



**South Carolina Department of Labor, Licensing and Regulation  
Board of Medical Examiners**



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**SUMMARY OF REQUIRMENTS FOR A LIMITED LICENSE**

Limited licenses may be issued for postgraduate medical residency training or for employment with a state agency, as approved by the board. A limited license entitles the licensee to apply for individual controlled substance registration through the Department of Health and Environmental Control. Each limited license is valid for one year or part of one year. Renewal may be considered upon approval of the board. To obtain a limited license in this State, an applicant shall comply with the following requirements as outlined in Section 40-47-31 of the Medical Practice Act:

- A.** Applicants for a limited license for medical residency training who are graduates of an approved medical school located in the United States or Canada must complete and submit an application and the appropriate application fee. A completed application must include the following:
1. a copy of a contract in which the applicant has been offered a position in a medical residency training program accredited by the American Council for Graduate Medical Education or American Osteopathic Association or a fellowship or a letter from the institution stating the applicant has been recommended for a medical residency training program or a fellowship. The recommendation letter must be addressed and mailed directly to the board office from the institution;
  2. a certification of medical education form approved by the board to be completed by the dean, the president, or the registrar of the applicant's medical school or as approved by the board;
  3. a supervising physician form approved by the board to be completed by the chairman or residency director of the training program;
  4. letters of recommendation from licensed physicians recommending the applicant for a limited license in this State; and
  5. verification of licensure in other states, if applicable.
- B.** An applicant for a limited license for medical residency training who is a graduate of a medical school located outside the United States or Canada may be considered on an individual basis. Such applicants shall complete and submit an application and the appropriate application fee. In addition to all other requirements, a completed application must include a copy of a current or permanent Educational Commission for Foreign Medical Graduates (ECFMG) certificate or documentation of successful completion of a Fifth Pathway program, or both. The board may waive this requirement if the applicant has a full-time academic faculty appointment at the rank of assistant professor or greater in a medical school in this State accredited by the American Council for Graduate Medical Education or the American Osteopathic Association. This requirement also may be waived if the applicant:
- (1) has been licensed for five years or more without significant disciplinary action; and
  - (2) holds current certification by a specialty board recognized by the American Board of Medical Specialties or the American Osteopathic Association or another organization approved by the board.

**C. INSTRUCTIONS & INFORMATION**

1. **Fee** - Non-refundable application fee for a one fiscal year Limited License is \$160.00. A six-month Limited License (July-December or January-June) is \$85.00. Application will not be processed without the required application fee. Make check payable to **LLR-Board of Medical Examiners**.
2. Application to renew at the end of the period may be made by submitting a renewal form and the proper fee.

3. **Certification of medical or osteopathic education** - must be completed and submitted by the applicant's medical school. The applicant must send this document to his/her medical school. The school will complete the form and send it directly back to the Board with a certified copy of the applicant's completed medical school transcripts.
4. **Letters of Recommendation** - You must request that the physicians listed write directly to this Board recommending you for a limited license in South Carolina.
5. **Verification of licensure** – A verification form is enclosed and may be duplicated as needed. This board must receive a verification of licensure directly from the state board of each state in which you are now or have ever been licensed to practice medicine.
6. **Supervising Physician Form** – to be completed by your South Carolina supervising physician.
7. **Controlled substance registration** - Applications for both federal and state registration are available from the Narcotic and Drug Control Division, Dept. of Health and Environmental Control, 2600 Bull Street, Columbia, SC 29201, (803) 896-0634. Applicants who possess permanent, temporary or limited licenses may apply for a controlled substance registration.
8. Do not make a mistake by underestimating the amount of time required to complete this application.
9. A physician in a medical residency training program in this State may apply for a permanent license at least ninety days before his or her limited license expires. No part of a limited license application may be applied to an application for a permanent license. Each application must be filed separately.
10. A licensee shall notify the board in writing within fifteen (15) business days of any change of residential address, office address, or office telephone number. Please mail or fax change of address information to the board or logon to [www.llr.state.sc.us/pol/medical](http://www.llr.state.sc.us/pol/medical) and report your change of address information to the board.
11. Application and fee will be kept on file for twelve (12) months; thereafter, a new application and fee are required. Application will be processed within 14 business days of the received date and you will be notified of any deficiencies in your file.
12. It is a violation of state law if a physician practices medicine before being issued a license. Violators are subject to fines and possible criminal prosecution.
13. Your application will not be considered completed or a limited license issued until all of the required documents have been received in the board office.
14. The board may not issue a limited or temporary license to a licensed physician of another state of the United States:
  - (1) whose license is currently revoked, suspended, restricted in any way, or on probationary status in that state; or
  - (2) who currently has disciplinary action pending in any state.
15. Please visit the board website at [www.llr.state.sc.us/pol/medical](http://www.llr.state.sc.us/pol/medical) to review the South Carolina Medical Practice Act.
16. A licensee shall notify the board within thirty (30) days of any adverse disciplinary action by another United States or foreign licensing jurisdiction, a peer review group, a health care institution, a professional or medical society or association, a governmental agency, a law enforcement agency, including arrest, or a court, including indictment. Confidential information received from a licensee or other sources must continue to be maintained as confidential, except to the extent necessary for the proper disposition of the matter. Please see the Medical Practice Act where notification is not required. (See 40-47-41D)
17. For the **United States Medical Licensing Examination or the Comprehensive Osteopathic Medical Licensing Examination, or the Medical Council of Canada Qualifying Examination**, the applicant shall pass all steps within ten years of passing the first taken step. The results of the first three takings of each step examination must be considered by the board. The board may consider the results from a fourth taking of any step; however, the applicant has the burden of presenting special and compelling circumstances why a result from a fourth taking should be considered. These circumstances may include, but are not limited to, the applicant's additional medical education or training, the applicant's score on the third taking, or other special or compelling circumstances. Under no circumstances may the board consider results received after the fourth taking of any step, except that a subsequent taking may be considered by the board for an applicant who currently holds a certification, recertification, or a certificate of added qualification by a specialty board recognized by the ABMS, AOA, or another organization approved by the board.

Visit our website at [www.llr.state.sc.us/pol/medical](http://www.llr.state.sc.us/pol/medical)