

FULL MEDICAL LICENSE

When you start residency, you will have a temporary medical license for Louisiana. You must renew your license annually if you wish to remain in residency. When it is time to renew, you will have the options of renewing your temporary license or applying for a full license. You need a full medical license to operate outside the auspices of LSUHSC, e.g., moonlighting.

Initial License

Unlike the temporary license which lasts twelve months, the full medical license expires on your birthday each year regardless of when you applied for it. For example, if your birthday is on February 1, your license will expire on that day even if you first obtained your full license just a few weeks earlier in January. So, you might want to renew your temporary license until your birthday comes around to save some money, but this is up to you. Instructions are as follows:

1. Save up some money. An initial full medical license costs \$382. Annual renewal is \$332.
2. Go to Louisiana State Board of Medical Examiners (LSBME) website section of *Licensure* and select *Physicians*, or just browse to: <http://www.lsbme.louisiana.gov/PhysLicense.htm>.
3. Select *Initial License* at top of the page. This page contains a list of links including *General Instructions*, *FCVS*, and *LSBME Application*. You must complete the FCVS application in addition to other required documents. To see everything you must do, click on the last link on the page which is *Check List* – be sure to do everything on this list.
4. If you have questions, call the LSBME office at 504-599-0503. A person will be assigned to help you based upon the first letter of your last name. Your application will take some time to process, so be patient. Do not be afraid to call LSBME to inquire about the status of your application – just be courteous as the office can get quite busy at times.

Renewal

You will get a notice regarding renewal on your first birthday after you have your Full License regardless of how long it has been since you got your first license (see above). The most important thing to remember is that you will have to physically attend a meeting before you can renew your license for the first time. Pay attention to the offered dates because there are only a few of these meetings a year and they take place in New Orleans, Baton Rouge (90 minutes from NOLA by car), or Shreveport (5 hours by car). After the first time you renew, you will no longer have to physically attend this meeting. The meetings are roughly half a day, so you will need to either have a day off or be on a rotation that will allow you to be excused. If there is an issue with being able to attend one of these meetings because you are on wards or ICU for every offered date, call the LSMBE office ASAP (see above for number).

DEA LICENSE

Before applying for a DEA license, you must have both a full medical license (see above) and a controlled dangerous substance (CDS) license from the Louisiana Board of Pharmacy.

CDS

1. Go to the Louisiana Board of Pharmacy website section of *CDS Forms & Applications* page located at the address: <http://www.labp.com/index.cfm?md=pagebuilder&pid=200>.
2. Download the application form by clicking *Application for New CDS License for Practitioner*.
3. Complete the application per its included instructions. You will want to request authorization for Schedule 2-5 medications, though it is possible to be approved for only some of them.
4. Mail the form to the provided mailing address with a check for \$45.

DEA

1. Once you have received a CDS number via mail, you may apply for a DEA number. Go to the following link and select *Form 224*: <https://www.deadiversion.usdoj.gov/webforms/>.
2. From the pull-down menu select *Practitioner*, then click the *Begin* button below the menu.
3. Fill out the form according to the instructions provided. You can use your home address for mailing purposes and the address at 1542 as *primary employment address*.
4. Pay online; cost is \$731. DEA number will be mailed to you in 2-4 weeks.