

Dear Limited Licensee,

Your current limited license to practice medicine in Alabama will expire on December 31, 2024. Limited license renewal is a two-step process by which you must apply to renew your Limited Certificate of Qualification (COQ) AND renew your limited license to practice medicine. You should contact your Dean, Program Director, Chief Medical Officer, Warden, or Medical Director to verify that you are still eligible for a Limited License. If you qualify for a Full license, you must apply for Full licensure.

If eligible, you must complete a Limited Certificate of Qualification Renewal application, have it signed by either your Dean, Program Director, Chief Medical Officer, Warden, or Medical Director, and mail it, along with the \$15 fee, to the Alabama Board of Medical Examiners. Limited Certificate of Qualification Renewal applications must be submitted to the Board on or before October 10, 2024 at 11:00 AM. After the Board approves your Limited Certificate of Qualification, you will receive an email notifying you that you may proceed with step two of the renewal process.

**Once your COQ renewal application has been approved by the Board, you must then renew your Limited License with the Medical Licensure Commission through your licensee portal by following these steps:**

- Go to the website [https://abme.igovsolution.net/online/user\\_login.aspx](https://abme.igovsolution.net/online/user_login.aspx).
- Login using your last name and the last five (5) digits of your social security number.
- Verify and/or update your contact information.
- Scroll down to view and update each section of your profile.
- A list of license and registrations to be renewed will be displayed in red in the “License Information” section of the profile.
- Renewal/registration fees can be paid by utilizing the “cart” feature to pay the total balance due.
- The payment cart is located at the top of the profile page.

Please contact your program with any question or for additional information.

Thank you,

**Alabama State Board of Medical Examiners**  
**PO Box 946, Montgomery, AL 36101**  
**848 Washington Ave., Montgomery, AL 36104**  
**Telephone: 334-242-4116**  
**Fax: 334-261-6118**

