

## Bureau of Professional Licensing Medicine FAQs

### 1. How can I contact the Board of Medicine, Licensing Division?

<b>Email:</b>	Questions	<a href="mailto:BPLHelp@michigan.gov">BPLHelp@michigan.gov</a>
	Submit Documents	<a href="mailto:BPLData@michigan.gov">BPLData@michigan.gov</a>
<b>Phone:</b>	(517) 241-0199	
<b>Mailing Address:</b>	Bureau of Professional Licensing Board of Medicine PO Box 30670 Lansing, MI 48909	

### 2. What license types are available?

**Medical Doctor (MD):** This is a full license granted to an individual qualified to engage in the practice of medicine.

- **MD by Examination:** You have never held a full MD license in Michigan or any other state.
- **MD by Endorsement:** You hold an active full MD license in another state, and you wish to become licensed in Michigan.
- **Relicensure:** If you have ever held a Michigan MD license, but your Michigan MD license has expired, you must apply for relicensure.

**Educational Limited MD:** This is a license granted to a qualified individual that has been accepted into a postgraduate training program accredited by the Accreditation Council for Graduate Medical Education (ACGME).

**Clinical Academic MD:** This is a license granted to an individual who practices the health profession only as part of an academic institution and only in connection with his or her employment or other contractual relationship with that academic institution as defined by the Michigan Public Health Code.

**Special Volunteer MD:** This is a license granted to an individual who is retired from engaging in the active practice as a MD and who wishes to donate his or her expertise for the health care and treatment of indigent and needy individuals in Michigan or for the health care and treatment of individuals in medically underserved areas of Michigan without payment or compensation.

### 3. How do I verify my Michigan Medical Doctor license?

Certified license verification requests must be obtained from the Michigan Board of Medicine. You must submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged \$30.00 since you have requested your certification to go to two different addresses. Normal processing time for

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verifications being sent by email is the same day, verifications being mailed are sent the next business day.

Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

### 4. How long are MD license types valid?

Medical Doctor licenses are valid for 3 years. Medical Doctor Educational Limited licenses and Medical Doctor Clinical Academic licenses are valid for 1 year and can only be renewed 5 times.

### 5. How will I know when I need to renew? Can I renew my license early?

You will be sent a renewal notification to both your mailing and email address on record approximately 90 days prior to the expiration date of your license. You will not be able to renew before that time. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard, email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.**

You can renew online by logging into your MiPLUS account at [www.michigan.gov/MiPLUS](http://www.michigan.gov/MiPLUS). You may pay your renewal fee by using a debit or credit card containing a Visa, MasterCard, American Express, or Discover logo.

### 6. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional \$20.00 late fee for each license type when you renew your license(s).

### 7. How many continuing education hours are required?

Michigan medical doctors are required to earn 150 hours of continuing education within the 3-year period immediately preceding the application for renewal. A minimum of at least 1 continuing education hour must be in medical ethics. A minimum of 3 continuing education hours must be pain and symptom management with at least 1 of the 3 hours including controlled substances prescribing.

### 8. Do I need to submit proof of my continuing education (CE)?

The Board does not maintain a record of CE earned. You are required to maintain your own records and keep documentation on hand for a minimum of 4 years from the date of applying for license renewal. You are not required to submit CE information when you renew your license. The Board conducts a random audit after each renewal period. At that time, a percentage of all licensees who renewed will be randomly selected and notified by mail that they must submit evidence of having earned the required CE. If you are selected for the audit, then you will be required to submit **copies** of the CE certificates you earned. **(Retain your originals)**

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### 9. Where can I find approved CE courses?

The Administrative Rules for Medicine located on the Bureau website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl) addresses acceptable continuing education, requirements, and limitations under R 338.2443. The Department does not approve CE courses. It is your responsibility to make sure the CE you complete meets the requirements outlined in the administrative rules.

### 10. There have been changes to the Public Health Code and Administrative Rules that require licensees and individuals seeking licensure to complete human trafficking training. When does this take effect?

Beginning with licensees renewing in 2017 and all renewal cycles thereafter, licensees must have completed a one-time training in identifying victims of human trafficking that meet the standards established in Administrative Rule 338.2413.

Beginning December 6, 2021, individuals seeking initial licensure in Michigan must have completed a one-time training in identifying victims of human trafficking prior to obtaining a medical doctor license.

The human trafficking training is a one-time training that is separate from the continuing education requirement but may be satisfied via a continuing education activity. The Board conducts a random audit after each renewal period. At that time, a percentage of all licensees renewing will be randomly selected and notified by mail that they must submit evidence of having obtained their human trafficking training. If you are selected in an audit, then you will be required to submit a **copy** of your human trafficking training documentation. **(Retain your original)**

### 11. Does my training on Identifying Victims of Human Trafficking count towards my CE hours?

No. However, if the training also satisfies the Board's requirements for CE, then the training may be applied toward your CE requirement.

### 12. How do I file a complaint against a health care professional?

Visit the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl) for information on how to [File a Complaint Against a Health Care Licensee](#).

### 13. Where can I find a copy of the administrative rules pertaining to Medicine?

You can access the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing (BPL) administrative rules and proposed revisions on the BPL website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl) by selecting *Laws, Rules, and Other Resources*.

### 14. How can I change my name or address?

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes.

If you hold a controlled substance (CS) license and need to update the address associated with the controlled substance license, this can be completed through your MiPLUS account by submitting a modification.

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When updating your name and/or address in MiPLUS you can also request to have a license mailed to you with the updated information. There is a \$10.00 fee per license to have it mailed. An email copy can be requested free of charge.

### **15. What happens if my license expires?**

If your license is not renewed within the 60-day grace period after your expiration date, your license will lapse. The expiration date will reflect the original expiration date - it will not include the grace period. For example: If your license expires January 31, you have until April 1 to pay your renewal fee. If you do not renew by April 1, the end of the 60-day grace period, your license is considered lapsed as of January 31.

When your license lapses, you can no longer practice your profession, nor can you identify yourself as a licensed individual.

It is your responsibility to make sure your license is current and valid. We send renewal information to the last address on record 90 days prior to the expiration date of the license. If we have incorrect contact information and you do not receive the renewal reminder, you are still responsible for making sure your license has been renewed timely.

### **16. How long will you keep my licensure application on file?**

Your application and fee are valid for two years. If you fail to meet the licensure requirements within that time period, your application and fees are no longer valid.

### **17. If I'm licensed in more than one state, Canada or in another country, do you need verification from all locations in which I hold or ever held a license in?**

Yes, we need verification from any state of the United States, Canada or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the application and sanctions are not in force at the time of application.

### **18. I am a foreign medical school graduate. Do I have to submit my Educational Commission for Foreign Medical Graduates (ECFMG) certificate? If so, how would I do that?**

Yes, verification of your ECFMG certificate must be electronically submitted directly to the Michigan Board of Medicine from the ECFMG. Visit the ECFMG website or contact the ECFMG directly for information and instructions on how to submit a request for your ECFMG status report to be sent to the Michigan Board of Medicine.

### **19. Can I submit my credentials through the Federation Credentials Verification Service (FCVS)?**

Yes, we accept the FCVS. Please note that the use of the FCVS is strictly voluntary on the part of the applicant. The Michigan Board of Medicine reserves the right to request additional information from the applicant during the application review process.

If you are interested in receiving more information or have any questions regarding this service, please contact the Federation of State Medical Boards directly.

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### **20. Do I need to demonstrate a working knowledge of the English language to be licensed in Michigan? How can I prove I have a working knowledge of the English language?**

All individuals applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under R 338.7002b(2) of the Public Health Code – General Rules.

### **21. I need to change my program on my Educational Limited license. How can I do that?**

If you need to change your program prior to the renewal of your license, you will need to have the new hospital fill out a Certificate of Appointment to a Michigan Training Hospital form signed by the Director of Medical Education and then email it to [BPLData@michigan.gov](mailto:BPLData@michigan.gov). Once the program information is processed, we will mail updated hard copies of the licenses directly to the hospital.

If you are changing programs during your renewal period, you will need to have the new hospital fill out a Certificate of Appointment to a Michigan Training Hospital form signed by the Director of Medical Education and either email it to [BPLData@michigan.gov](mailto:BPLData@michigan.gov) or upload the form to your renewal application. Updated licenses will be mailed to the hospital and copies sent to the email address on record once processed.

If you are not changing your program during your renewal period, you will complete the renewal application, submit the appropriate fee and the licenses will renew. Updated licenses will be sent to the hospital and copies will be sent to the email address on record.

### **22. How many times can I take the USMLE examination?**

You cannot have more than 4 attempts to pass any part of the USMLE.

### **23. How long does it take to process my application for licensure? Once processed, how long before I receive my license?**

Applications are reviewed in the date order received. Processing time typically varies from 4 to 6 weeks from the date your application is received. Once all the required information is submitted and accepted your license will be issued. If all licensure requirements are not met upon application review, you will receive an email requesting any outstanding items needed to complete your application. Once you are approved for licensure, it takes approximately 7 to 10 business days to receive the license by mail, if requested. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

### **24. If applying by endorsement, do the National exam scores need to come to your office directly from Federation of State Medical Boards (FSMB)?**

Yes. You will need to contact the FSMB to have your exam scores made available to the State of Michigan, Board of Medicine. Exam scores will also be accepted directly from the FSMB by email or mail.

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### 25. Do I need a controlled substance license for every location in which I practice?

Effective December 2, 2004, you are no longer required to have a separate controlled substance license for each location in which you prescribe controlled substances. **You only need one controlled substance license to prescribe controlled substances in Michigan regardless of the number of locations where you prescribe.**

You must obtain a Michigan controlled substance license prior to a DEA license.

If you wish to dispense prescription drugs, other than sample packets, you must obtain a drug control license for each location in which the storage and dispensing of prescription drugs occur.

### 26. How do I apply for a (Drug Enforcement Administration) DEA license?

The State of Michigan and the DEA are two separate entities. The DEA is federally administered and regulated. If you have any questions concerning your DEA license, you should visit their website at [www.dea.gov](http://www.dea.gov) or contact them directly at (800) 882-9539.

### 27. Do I have to renew my controlled substance (CS) license if I am not currently living in Michigan and my professional license is active? Can I renew my CS license later if I move back to Michigan?

You do not have to renew your controlled substance license unless you are currently prescribing or dispensing controlled substances in Michigan. You can reapply for your controlled substance license at a later time as long as your professional license is active in Michigan.

### 28. Can I renew my license for a shortened period if I do not need the license for the full license cycle?

No. When you renew your license, it can only be renewed for the full license cycle.

### 29. How can I request a reprint of my license?

You can request a reprint of your license by logging into your MiPLUS account where you will select "Modification" from your records list. There is a \$10.00 fee per license to have it mailed. An email copy can be requested free of charge.

### 30. When is the opioid and other controlled substance awareness training required?

An individual seeking a controlled substance license or who is licensed to prescribe or dispense controlled substances, must have completed training in opioids and controlled substance awareness that meets the standards established in the Board of Pharmacy Controlled Substances Administrative Rules, R 338.3135 prior to being issued or renewing a license.

### 31. How do I obtain information regarding the Interstate Medical Licensure Compact Commission (IMLCC)?

Detailed information and resources regarding the IMLCC, including the application process and the rules for participation with the IMLCC can be accessed by visiting the IMLCC website at [www.imlcc.org](http://www.imlcc.org). The Michigan Board of Medicine website also has a guide containing Interstate Medical Licensure Compact Commission Information. Statutory provisions can be reviewed in MCL 333.16189 of the Michigan Public Health Code.