

## Bureau of Professional Licensing Nursing FAQs

### 1. What licenses are available?

Registered Nurse and Licensed Practical Nurse

**Specialty**

Clinical Nurse Specialist

Nurse Midwife

Nurse Practitioner

Anesthetist

### 2. Is there a Nursing Practice Act in Michigan?

Michigan has an act that regulates the practice of nursing, along with 25 other health occupations. Michigan does not have a stand-alone act called the Nurse Practice Act because in Michigan, we have a consolidated practice act that covers 25 health occupations and is formally titled the Occupational Regulation Sections of the Michigan Public Health Code, PA 368 of 1978.

Helpful Links:

- Article 15, Part 172 of the Public Health Code
- Article 7 for Advanced Practice Nurses
- Administrative Rules for the Board of Nursing

### 3. How do I verify my Michigan RN or LPN license to another state?

Effective October 3, 2011, Michigan's nursing licensure program utilizes the NURSYS® electronic license verification system. Michigan licensed RNs and LPNs who are applying for licensure in another state, should contact Nursys at: [www.nursys.com](http://www.nursys.com), to have their Michigan license verified.

A fee will be charged for that verification. If you have questions about Nursys, please contact them toll free at: (866) 819-1700.

If you hold a Michigan RN license and a specialty license (Certified Nurse Specialist, Nurse Anesthetist, Nurse Midwife, or Nurse Practitioner), you must obtain your verification from the Michigan Board of Nursing. You may submit your request in writing to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, Health Professions Licensing Division, Verifications, PO Box 30670, Lansing, MI 48909, along with the required \$15.00 fee (check or money order payable to State of Michigan) for certification processing. Include your name as it appears on your license, your license number and the complete name and address of the state board to which the certification should be sent. Normal processing time is 20-30 business days.

#### 4. How long are RN and LPN licenses valid? Can I renew my license early? How will I know when I need to renew?

Your initial RN/LPN license is only good until the next expiration date of your profession (anywhere from 4 months to 1 year). After your first renewal, your license will be valid for 2 years.

Licensees will be mailed a renewal notification postcard to their address on record approximately 45 – 60 days prior to the expiration date of the license. Remember to notify the Department in writing of any address change. It's a licensee's responsibility to renew his or her license on time. Failure to receive the renewal postcard notification, or to notify to Department of an address change, does not exempt a licensee from renewing their license on time.

You can renew online at [www.michigan.gov/eligence](http://www.michigan.gov/eligence) using a debit or credit card containing a Discover, MasterCard, or Visa logo or by electronic check.

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

Yes, there is a 60-day grace period in which you may still turn in your money without having to go through our relicensure process. However, if you go past the 60-day grace period, there is an additional \$20.00 late fee.

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

Michigan nurses are required to earn 25 hours of continuing education within the 2-year period preceding the date of renewal. At least 2 of these hours must be in pain and symptom management.

**\*\* PLEASE NOTE: Nurses who hold specialty licenses may have additional requirements. Please refer to the Administrative Rules for Health Professionals for more detailed information.**

#### 7. Do I need to submit proof of my continuing education?

The Board does not maintain a record of continuing education earned. You are required to maintain your own records and keep documentation on hand for a minimum of 4 years. You are not required to submit continuing education information with your renewal notice. 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 earned the required education. If you are selected for the audit, then you will be required to submit copies (keep the originals) of the CE certificates you earned.

**8. How many continuing education hours are required for nursing specialties?**

<b>Nurse Anesthetist</b>	<b>Recertification</b>	<b>2 years</b>
<b>Nurse Midwife</b>	<b>20 hours in specialty field or recertification.</b>	<b>2 years</b>
<b>Nurse Practitioner</b>	<b>If certified before 1991, 40 hours in specialty field or recertification. If certified after 1991, maintained certification or recertified.</b>	<b>2 years</b>
<b>Clinical Nurse Specialist</b>	<b>Recertification</b>	<b>2 years</b>

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

The Michigan Board of Nursing does not approve or present continuing education courses. We do, however, recognize approval granted by the following accrediting organizations:

- AMERICAN NURSES CREDENTIALING CENTER'S COMMISSION ON ACCREDITATION (ANCC)
- NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE (NAPNES)
- NATIONAL LEAGUE FOR NURSING (NLN)
- AMERICAN OSTEOPATHIC ASSOCIATION (AOA)
- ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION (ACCME)
- CERTIFICATION IN BASIC & ADVANCED LIFE SUPPORT SET FORTH BY THE AMERICAN HEART ASSOCIATION
- AMERICAN COLLEGE OF NURSING MIDWIVES

**Please contact the Michigan Nurses Association for more detailed assistance at:**

- **LPN's:** (517) 882-6657
- **RN's:** (517) 349-5640

You can also log on at: [www.nursingworld.org](http://www.nursingworld.org). This website lists all organizations accredited by the American Nurses Credentialing Center's Commission on Accreditation.

## 10. What is the difference between a CEU and a contact hour?

A contact hour consists of 50-60 minutes. A continued education credit and a contact hour are the same.

A Continuing Education Unit (CEU) consists of ten (10) contact hours/credits. You are required to earn 25 continuing education credits/contact hours or 2.5 CEUs within each 2- year cycle of licensure.

## 11. When do I have to meet the requirements for the completion of training in identifying victims of human trafficking?

Rule 338.604 requires licensees to complete one time training in identifying victims of human trafficking beginning with the 2017 renewal cycle. This training requirement will need to be completed prior to the license renewal in 2019.

Applicants who apply for a license on or after January 6, 2022 will be required to have completed the required training in identifying the victims of human trafficking.

## 12. How can I meet the requirements for the completion of training in identifying victims of human trafficking?

The one-time human trafficking training may be done through: a teleconference or a webinar, online presentation, live presentation, or printed or electronic media.

The training must cover all of the following: understanding the types and venues of human trafficking in MI or the US; identifying victims of human trafficking in health care settings; identifying the warnings signs of human trafficking in health care settings for adults and minors; and the resources for reporting suspected victims of human trafficking.

The training may be offered through a nationally recognized or state recognized, health related organization, by or in conjunction with a state or federal agency, an approved training program, college or university, or by reading a relevant article in a peer review journal, health care journal or scientific journal. If audited, licensees are to have an appropriate certificate or self-certify.

## 13. Does my training on identifying victims of human trafficking count towards my CE hours?

No. However, if the training also satisfies a Board's requirements for CE/CPD/PDR, the training may be applied toward the CE/CPD/PDR requirement.

**14. If I request the Educational Testing Service (ETS) to submit my TOEFL scores directly to the Board, which institutional code(s) should I use?**

**Institutional Codes:**

- Board of Audiology: 7430
- Board of Nursing: 9228
- Board of Occupational Therapy: 1000
- Board of Pharmacy: 1789
- Board of Physical Therapy: 9715

**15. How do I contact CGFNS?**

The Commission of Graduates of Foreign Nursing Schools (CGFNS) may be contacted by mail or telephone at:

**CGFNS**  
**3600 Market Street, Suite 400**  
**Philadelphia, PA 19104-2651**  
**(215) 222-8454**

You may have more success reaching CGFNS if you call early in the day. You may also contact them at: [www.cgfns.org](http://www.cgfns.org). There is a "Contact Us" form on the website that is used to send emails to CGFNS. This form can be accessed through the "Contact Us Wizard" at: <https://www.cgfns.org/cerpassweb/processContactUs.do>.

**16. If I am a Canadian nurse, do I need to obtain a CGFNS certification?**

If you hold an active Canadian license, your education program was taught in English, and your Nursing license has not been sanctioned you are not required to obtain CGFNS certification. However, you must take and pass the NCLEX exam to receive a full Michigan license.

If you do not meet any of the above mentioned conditions you will be required to submit a CGFNS certification.

You may apply for a temporary license until you have taken the NCLEX. A temporary license is good for one year, which allows enough time to take the NCLEX and have your results submitted to this office as part of your application.

## 17. When can I take the NCLEX exam?

You must register to test for testing with Pearson Professional Testing and pay your examination fees for the NCLEX. However, please be aware that eligibility to take the test is determined by us. Pearson will notify us WHEN you have applied to take the test. WE will notify them when your application is complete and that you are eligible to sit for the test.

You will receive an Authorization to Test (ATT) from Pearson Vue that allows you to make your appointment to sit for the exam. You will also receive a list of available testing sites. The test is administered on a daily basis at various Pearson Professional Centers sites in each state. You may take the test at any site listed in any state, regardless of where you have applied to be licensed.

## 18. How do I apply for NCLEX?

**You can apply via the web, mail, or telephone:**

- Website: [www.vue.com/nclex](http://www.vue.com/nclex)
- Mail: Use registration form from NCLEX Examination Candidate Bulletin
- Telephone: (866) 496-2537 (toll free) Monday-Friday 7am through 7pm Central Standard Time or (952) 681-3815 (pay number)

## 19. How many times can I take the NCLEX?

You must complete the NCLEX within 12 months of your first attempt at the test. If you fail the test, you will have to wait for 45 days before you can retake the test. Once you pay and re-register with Pearson, you will be sent an ATT with a 90-day window, which will not begin until the 45th day has passed from your previous testing date. You will typically be able to test up to 3 times per year. If you fail the test 1 time, you will have to complete an educational program that is acceptable to the board, before you are approved to take the test up to 3 more times. You are allowed a total of 6 attempts to successfully pass the test, this includes any attempts taken elsewhere.

## 20. When will I receive my test results?

Your test scores are usually transmitted to our office within 3 to 5 business days after you have taken the exam. You will not receive your results from our office if you pass the exam. However, once you pass the exam, if your application is in order, you will receive your license. If you fail the NCLEX exam, you will receive your results from our office. You may also call (900) 776-2539, or visit: [www.vue.com/nclex](http://www.vue.com/nclex), and pay \$7.95 to receive your unofficial results.

**21. What is the passing score on the NCLEX?**

There is no fixed percentage. Scores are reported on a pass/fail basis. The score is determined by comparing the individual's performance to an established standard for safe and effective entry-level nursing practice. Visit the National Council of State Boards of Nursing's website at: [www.ncsbn.org](http://www.ncsbn.org) for more information.

**22. What is an Advanced Practice Registered Nurse (APRN)?**

Pursuant to MCL 333.17201(a) "advanced practice registered nurse" means a registered nurse who has been granted a specialty certification under MCL 333.17210 in 1 of the following health profession specialty fields: nurse midwifery, nurse practitioner, or clinical nurse specialist.

**23. What are the prescribing rights for an APRN?**

Profession	General Prescribing Authority	Controlled Substance
<p><b>APRN's</b></p> <ul style="list-style-type: none"> <li>Clinical Nurse Specialist</li> <li>Nurse Midwife</li> <li>Nurse Practitioner</li> </ul>	<p>Nonscheduled prescription drugs can be prescribed without delegation.</p> <p>Also can receive and dispense complimentary starter dose drugs without delegation from a physician.</p>	<p>Permitted to write a prescription for a controlled substance, schedule 2-5 under the delegation of a physician.</p> <p>The prescription must have the names and DEA# of the APRN and the delegating doctor.</p> <p>If a complementary starter dose containing a controlled substance is involved, the APRN and delegating physician's name and DEA registration number must be linked to the prescription.</p> <p>Because they are writing CS's under delegation, they do not get their own CS license.</p> <p>Under the Board of Medicine rules, there must be a written delegation agreement between the APRN and the doctor when dealing with controlled substances.</p>

**24. How do I file a complaint against a health care professional?**

Information on how to [File an Allegation Against a Health Care Licensee](#) can be located on the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).

**25. Where can I find a copy of the administrative rules pertaining to Nursing?**

You may view the current [Administrative Rules](#) and proposed revisions on the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).