

1 February 6, 2017

2 **TO:** Interstate Medical Licensure Compact Commission

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4 **FR:** Bylaws and Rules Committee

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6 **MOTION:** The Bylaws and Rules Committee moves that rulemaking be initiated
7 on February 22, 2017, to amend administrative rules Chapter 5 (expedited
8 licensure) and Chapter 3 (fees) to create new rules relating to the renewal of a
9 medical license issued through the Compact. These rules define a license renewal
10 process consistent with Section 7 of the Compact. The committee proposes a
11 public hearing on the amendments be held by teleconference at 1 p.m. Eastern
12 Daylight Time on Wednesday, March 22, 2017, and that all written comments
13 concerning the rulemaking be received by 5 p.m. Eastern Daylight Time on the
14 same date. Notice of the public hearing and comment deadline shall be published
15 on the Interstate Commission's designated website. The committee proposes a
16 teleconference meeting of the Interstate Medical Licensure Compact Commission
17 on 1 p.m. Eastern Daylight Time on Wednesday, March 29, 2017, to consider
18 adopting the amendments, with an effective date of March 29, 2017. The proposed
19 amendments are contained herein.

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21 ITEM 1. Adopt the following **new** subrule 5.8:

22 **5.8 Renewal and continued participation.**

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24 **5.8(1)** By December 31 of each year, the licensee shall complete a renewal process
25 set forth by the Interstate Commission. The Interstate Commission shall notify the
26 physician by e-mail of the pending expiration of a license issued through the
27 Compact and provide an online application form and information on the process to
28 renew the license. The e-mail notice shall be sent to the address specified in **rule**

29 **2.2.** The physician is responsible for renewing the license prior to its expiration.

30 Failure of the physician to receive a renewal notice does not relieve the physician
31 of responsibility for renewing the license through the Interstate Commission. It is

32 the physician's responsibility to update the information provided on the online
33 renewal application within 30 days of any change of information provided on the
34 application.

35 **5.8(2)** The physician shall complete an online renewal application on a form
36 provided by the Interstate Commission which shall include collection of
37 information required in Section 7 of the Compact and such other information as
38 required by the Interstate Commission.

39 **5.8(3)** The Interstate Commission may collect a service fee from the physician for
40 renewal of a license issued through the Compact. The Interstate Commission shall
41 retain 100 percent of this service fee for renewal of a license.

42 **5.8(4)** The Interstate Commission shall collect any renewal fees charged for the
43 renewal of a license and distribute the fees to the applicable member board during
44 a member state's licensing renewal period.

45 **5.8(5)** Upon receipt of any renewal fees collected in **rule 5.8.(4)**, a member board
46 shall renew the physician's license.

47 **5.8(6)** After the license is renewed the member board may collect additional
48 information from the physician related to that state's specific requirements for
49 license renewal.

50 **5.8(7)** Physician information collected by the Interstate Commission during the
51 renewal process will be distributed to all member boards.

52 **5.8 (8)** A physician who seeks to renew a license issued through the Compact after
53 its expiration date may be subject to any and all penalties, terms and conditions for
54 licensure renewal established by the member state that issued the license.

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56 ITEM 2. Amend 5.2 as follows:

57 **5.2 Definitions**

58 *ee.* “*Service fee*” means fees that may be assessed by the Interstate Commission or
59 the state of principal license , or both, to handle and process an application for a
60 letter of qualification, or the issuance of a license through the Compact, or the
61 renewal of a license through the Compact. A service fee is not a license fee for the
62 issuance of a license or the renewal of a license.

63 ITEM 3. Amend 3.2 as follows:

64 **3.2 Definitions**

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66 “*Service fee*” means fees that may be assessed by the Interstate Commission, or
67 the state of principal license, or both, to handle and process an application for a
68 letter of qualification, or the issuance of ~~an expedited~~ license through the Compact,
69 or ~~both~~ the renewal of a license through the Compact. A service fee is not a license
70 fee for the issuance of a license or the renewal of a license.

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72 ITEM 4. Amend 3.4 as follows:

73 **~~3.4 Letter of qualification~~ Service fees**

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75 ITEM 5. Adopt the following **new** subrule, 3.4(3):

76 **3.4(3)** A non-refundable service fee of \$00.00 shall be assessed to the physician for
77 each license renewed through the Compact.

78 **a.** Payment shall be made by electronic means to the Interstate Commission. 100

79 percent of this service fee shall be deposited in the Interstate Commission's general

80 fund.