

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Graduate Medical Education

POLICY: Florida Licensure Policy	
Approved by: GMEC	Page(s): 1 of 2
Approval date: 11/5/2024	Reviewed date: 6/01/10; 3/4/16; 5/29/20
Effective date: 7/1/2006	Revised date: 3/1/11; 3/4/16; 5/21/20; 5/29/20; 10/6/21; 10/20/22; 10/2/24

POLICY

Programs are responsible for the initial registration and renewal of all unlicensed residents and fellows, hereafter referred to as residents, with the Florida Department of Health Licensing Agencies: Board of Medicine, Board of Osteopathic Medicine, Board of Dentistry, or Board of Podiatric Medicine prior to entry into their training program.

New applications are submitted through the Department of Health license application portal. Trainees that use the other payer code will have their application fee paid by the Office of Graduate Medical Education (OGME).

The current UF resident contract states:

All residents are required to comply with state licensure requirements for physicians in training. Residents must hold before the start date of training either a valid unrestricted Florida medical or dental license or have a resident registration with the Florida Board of Medicine, an osteopathic resident registration with the Board of Osteopathic Medicine, a dental residency permit with the Board of Dentistry, or a podiatric residency registration with the Board of Podiatric Medicine.

An unrestricted Florida license is not required of residents; however, should a resident obtain an unrestricted medical license in Florida, it is solely their responsibility to maintain active status with the Medical/Dental/Podiatric Board, including timely renewal and payment of all associated fees.

[Note: Once a physician obtains an unrestricted license, the FL Department of Health licensing board will not re-issue a training license to that individual.]

Timely means renewal at least 30 days before the expiration.

Should any resident be unable to provide documentation that the license has been renewed, the resident will be suspended, per the Professionalism Code of Conduct policy, and will be required to go on leave without pay until such time the resident obtains their license renewal.

Renewal of the training license occurs every three years for podiatrists, two years for allopathic physicians, annually for osteopathic physicians and dentists. The Osteopathic Board processes renewal applications through the online portal. The OGME will pay the renewal fee when the other pay code is used. The renewal includes required responses to a series of questions regarding adverse events that have occurred in the interim between initial registration and renewal of the training license.

The renewal application(s) requires that applicant sign an attestation that reads:

Allopathic Application

I have carefully read the questions in the foregoing registration application and have answered them completely, without reservations of any kind, and I state that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this registration application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my registration as a physician in the State of Florida.

Osteopathic Application

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act

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shall constitute cause for denial, suspension or revocation of my license to practice Osteopathic Medicine in the State of Florida.

Dental Application

I have carefully read the instructions and questions in the foregoing application and have answered them completely, without reservations of any kind. Should I furnish any false information in this application, or in any supporting documentation, I acknowledge that such an act constitutes cause for denial, disciplinary action, suspension or revocation of my residency/intern permit to practice dentistry under Chapter 466, Florida Statutes, Chapter 456, Florida Statutes, and Chapter 64B5, Florida Administrative Code, in the State of Florida.

Podiatric Application

Podiatric licenses do not usually need a renewal during residency.

PROCEDURE:

At least four months before the expiration date of the training license, trainees will be provided with renewal information. The resident/fellow will have two (2) weeks to complete the application and submit to their Program Coordinator/Administrator. The coordinator will review the application for accuracy i.e. graduation date, residency start date, telephone number, all questions have been answered.

It is the program coordinator/administrator's responsibility to retain a scanned copy of the completed application in the program's Resident Information folder. The file is to be saved as LastName, FirstName – License 20XX. When the license renewal is complete, the coordinator will print the Department of Health website confirmation of renewal; amend it to the saved application and e-mail to the OGMEA, and update the license information in New Innovations.