



FLORIDA ACADEMY OF
FAMILY PHYSICIANS

SUPPORTING FLORIDA'S FAMILY PHYSICIANS

Florida Physician Licensure Renewal Guide

- **Allopathic Medical License (MD)**
- **Osteopathic Medical License (DO)**

Keep this guide handy to avoid renewal delays

Basic Information

The Florida Department of Health (DOH) in conjunction with the Florida Board of Medicine and the Florida Board of Osteopathic Medicine sets the CME requirements for physician licensure in Florida. Each Board specifies a certain number of hours, including several mandatory topics, that must be completed within each **two-year license term**. Physicians must have "actively practiced medicine" for at least two of the previous four years in order to renew their licenses.

License Expiration Date:

- **MD:** Half of Florida allopathic (MD) licenses expire January 31st of every **even-numbered year** and the other half expire January 31st of every **odd-numbered year**.
- **DO:** All osteopathic (DO) licenses expire March 31st of every **even-numbered year**.

How to Confirm Licensure Expiration Date: Visit www.FLhealthSource.gov to verify a Florida license or confirm a licensure expiration date. Choose Licensee/Provider, then License Verification.

Your CME Must Be Reported

[CE Broker is the official continuing education tracking system](#) for the Florida Department of Health. A basic CE Broker account is free, but two other options are available, including a concierge-level plan that handles the process of managing, tracking and reporting your CME.

Important: Every course you take that is directly provided by the FAFP will be reported to AAFP and CE Broker on your behalf.

Your Mailing Address: Make sure the Florida Department of Health (DOH) has your current mailing address on file to ensure 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.

Update your DOH profile and renew your license online at:

<https://mqa-vo.doh.state.fl.us/datamart/voservicesportal>

If your license is not renewed as active or inactive before the expiration of the current licensure cycle, the license will become null and void without further action by the Florida Board of Medicine/Florida Board of Osteopathic Medicine or DOH.

Reactivation Request: Licensees requesting reactivation of license from inactive or retired status are required to pay additional fees and comply with specific continuing education requirements.

MD

Contact the **Florida Board of Medicine** at <https://flboardofmedicine.gov/contact/> to request your reactivation requirements.

DO

Contact the **Florida Board of Osteopathic Medicine** at <https://floridasosteopathicmedicine.gov/contact/> to request your reactivation requirements.

A licensee who remains on inactive status for more than two consecutive biennial licensure cycles and who wished to reactivate may be required to demonstrate competency to resume active practice by sitting for a special purpose examination or by completing other reactivation requirements.

Allopathic Medical License Renewal Guide

Group 1: current license will expire at midnight, Eastern Time, January 31 of every **even-numbered** year.
Group 2: current license will expire at midnight, Eastern Time, January 31 of every **odd-numbered** year.

Continuing Medical Education (CME) Requirements

Biennial CME Requirements: **forty (40) total hours**.

Example 1: 40 hours obtained from February 1, 2020, through January 31, 2022

Example 2: 40 hours obtained from February 1, 2021, through January 31, 2023

Total hours must include:

- Two hours of Prevention of Medical Errors
- Two hours of Controlled Substance Prescribing if you are registered with the DEA and authorized to prescribe controlled substances
- Two hours of Domestic Violence CME every third biennium

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 40 hours biennial CME requirement and only required to complete:

- One hour of HIV-AIDS,
- Two hours of Prevention of Medical Errors, and
- Two hours of Controlled Substance Prescribing if you are registered with the DEA and authorized to prescribe controlled substances

Human Trafficking: Physicians licensed after January 1, 2021 are not required to take the Human Trafficking Course; however, you must post a sign regarding human trafficking in a conspicuous place accessible to employees. The sign must be at least 11 x 15 inches and in at least 32-point type. For more details, please visit: <https://flhealthsource.gov/humantrafficking/#signs>

More Exemptions and Other Methods of Obtaining CME Per Biennium

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.

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.

More Exemptions and Other Methods of Obtaining CME Per Biennium *Continued*

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.

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.

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.

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.

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.

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.

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 of:

- A renewal fee 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.
- 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.
- Compliance with practitioner profile requirements in s. 456.031(1)(a)1-8 and (b), and (4)(a), (b), and (c).

More Exemptions and Other Methods of Obtaining CME Per Biennium *Continued*

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 Practice Registered Nurses who provide medical services commonly provided without referral from another healthcare provider, including family and general practice, general pediatrics and general internal medicine.

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.

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.

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.

For more details regarding MD License Renewal, visit: [MD CME Requirements](#)

Osteopathic Medical License Renewal Guide

All osteopathic (DO) licenses expire March 31st of every even-numbered year.

Continuing Medical Education (CME) Requirements

Biennial CME Requirements: **forty (40) total hours.**

Example: 40 hours obtained from April 1, 2020, through March 31, 2022

First-Time License Renewal Requirements for Osteopathic Physicians

Requirements for **first-time renewal** if the license was issued subsequent to July 1, of the second year of the biennium:

Prevention of Medical Errors

Two (2) hours with content specific to Florida; must be live/participatory attendance and can be either AOA Category 1-A or AMA PRA Category 1 Credits. The FAFP's live hybrid (both in-person and livestream) course meets this requirement.

Florida Laws and Rules/Professional and Medical Ethics

One (1) hour with content specific to Florida; must be live/participatory attendance and can be either AOA Category 1-A or AMA PRA Category 1 Credits. The FAFP's live hybrid (both in-person and livestream) course meets this requirement.

HIV/AIDS

One (1) hour; can be AOA Category 1-A or AMA PRA Category 1 Credits. The FAFP's course meets this requirement. This course is not required after the first renewal.

Requirements for **first-time renewal** if license was issued prior to July 1, of the second year of the biennium and subsequent renewal thereafter:

HIV/AIDS

One (1) hour; can be AOA Category 1-A or AMA PRA Category 1 Credits. The FAFP's HIV/AIDS CME course meets this requirement. This course is not required after the first renewal.

Prevention of Medical Errors

Two (2) hours with content specific to Florida; must be live/participatory attendance and can be AOA Category 1-A or AMA PRA Category 1 Credits. The FAFP's live hybrid (both in-person and livestream) course meets this requirement.

Florida Laws and Rules/Professional and Medical Ethics

One (1) hour with content specific to Florida; must be live/participatory attendance and can be either AOA Category 1-A or AMA PRA Category 1 Credits. The FAFP's live hybrid (both in-person and livestream) course meets this requirement.

Prescribing Controlled Substances

Two (2) hours with content specific to Florida, and this can be AOA Category 1-A or AMA PRA Category 1 Credits. The FAFP's course meets this requirement. If you are not registered with the DEA and authorized to prescribe controlled substances, you are exempt from this course.

First-Time License Renewal Requirements for Osteopathic Physicians *Continued*

Domestic Violence

Two (2) hours CME every 3rd biennium renewal. The FAFP's internet enduring course meets this requirement and is free for FAFP members.

Note: 20 Hours of AOA Category 1-A coursework are still required. The AOA may provide additional information about which courses are both home study and Category 1-A certified.

General Continuing Medical Education

At least twenty (20) of the forty (40) hours required: must be AOA Category 1-A hours. These hours may include any required courses above if the required course is certified in Category 1-A by the American Osteopathic Association. The FAFP courses would not meet this requirement.

You may only complete 8 total home-study hours to satisfy renewal requirements. No more than 6 hours of CME credit can be used per biennium for attendance at a board meeting.

Human Trafficking: Physicians licensed after January 1, 2021 are not required to take the Human Trafficking Course; however, you must post a sign regarding human trafficking in a conspicuous place accessible to employees. The sign must be at least 11 x 15 inches and in at least 32-point type. For more details, please visit: <https://flhealthsource.gov/humantrafficking/#signs>

More Exemptions and Other Methods of Obtaining CME Per Biennium

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, if you are not practicing in the private for-profit sector.

If you are the spouse of a member of the U.S. Armed Forces, you may be eligible for exemption from licensure renewal requirements, but only in cases of absence from the state because of your spouse's duties with the Armed Forces.

If you volunteer as an expert witness providing expert witness opinions for cases being reviewed pursuant to Chapter 459, F.S., you can receive five (5) hours of credit for each case reviewed, up to a maximum of 15 hours per biennium.

You can obtain three hours of CME by attending at least three (3) hours of disciplinary matters at a regular meeting of the Florida Board of Osteopathic Medicine and earn no more than six (6) hours per biennium.

More Exemptions and Other Methods of Obtaining CME Per Biennium *Continued*

If you volunteer 160 hours of medical services to indigent Florida residents with incomes at or below 20 % 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%) required for license renewal. However, the continuing education requirements for the Domestic Violence, HIV-AIDS, and Prevention of Medical Errors courses cannot be waived.

Current and former Board of Osteopathic 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.

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.

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 Practice Registered Nurses who provide medical services commonly provided without referral from another healthcare provider, including family and general practice, general pediatrics, and general internal medicine.

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.

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.

For more details regarding DO licensing renewal, visit: [DO CME Requirements](#)