

This pamphlet has been developed to explain the requirements and the license renewal process to physicians licensed to practice medicine in Michigan.

The Michigan Public Health Code and board administrative rules requires every medical doctor to complete, during the 3-year period before the expiration date of the license, not less than 150 hours of continuing education in courses or programs approved by the Board. Pursuant to this requirement, the Board of Medicine has promulgated rules to establish specific criteria for the board's approval of continuing medical education courses and programs.

### **REQUIREMENTS FOR RENEWAL**

The continuing education requirements apply to every physician renewing a Michigan Medical license who held the license for the 3-year period immediately preceding the date the license expires. The requirements apply whether or not the physician is actively engaged in the practice of medicine. No one, including medical school faculty and resident physicians, is exempt from this requirement.

Each medical doctor is required to complete 150 hours of continuing medical education in courses or programs approved by the board of which not less than 75 hours of the required 150 hours must be earned in courses or programs designated as either Category 1 (accredited) or Category 6 (residency) programs.

Every medical doctor who is renewing his/her license should retain records documenting the completion of continuing education. Those documents should be retained for a period of 4 years from the date of application.

**DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS** along with the license renewal application. The Department of Community Health, Bureau of Health Professions will conduct an audit, at the conclusion of the renewal period. Physicians chosen for an audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of 150 hours of continuing education credit.

**DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED 150 HOURS OF CONTINUING MEDICAL EDUCATION CREDITS.**

A medical doctor who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

### **REQUIREMENT FOR RELICENSURE**

**“Relicensure” means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.**

**ALL RELICENSURE APPLICANTS MUST HAVE EARNED 150 HOURS APPROVED CONTINUING MEDICAL EDUCATION CREDITS DURING THE 3-YEAR PERIOD PRIOR TO THE APPLICATION FOR RELICENSURE.**

### **CATEGORIES OF CONTINUING MEDICAL EDUCATION**

The Board of Medicine has established 6 categories of approved continuing medical education. The following is a brief description of each category, the number of allowable hours that may be earned in each category during the 3-year period preceding license renewal, and examples of acceptable documentation:

**Category 1 – Maximum: 150 hours**  
Continuing medical activities with accredited sponsorship – programs designated as Category 1 programs by a sponsor accredited by the Accreditation Council for Continuing Medical Education or a State Medical Society – **Certificate of Attendance.**

Tutorial experience – must be approved by the board before commencement of the program – **Letter from the tutor.**

Specialty board certification or recertification – 50 hours of credit may be earned only during the year in which the licensee is advised he or she passed the examination – **Certificate of Completion.**

**Category 2 – Maximum: 36 hours**  
Continuing medical activities with

nonaccredited sponsorship – the program must be submitted to the board for approval – **Certificate of Attendance.**

**Category 3 – Maximum: 48 hours**  
Tutoring medical physicians under Category 1- **Letter from a hospital or institution official.**

Teaching medical physicians or teaching the allied health services – the hospital or institution must approve the teaching in an accredited residency program and the board must approve all other hospital or institutional instructional programs – **Letter from program director.**

**Category 4 – Maximum: 48 hours**  
Books, papers, and publications – A maximum of 24 hours may be earned for preparation and initial presentation of a formal original scientific paper before a professional meeting; a maximum of 24 hours may be earned for preparation and initial publication of an original scientific article or paper, or a chapter or part of a chapter in a book authored and published in a journal or other periodical publication listed in Index Medicus – **Copy of the document presented or published with evidence of presentation or publication; i.e., meeting and agenda or publication acceptance letter.**

Exhibits – A maximum of 24 hours may be earned for preparation and initial presentation of a scientific exhibit at a professional meeting – **Copy of meeting agenda or letter from professional organization official.**

**Category 5 – Maximum: 36 hours**  
Self-assessment – A maximum of 18 hours may be earned for completion of a multimedia program approved by the board – **Licensee's signed statement describing multimedia program.**

Self-instruction – A maximum of 18 hours may be earned for the independent reading of scientific journals listed in Index Medicus – **Licensee's signed statement describing materials read.**

Participation on the hospital staff committee dealing with quality patient care or utilization review – A maximum of 18 hours may be earned in this subcategory – **Letter from a hospital administrator.**

**Category 6 – Maximum: 150 hours**  
Full-time participation in a graduate training program – A maximum of 50 hours per year may be earned for satisfactorily participating in an accredited postgraduate training program with a minimum of 5 months participation per year required – **Letter from program director.**

Except the nonsupervised educational activities designated in Category 5, completion of the required continuing medical education activities must be independently verified by an official source than the licensee.

Accredited sponsors are required to provide attendance certificates which indicate program dates and number of designated Category 1 hours. Further information about programs with accredited sponsorship may be obtained by contacting either the

Accreditation Council for Continuing Medical Education or the Michigan State Medical Society at the addresses below:

**Accreditation Council for Continuing Medical Education**  
515 N. State Street  
Suite 2150  
Chicago, Illinois 60010  
(312) 464-2500  
Fax: (312) 464-2586  
www.accme.org

**Michigan State Medical Society**  
120 West Saginaw St.  
East Lansing, Michigan 48823  
(517) 337-1351  
Fax: (517) 337-2490  
msms@msms.org

For activities requiring board approval, the licensee is responsible for obtaining the information necessary for the board to determine whether approval can be granted prior to license renewal.

## **RENEWAL PROCEDURES**

Medical licenses are renewed every 3 years by January 31. Although a 60-day late renewal period is allowed, the 150-hour continuing medical education requirement must be completed by January 31. Submission of the renewal application form certifies that the requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. If a waiver is necessary, an application should be made after the licensee receives the renewal application in early December, but before the license expires on January 31. Licensees who have

not been granted waivers should allow their licenses to expire. Application for Relicensure may be made upon completion of the 150-hour requirement within the 3-year period immediately preceding the date of the application for Relicensure.

Information, forms and instructions for obtaining board approval can be obtained from the Continuing Education Section of the Department of Community Health, Bureau of Health Professions.

### **Continuing Medical Education Waivers**

The Michigan Public Health Code authorizes the Board of Medicine to waive the continuing medical education requirements for a license renewal applicant if, upon written application, the board finds the failure of the licensee to attend the required board-approved courses or programs were due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the board considers sufficient. Pursuant to this authority, the board has promulgated guidelines which set forth the policy the board will follow in granting a waiver. The guidelines provide for the following:

**DISABILITY:** The licensee's disability shall have been temporary in nature and the licensee's physician shall attest on the application that the disability no longer prevents the licensee from attending educational programs and engaging in the practice of medicine without limitation.

**MILITARY SERVICE:** The licensee shall have been practicing medicine while in

active service of the United States, shall have been licensed at the time of induction or entering into service, and shall have requested that his or her license be placed in military status to continue in effect without payment of the license renewal fee pursuant to Section 16196 of the Public Health Code.

**ABSENCE FROM THE UNITED STATES:** The licensee shall establish that board-approved educational programs were not available within a reasonable distance from which the licensee was located and the licensee shall provide evidence of attendance at educational programs which substantially meet the requirements for approval by the board.

**OTHER CIRCUMSTANCES BEYOND LICENSEE'S CONTROL:** For circumstances, other than disability, military service, or absence from the continental United States, the licensee shall submit compelling evidence that the circumstances were good and sufficient for a waiver of the requirements.

If the board finds that any of the conditions for waiving the requirements have been met, the number of hours waived shall be proportional to the length of time the licensee was temporarily disabled, in active military service, outside the continental United States, or involved in circumstances beyond the licensee's control. The board will not waive the requirements prospectively, nor will the requirements be waived for a licensee whose circumstances change in time to

reasonably allow the licensee to complete all or part of the requirements before license renewal.

To summarize:

- \* All Michigan licensed Medical Doctors must complete 150 hours of board approved CE within the 3 years immediately preceding the expiration date of their license. Of the 150 hours, at least 75 hours must be in Category 1 or Category 6.
- \* Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- \* Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs know to this agency.

# Continuing Education Requirements for Michigan Medical Doctors

Authority: Public Act 368 of 1978, as amended  
This form is for information only

State of Michigan

Department of Community Health  
Bureau of Health Professions  
P.O. Box 30670  
611 W. Ottawa St., First Floor  
Lansing, Michigan 48909  
\*(517) 335-0918

\*NOTE: If it is necessary that you call regarding your continuing education, the following instructions will assist you with the automated telephone system:

1. At the first prompt, press 2.
2. At the second prompt, press 2.
3. At the third prompt, press 4.

You will then reach the continuing education automated system and can make your final selection.