

Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, IN 46204



Eric J. Holcomb
Governor of Indiana
Lindsay M. Hyer
PLA Executive Director

Top Ten Frequently Asked Questions (FAQs) for Physician [Medical Doctor (MD) and Doctor of Osteopathic Medicine (DO)] License Renewals

All Physician [Medical Doctor (MD) and Doctor of Osteopathic Medicine (DO)] licenses in the state of Indiana are set to expire at **11:59 p.m. Eastern Daylight Time (EDT) on October 31st**. Please refer to these “Top Ten Frequently Asked Questions (FAQs),” prepared by the Indiana Professional Licensing Agency (PLA) and the Indiana Medical Licensing Board (the Board), for guidance on navigating the license renewal process.

1. I have a physician license and a Controlled Substance Registration (CSR). Can I submit one renewal application for both my license and my registration?

Answer: No. You must renew your physician license and your Controlled Substance Registration (CSR) separately. You can renew both your license and your registration online at [MyLicense.IN.gov](https://mylicense.in.gov).

2. Some of my demographic information has changed in the last two (2) years. How do I update this information during renewal?

Answer: You may update demographic information in your online renewal application. This includes change of address, email, or phone number. You do not need to contact PLA separately to change this information on your physician license. **However**, a change of address on your Controlled Substance Registration (CSR) must be completed by PLA/Board staff. To request a change to the address provided on your Controlled Substance Registration (CSR), please email to PLA/Board staff at pla3@pla.in.gov.

3. I forgot to renew my physician license and my Controlled Substance Registration (CSR) before their expiration dates. Can I still renew online?

Answer: Yes. You can still renew your physician license and your Controlled Substance Registration (CSR) by logging in to your [MyLicense.IN.gov](https://mylicense.in.gov) account. There will be a \$50 penalty fee applied to each late renewal application.

4. I was arrested for an OWI in 2022. Do I need to disclose this charge and/or conviction on my license renewal application?

Answer: Yes. Question #3 on the renewal application asks: “Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered

into a diversion agreement, been convicted of, pled guilty to, or pled no contest (nolo contendere) to any offense, misdemeanor, or felony in any state or U.S. territory?" Failure to answer this question correctly may result in a civil penalty being assessed against your license.

5. I received a civil penalty from the Board for failing to disclose a medical malpractice settlement. Can I appeal it?

Answer: Yes. To appeal the issuance of a civil penalty, you must submit your request for an appeal via email to pla3@pla.in.gov. A hearing on your appeal will be scheduled. For more information on the process, please see Indiana Code § 4-21.5-3.

6. My license status says, "Valid to Practice While Reviewed." What does this mean and how long will my license be under review?

Answer: "Valid to Practice While Reviewed" is an active license status that is placed on licenses under review after their expiration dates (i.e., after October 31st). The reviews are conducted by Board staff and Board members. Please note that if you apply to renew your license after October 31st and a review of your application is necessary, your license will show "Expired," and not "Valid to Practice While Reviewed." After your license is placed under "Valid to Practice While Reviewed," the Board must make a decision on the renewal of your license within one hundred and twenty (120) days from the expiration date of the license (October 31st).

7. I have been asked to appear before the Board because of a positive response on my renewal application. What should I bring with me for my personal appearance?

Answer: This ultimately is up to you, and dependent on the circumstances and nature of your positive response. For example, a person who was convicted of Reckless Driving in 2022 would potentially bring a copy of their chronological case summary (available at mycase.IN.gov), and any orders that affected the outcome of the case. The email notification from the PLA/Board staff directing you to appear before the Board may provide additional information.

8. I disclosed a pending medical malpractice claim on my 2019 renewal. It has been settled as of June 2023. Do I still need to disclose the settlement if it's the same claim?

Answer: Yes. Question #4 on the renewal application asks: "Since you last renewed, have you had a malpractice judgement against you or **settled** (*emphasis added*) any malpractice action?" It is important to maintain transparency with the Board.

9. I am retiring and want to change my physician license status to “inactive.” Do I still renew my physician license?

Answer: Yes. You can renew your license to an “Inactive” status. The fee for this renewal is \$100. You can renew online at [MyLicense.IN.gov](https://mylicense.in.gov). Please note that physicians that hold a license in “Inactive” status may not maintain an office or practice.

10. I am having difficulties renewing my physician license online. Can I submit a paper renewal application?

Answer: Yes. You may request a copy of a paper renewal application by sending an email to the PLA/Board staff at pla3@pla.in.gov.

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