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Your guide to easy medical license renewal

Does your Florida medical license expire on Jan. 31, 2018? Keep this guide handy to avoid delays and get up to speed on renewal and CME benefits you might not be aware of.

The basics

Make sure the Department of Health has your current mailing address on file to ensure that you receive notification regarding renewal. Failure to renew an active or inactive license by the expiration date will result in the license being placed in delinquent status. Take note:

- The renewal fee is \$379.
- Renew online by [clicking here](#).
- If a delinquent licensee is not renewed as active or inactive before the expiration of the current licensure cycle, ***his or her license will become null and void*** without further action by the Board of Medicine or DOH.

Your options in CE Broker

This is the second medical licensure renewal where DOH/MQA will review your CME records in CE Broker's electronic tracking system prior to renewal. If your CME records are complete, you will be able to renew without interruption. If not, you will be prompted to enter your remaining CME hours before proceeding with renewal.

Activate your CE Broker account [by clicking here](#). The Basic account is free, but two other options are available, including a Concierge plan — **discounted for FMA members** — that handles every aspect of tracking and reporting your CME.

Exemptions for first-time renewals

If this is your first time renewing since the initial issuance of your license, you are exempt from the general CME requirement and only required to complete two hours of Prevention of Medical Errors and one hour of HIV-AIDS. (See [Rule 64B8-13, F.A.C.](#) for the specific requirements for these courses.) Remember — **these courses are free for FMA members** and [available in our online catalog](#).

More exemptions and benefits

1. **If you are a member of the U.S. Armed Forces** on active duty and in good standing with the Board at the time of becoming active and entitled to practice in Florida, you may be eligible for exemption from renewal requirements for the duration of your active duty, and for a period of six months after discharge, as long as you are not practicing in private sector for-profit.
2. **If you are the spouse of a member of the U.S. Armed Forces**, you may be eligible to be exempted from licensure renewal requirements, but only in cases of absence from the state because of your spouse's duties with the Armed Forces.
3. **If you volunteer as an expert witness** and provide expert witness opinions for complaints filed with DOH for cases being reviewed pursuant to Chapter 458 or 468, F.S., you can receive five hours of CME credit in the area of risk management for each case reviewed, up to a maximum of 15 hours per biennium. Volunteer expert witnesses are encouraged to perform a literature survey in conjunction with a review of cases for the Board.
4. **You can obtain five hours of CME** in risk management or medical ethics by attending one full day or eight hours,

whichever is more, of disciplinary hearings at a regular Board of Medicine meeting.

- 5.** **If you volunteer 160 hours of medical services** to indigent Florida residents with incomes at or below 200 percent of the Federal Poverty Level during the previous biennium, you may be eligible for a waiver of your biennial renewal fee and some of the continuing education hours (no more than 25 percent) required for license renewal. However, the continuing education requirements for the Domestic Violence, HIV-AIDS, and Prevention of Medical Errors courses cannot be waived.
- 6.** **Current and former Board of Medicine members** can receive up to five hours of credit per biennium in the area of risk management for serving on the Board's probable cause panel.
- 7.** **If you are a supervising physician** for a licensed physician who is under direct supervision for at least one year, you are entitled to six hours of CME credit in risk management for each physician being supervised. **If you are a monitoring physician** for a licensed physician who is under indirect supervision for at least one year, you are entitled to three hours of CME credit in risk management for each physician being monitored. Only the first five hours of the CME can be used toward the risk management CME. All subsequent hours can be used to satisfy the general CME requirement.
- 8.** **You can fulfill up to five hours of CME credit** per biennium by performing pro bono medical services for an entity serving the indigent, underserved populations or areas of critical need. Credit will be given on an hour-per-hour basis. See the Board's rule 64B8-13, F.A.C. to determine if your services meet the requirements for credit.
- 9.** **If you are a member of the Legislature**, the requirements for biennial renewal of your license shall stand continued and extended without the requirement to apply for renewal with the Board or DOH. Such license shall be active status throughout your period in the Legislature, and for 60 days after you leave office. However, at any time during your legislative term and during the 60 days after it ends, you may file a completed application that shall consist solely of:
 - a.** A renewal fee of \$250 for each year your license was continued and extended since the last otherwise regularly scheduled biennial renewal year, and each year during which the renewed license shall be effective until the next regularly scheduled biennial renewal date.
 - b.** Documentation of completing 10 hours of CME credit for each year from the effective date of your last renewed license until the year in which you apply for renewal.

Links to CME and licensure resources

- [FMA online CME catalog](#)
- [CE Broker](#)
- [FMA member CE Broker Concierge benefit](#)
- [Florida Board of Medicine](#)
- [FMA members who have questions about licensure can contact our experts directly at \(800\) 762-0233 or \[education@FLmedical.org\]\(mailto:education@FLmedical.org\).](#)

- C.** Compliance with practitioner profile requirements in s. 456.031(1)(a)1-8 and (b), and (4)(a), (b), and (c).
 - 10.** **If you post a sign with a schedule of your charges**, you may be exempt from paying license fees and completing CME for one biannual renewal period. Florida Statutes created provisions for exemption from one two-year reporting cycle of CME credits and license fees for primary care physicians who post a schedule of medical charges. This waiver does not include the unlicensed activity fee, background check fee or dispensing fee. "Primary care physicians" include medical doctors, osteopathic physicians and advanced registered nurse practitioners who provide medical services commonly provided without referral from another health care provider, including family and general practice, general pediatrics and general internal medicine.
 - 11.** **If you are currently registered to dispense medicinal drugs** to your patients, you are required to renew your registration at the same time you renew your medical license. If you no longer wish to dispense medicinal drugs, you can cancel your registration by checking the appropriate box on the renewal application.
 - 12.** **If you are not currently registered to dispense medicinal drugs** and would like to register, you can complete the registration process when you renew your license by checking the appropriate box on the renewal application and paying the dispensing registration fee of \$100 in addition to your renewal fee.
 - 13.** **If you hold a Limited License or an Area of Critical Need (ACN) license**, you will renew by paper application. You must submit a verification of employment letter from the medical director of the ACN facility along with the renewal application. If you practice medicine strictly on a volunteer basis, your renewal fees are waived and you will need to submit a notarized fee waiver affidavit.
- Visit the [Florida Board of Medicine](#) website for even more information.