

## Bureau of Professional Licensing Physician's Assistant FAQ

### 1. How do I verify my Michigan PA license to another state?

Send a written request for license verification that provides this office with the name and address of the board or agency you wish to receive the verification/letter of good standing. This request should include your name, license number and signature and must be accompanied by the required \$15.00 fee made payable to the State of Michigan.

The verification process generally takes 20-30 business days from the time the request is received by the Department. The request should be mailed to:

Department of Licensing and Regulatory Affairs  
Bureau of Professional Licensing  
Health Professions Licensing Division  
Attention: Verifications  
P.O. Box 30670  
Lansing, MI 48909

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

Information can be located on the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl). Under "File a Complaint", there are instructions and forms regarding filing a complaint against a health care licensee.

### 3. Do I need to complete continuing education?

No. Currently the law does not require continuing education for renewal. A licensee is responsible for maintaining their competence in the profession, but a licensee does not have to demonstrate the ways he or she is doing that for renewal.

### 4. How long is the PA license issued for?

An initial license is valid until the next license expiration date of the profession unless the license is issued less than 120 days prior to the expiration date and then it will carry to the following year. After your first renewal, your license will be valid for 2 years.

### 5. My renewal date is coming up soon. I know that the license will be valid until the expiration date after I renew. Since I will be moving next year, I only want to renew it for 1 year. Can I do that?

No. It can only be renewed for the full time period.

**6. When can I renew my license? How do I renew my license?**

Licenses can begin to renew their licenses approximately 60 days prior to the expiration date of their current license.

Licenses will be mailed a renewal notification to their address on record approximately 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 notification, or to notify the Department of an address change, does not exempt a licensee from renewing their license on time.

Licenses are required to renew their license(s) by using the online renewal system at [www.michigan.gov/elicense](http://www.michigan.gov/elicense) using a debit or credit card containing a MasterCard, Visa or Discover logo or by electronic check.

**7. How can I change my name or address?**

Name changes must be submitted in writing by downloading the Data Change/Duplicate License Request Form. Address changes can be submitted online at [www.michigan.gov/elicense](http://www.michigan.gov/elicense) or in writing by downloading the Data Change/Duplicate License Request Form. The form can be faxed to 517-353-2044 or mailed to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

New licenses are not automatically issued for name and/or address changes. To receive a license with your new name and/or address, you must submit a \$10.00 fee per license with your request. Duplicate licenses can be paid for online at [www.michigan.gov/elicense](http://www.michigan.gov/elicense). The Data Change/Duplicate License Form can be faxed to 517-335-2044 if a new license is not being requested.

**8. What happens if my license expires?**

If your license or registration is not renewed within 60 days after the 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 midnight March 31 to pay your renewal fee. If you do **not** pay by midnight March 31, your license is considered lapsed as of January 31. You will need to check with the agencies that provide reimbursement for your services to see if they honor the grace period.

When your license lapses, you can no longer practice your profession nor can you identify yourself as a licensed or registered individual. Practicing without a valid license or registration is a felony under the Public Health Code and can result in legal proceedings as well as disciplinary actions.

It is **your responsibility** to make sure your license is current and valid. The Department sends renewal information to the last address on file approximately 90 days prior to the

expiration date. It is your responsibility to notify the Department of a change of address, in writing, within 30 days of the change. Failure to receive a renewal notification does not exempt you from renewing your license.

**9. The application asks for the state(s) I have been licensed in and asks for the basis of licensure. What does that mean? What if I'm licensed in more than one state? Do you need verification from all states I have ever held a license in?**

In the "Basis of Licensure" box on the application, you need to indicate whether you became licensed in that state by Exam or by Endorsement.

The Department must have verification from all states where you hold or have ever held a license (active or inactive). This is to ensure that your current license is in good standing and you have not had any disciplinary actions or suspensions.

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

Administrative Rule R 338.6103 requires an individual licensed or seeking licensure to complete training to identify victims of human trafficking. This is a one-time training that is separate from continuing education (CE). Licensees who renewed in 2016 must complete training by renewal in 2018; renewals completed in 2017 must complete training by renewal in 2019; and renewals for 2018 by 2020. Beginning April 22, 2021, completion of training is a requirement for initial license issuance.

The department may select and audit a sample of individuals and request documentation of proof of completion of training.

**11. 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. Refer to the Administrative Rules for more information.

The training must cover all of the following: understanding the types and venues of human trafficking in the United States; 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 identifying resources for reporting the suspected victims of human trafficking.

The training may be acquired through any of the following:

- 1) A nationally recognized or state recognized, health related organization.
- 2) By or in conjunction with a state or federal agency.
- 3) An educational program that has been approved by the board for initial licensure, or by a college or university.
- 4) Reading an article related to the identification of victims of human trafficking as indicated above, and is published in a peer review journal, health care journal, or professional or scientific journal.

If audited, licensees shall provide acceptable proof of completion.

**12. What license types are available and how can they be obtained?**

**New License:** You have never held a license in this profession in Michigan or any other state.

**Endorsement:** You hold a current license in another state in this profession and you wish to become licensed in Michigan.

**Relicensure:** If you have ever held a Michigan license in this profession but your Michigan license has expired, you must apply for relicensure.

Applications for licensure can be obtained from the Department's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).

**13. Is everything in my file complete? How can I find out what is missing?**

Approximately 3 weeks after the Department receives your application, you will be sent an Application Confirmation letter from the Department with a customer number, fingerprint information and instructions for checking your application status online at: [www.michigan.gov/appstatus](http://www.michigan.gov/appstatus). Additionally, the Department will send you a deficiency letter informing you of any missing information once the file has been reviewed.

**14. How long does it take to process my application?**

Applications are processed as quickly as possible. Applications are processed in the order they are received.

**15. How long does it take for your office to receive my correspondence?**

It takes approximately 7-10 days from the mail date for our office to receive outside mail.

**16. I work in more than one location. How can I have my license on display in all of my work areas?**

You may make photocopies of your professional license to display in other work sites.

**17. Do I need a practice agreement?**

Recent legislation taking effect March 22, 2017 has 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 at MCL 333.17047 (medicine), MCL 333.17547 (osteopathic medicine & surgery) or MCL 333.18047 (podiatric medicine & surgery) of the Public Health Code found on the Department's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl) under "Laws, Rules & Other Resources".

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

As of March 22, 2017, an individual who is licensed as a physician's assistant in Michigan is eligible 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.

The application for a controlled substance license may be found on the Department's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl). 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 will be able to register to the Michigan Automated Prescription System (MAPS) in April 2017. 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.

**19. Can you give me information on how to get a DEA license or about my DEA license?**

The State of Michigan and the DEA are two separate entities. The DEA is a federal agency. If you have any questions concerning your DEA registration, you can call them directly at 1-800-882-9539. You may also use the internet to access the DEA at [www.deadiversion.usdoj.gov/drugreg/index.html](http://www.deadiversion.usdoj.gov/drugreg/index.html).

**20. Can I submit the renewal application for my controlled substance license before submitting the renewal for my professional license?**

The professional license must be renewed first. If the Department receives the controlled substance renewal but not the professional license renewal, neither license will be renewed.

**21. 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 CS license unless you are currently prescribing controlled substances in Michigan under the practice agreement. You can get your CS license reinstated at a later time as long as your professional license is active in Michigan. You would do this by submitting a Controlled Substance Application to the Department. You can download the most current application at [www.michigan.gov/bpl](http://www.michigan.gov/bpl) under Health Licensing (Apply & Renew) and select Pharmacy from the listed professions.