



ALABAMA STATE BOARD OF MEDICAL EXAMINERS

William M. Perkins, Executive Director

Tiffany Seamon, Director of Credentialing

Post Office Box 946
Montgomery, Alabama 36101-0946
848 Washington Avenue
Montgomery, Alabama 36104

Phone (334) 242-4116
Fax (334) 242-4155
Email tseamon@albme.gov

August 25, 2026

RE: Limited Certificate of Qualification for Renewal for 2027

Greetings,

Limited Certificate of Qualification Renewal Applications will be submitted electronically with the Alabama Board of Medical Examiners (Board) for the year 2027. The application for Limited Certificate of Qualification renewal will be available in the licensee's Gateway beginning September 1, 2026. Please disseminate copies of this email and the attached Certification of Institution to the appropriate individuals in your institution who will be facilitating renewal applications. After a Limited Certificate of Qualification has been approved by the Board, the applicant will be eligible to renew the limited license online with the Medical Licensure Commission of Alabama (MLC) in the [Licensee Gateway](#) beginning on October 1, 2026, through December 31, 2026.

A Certification of Institution form must be completed and signed by either the Dean, Program Director, Chief Medical Officer, Warden, or Medical Director. Please review the current status of each of your limited licensees to determine whether renewal of a Limited Certificate of Qualification is applicable. If the licensee qualifies for full licensure, they must apply for a Full medical license. The \$15 renewal fee for each Limited Certificate of Qualification is payable to the Alabama Board of Medical Examiners. The completed application and Certification of Institution form need to be submitted to the Board on or by Monday, October 5, 2026.

Please explain to your licensees that renewal is a two-step process. Remind them that after the Board has approved the renewal of their Limited Certificate of Qualification that they must log into their [Licensee Gateway](#) to renew the license. They will need to verify and/or update their information and pay the renewal fee in the payment cart.

Please feel free to contact me with any questions regarding renewal of the Limited Certificate of Qualification at 334-833-0195 or tseamon@albme.gov.

Sincerely,

Alabama State Board of Medical Examiners
Tiffany Seamon
Director of Credentialing



ALABAMA STATE BOARD OF MEDICAL EXAMINERS

Post Office Box 946
Montgomery, Alabama 36101-0946
848 Washington Avenue
Montgomery, Alabama 36104

William M. Perkins, Executive Director
Tiffany Seamon, Director of Credentialing

Phone (334) 242-4116
Fax (334) 242-4155
Email tseamon@albme.gov

2027 Limited Certificate of Qualification Renewal

FAQs:

The Limited Certificate of Qualification (LCOQ) renewal process will change for 2027. Beginning September 1, 2026, limited licensees must submit their LCOQ Renewal Application electronically through the Licensee Gateway. Institutions and Programs will be required to complete and return a Certification of Institution form rather than co-signing the LCOQ renewal application.

Key Dates

- **September 1, 2026:** The LCOQ Renewal Application becomes available in the Licensee Gateway.
- **October 5, 2026:** Deadline for the Board to receive the application, \$15 fee, and Certification of Institution form.
- **October 1–December 31, 2026:** After Board approval, the licensee may renew the limited license online in their Gateway Portal.

Required Items

An LCOQ renewal is not complete and cannot be placed on the Board's agenda until the Board receives all three items for each licensee:

1. Completed electronic LCOQ Renewal Application
2. \$15 renewal fee payable either electronically or by check to the Alabama Board of Medical Examiners
3. Completed Certification of Institution form

The Certification of Institution form must be completed by the Dean, Program Director, Chief Medical Officer, Warden, or Medical Director. It may include one or multiple licensees, and an institution may submit more than one form. Return the completed form to credentialing@albme.gov or mail it to the Board. The form will be available on the Board's website.

Two-Step Renewal Process

1. **First:** The licensee completes the electronic application and pays the \$15 fee in the Licensee Gateway. The institution submits the Certification of Institution form. The Board then reviews the application.
2. **Second:** After Board approval, the licensee will receive an email directing them to the Licensee Gateway. The licensee must verify or update their information and pay the \$300 limited-license renewal fee.

Important

Please review each Limited licensee's current status to determine whether an LCOQ renewal is appropriate. A licensee who qualifies for Full licensure must apply for a Full medical license and cannot renew their Limited license.