAT WAS NOT OBTAINED THROUGH THE IMLCC.

A question has been raised regarding how to handle situations where a physician has used the IMLCC renewal application for a license that was not obtained through the IMLCC.

ISSUE: During the renewal process, physicians may erroneously use the IMLCC renewal tab to renew their license with a member board that was not obtained through the IMLCC process.

- **IMLCC Statute, Section 7(a)** – states that “A physician seeking to renew an expedited license granted in a member state shall complete a renewal process with the Interstate Commission...”
- **IMLCC Statute, Section 7(f)** – states that “The Interstate Commission is authorized to develop rules to address renewal of licenses obtained through the Compact.”
- **IMLCC Rule, Chapter 5, Section 5.8** – outlines the process that a physician would follow to renew their license obtained through the Compact.

ADMINISTRATIVE ACTION for renewal of non-IMLCC licenses using the IMLCC renewal process:

1. This administrative action will be initiated upon written confirmation (email is considered written confirmation) obtained by the IMLCC staff from the member board that a physician has used the IMLCC renewal process to renew their non-IMLCC issued license.
2. IMLCC staff will instruct the member board staff that they should mark the renewal application as “Ineligible”.
3. Fees collected will be disbursed to the member board and the commission will retain its service fee.
4. The member board shall be responsible for issuing any refund.
5. A record of this action and notification will be maintained by IMLCC staff.