

Bureau of Professional Licensing Physician’s Assistant FAQs

1. How can I contact the Task Force on Physician’s Assistants, Licensing Division?

Email:	Questions	BPLHelp@michigan.gov
	Submit Documents	BPLData@michigan.gov
Phone:	(517) 335-0918	
Mailing Address:	Bureau of Professional Licensing Task Force on Physician’s Assistants PO Box 30670 Lansing, MI 48909	

2. What license types are available?

Physician’s Assistant (PA): This is a full license granted to an individual qualified to engage in the practice of a physician’s assistant.

- **PA by Examination:** You have never held a full PA license in Michigan or any other state.
- **PA by Endorsement:** You hold an active full PA license in another state, and you wish to become licensed in Michigan.
- **PA Temporary:** You have graduated from your educational program but have not yet passed the PANCE examination.
- **Relicensure:** If you have ever held a Michigan PA license, but your Michigan PA license has expired, you must apply for relicensure.

Special Volunteer PA: This is a license granted to an individual who is retired from engaging in the active practice as a PA 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 Physician’s Assistant license?

Certified license verification requests must be obtained from the Michigan Task Force on Physician’s Assistants. 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 board, you will be charged \$30.00 since you have requested your certification to go to two different addresses. Normal processing time for 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.

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4. How long are PA license types valid?

PA licenses are valid for 2 years. PA temporary licenses are valid for not more than 12 months, are non-renewable, and will be revoked upon notification that the temporary license holder has failed the examination.

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. You may pay your renewal fee by using a debit or credit card containing a Discover, MasterCard, or Visa logo. American Express is not accepted at this time.

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 when you renew your license.

7. Do I need to complete continuing education?

No. Currently Michigan statute and administrative rules do not require continuing education for renewal. A licensee is responsible for maintaining their competence in the profession but does not have to demonstrate the ways he or she is doing that as a condition for renewal.

8. 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 2016 and all renewal cycles thereafter, licensees must have completed training in identifying victims of human trafficking that meet the standards established in Administrative Rule 338.6103.

Beginning April 22, 2021, individuals seeking initial licensure in Michigan must have completed human trafficking training prior to obtaining a physician's assistant license.

The human trafficking training is a one-time training. 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)**

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

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

10. Where can I find a copy of the administrative rules pertaining to Physician's Assistants?

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 by selecting *Laws, Rules, and Other Resources*.

11. How can I change my name or address?

Name and address changes must be completed through your MiPLUS account by submitting a modification.

If you hold a controlled substance (CS) license you must email the name and/or address change to BPLData@michigan.gov so your CS license can be updated. Modifications on a CS license cannot be completed through MiPLUS.

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.

12. 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.

13. 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.

14. If I'm licensed in more than one state do you need verification from all states I have ever held a license in?

Yes, we need verification from all states where you have ever held a license (active or inactive).

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15. 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 6 to 8 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. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

16. If applying by endorsement, do the National exam scores need to come to your office directly from the National Commission on Certification of Physician Assistants (NCCPA)?

Yes. You will need to contact the NCCPA to have your exam scores sent directly to the State of Michigan, Task Force on Physician's Assistants.

17. If I obtain my physician's assistant license, am I eligible for a controlled substance (CS) license in Michigan?

Effective March 22, 2017, an individual who is licensed as a physician's assistant in Michigan is eligible to apply for a controlled substance license.

Pursuant to MCL 333.17076(2), 333.17548(4) and 333.18051(2) of the Public Health Code, a physician's assistant who is a party to a practice agreement may prescribe a drug in accordance with procedures and protocols for the prescription established by rule of the Department in consultation with the appropriate board. In order to prescribe a controlled substance that is included in schedules 2 to 5 of Part 72 of the Code, a physician's assistant must obtain a controlled substance license from the Department.

If a physician's assistant prescribes a drug, the physician's assistant's name and DEA registration number, must be used, recorded, or otherwise indicated with the prescription.

In addition, physician's assistants who have their controlled substance (CS) license and their own DEA registration number must register to the Michigan Automated Prescription System (MAPS). Physician's assistants who do not have their CS license nor DEA registration number will have to register as a delegate of the physician with whom they have a practice agreement to use MAPS.

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

You are not 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 you must obtain a drug control license for each location in which the storage and dispensing of prescription drugs occur.

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19. 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 or contact them directly at (800) 882-9539.

20. 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.

21. 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.

22. 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.

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

Individuals seeking a controlled substance (CS) license must complete a 1-time training in opioids and controlled substances awareness that meets the standards of R 338.3135 of the Administrative Rules for Pharmacy. Beginning September 1, 2019 individuals applying for licensure must complete the training as a requirement for initial license issuance. Current licensees must have the training completed at renewal as outlined below if initially licensed prior to September 1, 2019.

	Renewed or will renew:	Training must be completed by renewal
Physician’s Assistant	2019	2021
	2020	2022
	2021	2023

24. Do I need a practice agreement?

Legislation that took effect March 22, 2017 amended the Michigan Public Health Code (Code), 1978 PA 368. Pursuant to 2016 PA 379, a physician’s assistant shall not engage in the practice as a physician’s assistant except under the terms of a **practice agreement** that meets the requirements of the Code. The required contents of a practice agreement may be found in the Public Health Code in MCL 333.17047 (medicine), MCL 333.17547 (osteopathic medicine & surgery) or MCL 333.18047 (podiatric medicine & surgery) of the Public Health Code which can be found on the Department’s website at www.michigan.gov/bpl under “Laws, Rules & Other Resources”.