

Bureau of Professional Licensing Psychology FAQ's

Bureau of Professional Licensing Contact Information

Email:	Questions	BPLHelp@michigan.gov
	Submit Documents	BPLData@michigan.gov
Phone:	(517) 241-0199	
Mailing Address:	Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909	

1. **What licenses are available?** There are 5 types of licenses available. See below for definitions and a chart on the last page.

- **Psychologist:** Also referred to as Licensed Psychologist (LP). This is a full license issued to an individual qualified to engage in the practice of psychology. This license has a 2-year renewal period. Continuing Education Credits are due the first time the license is renewed. A Psychologist license is available by:
 - **Examination:** You have never held a full Psychologist License in Michigan or any other state.
 - **Endorsement:** You hold an active full Psychologist License in another state, and you wish to become licensed in Michigan.
 - **Relicensure:** If you previously held a Michigan Psychologist License, and it's lapsed you may apply for relicensure.
- **Psychologist – Doctoral Educational Limited:** Also referred to as a DLLP. This license is issued to applicants for the purpose of obtaining post-doctoral degree work experience in Michigan. An applicant obtaining post-doctoral degree experience must hold this license while accruing the experience hours required for full licensure. This license has a 1-year renewal period for a maximum of 5 renewals.
- **Psychologist – Doctoral Temporary Educational Limited License:** Also referred to as a TLLP. This license is for individuals currently enrolled in an APA accredited doctoral degree program for psychology and who need to complete their **internship**. This temporary license is initially valid for 24 months and may be renewed for 3 additional 24-month terms. This license is not eligible to take the EPPP and cannot be relicensed if it lapses. ****NOTE**** The internship and post-doctoral degree experience hours are two separate requirements. You must obtain the **Psychologist – Doctoral Educational Limited License** (see above, 1st license type listed) before accruing post-doctoral degree experience hours. Experience hours accrued under a (Psychologist – Doctoral Temporary Educational Limited License) will not be accepted towards a full license.

- **Masters Limited Psychologist:** Also referred to as a Limited License Psychologist (LLP). This license is issued to those who hold a master's degree from a regionally accredited educational institution. With this license the licensee **must** be supervised by a fully licensed psychologist unless working for a governmental agency or qualifying nonprofit organization. This license has a 2-year renewal period.
 - **Master's Limited Psychologist – Temporary Educational Limited License:** Also referred to as a TLLP. This license is for those obtaining post-master's degree work experience. This license is initially issued for 24 months and may be renewed 1 additional 24-month term. After receiving this license, you are eligible to take the EPPP.
2. **The master's program I attended is now closed and I can't get ahold of my original practicum supervisor. Who can sign off on my supervision?** You can have a direct or indirect supervisor sign off if your original supervisor is not available.
 3. **Am I able to complete my post degree experience hours with an agency that does not have a licensed Psychologist on staff if I am able to have a licensed Psychologist separate from the agency provide supervision?** Yes. The supervisor that signs off on your hours does not need to be on staff at your place of employment. The supervisor just needs to be able to have access to your information.
 4. **I'm trying to complete my post degree experience and there is no Licensed Psychologist (LP) to supervise me. Can I have someone else supervise me?**
In cases of extreme hardship, a supervisee may request an alternative to the supervision arrangement specified in this subrule. The alternative supervision arrangement must not be implemented before the board has approved it. In deciding whether to approve the proposed alternative supervision arrangement, the board shall consider the nature of the extreme hardship and the reasonableness of the proposed alternative supervision agreement. A request to the board for approval of an alternative to the supervision arrangement must include, at a minimum, the following information:
 - i) The amount of clock hours currently completed, if any.
 - ii) The amount of clock hours left to complete.
 - iii) Whether a hardship request was previously made and that decision.
 - iv) The cause for the hardship.
 - v) Measures taken to remedy the hardship.
 - vi) Whether the hardship still exists
 - vii) The names and addresses of all licensed psychologists contacted or attempted to contact, including number of times or attempts or both.
 - (viii) The responses from the licensed psychologists contacted.
 - (ix) The qualifications and experience of the proposed alternative supervisor.
 5. **I completed my supervision in another country. Can these hours be accepted?**
Yes. If the supervisor is a licensed psychologist.

- 6. I am a Limited Licensed Psychologist (LLP) and there is no Licensed Psychologist (LP) in my area to supervise me. Can I have someone else supervise me?** A licensee that seeks a variance from the supervision requirement must provide a request for a variance to the board for consideration. Reasons for a possible variance include, but are not limited to, issues regarding physical disability, extended absence from practice, or geographical hardships. A variance must not be implemented without the written permission of the board. A written, narrative request to the board for approval of an alternative to the supervision arrangement must include, at a minimum, the following information:
- a. The details of the variance, and the reason the variance is being requested.
 - b. The underlying cause of the need for a variance.
 - c. Whether a previous variance request was made and, if so, the decision.
 - d. The demographic makeup of the surrounding geographic area.
 - e. The number of licensed psychologists within a 50-mile radius from your home and work.
 - f. The names and addresses of licensed psychologists contacted or attempted to contact, including the number of time or attempts, or both.
 - g. The response received from licensed psychologists contacted.

- 7. My master's program did not have a practicum. Can I complete one post degree?** A post-degree practicum may be approved by the board if the practicum is through an accredited institution that satisfies the standards adopted under R 338.2529(1) or (2) of the [Board of Psychology - General Rules](#) and completed for academic graduate credit. The post-degree practicum must not be implemented before the board has approved it. A written request to the board seeking approval of a post-master's degree practicum must include, at a minimum, the following:

- A. An explanation of the reason the practicum was not an integrated part of the master's degree program.
- B. Why a practicum is being pursued post-degree instead of as an integrated part of your master's degree program.
- C. The name and address of the accredited institution offering the proposed practicum.
- D. The responsibilities the practicum requires.
- E. When the practicum is to take place and the hourly time commitment.
- F. How the practicum is to be supervised and by whom.
- G. The demographic makeup of the geographic area where the practicum is to take place.
- H. Whether others' have utilized the practicum provider.

In addition to the above, you **MUST** have applied for a license, submitted all the required documents/forms, completed the fingerprint process, and otherwise meet the requirements for licensure before a request will be sent to the board. Forms, licensing information/guides, and board meeting dates/times can be found at www.michigan.gov/psychology. All requests need to be in a minimum of 3 weeks prior to the board agenda you are requesting to be added to.

- 8. Can I be supervised by a Licensed Psychologist (LP) who is licensed in another state?**
Yes.
- 9. I completed some supervision in another state but don't have enough hours. Can I apply for the TLLP license and complete the remaining supervision in Michigan?** Yes, if you qualify for the license, you can complete the remaining hours in Michigan under a licensed psychologist.
- 10. I did not complete enough post-degree supervision when I held my TLLP, and my license has lapsed. Can I complete the remaining hours in another state?**
Yes, you may complete the remaining supervision under a licensed psychologist in the other state.
- 11. How do I verify my Michigan license?** Certified license verification requests must be obtained online. You must submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. 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.
- 12. 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 Visa, MasterCard, American Express, or Discover logo.
- 13. Is there a grace period for my renewal?** There is a 60-day grace period for licenses where there are remaining renewals. For temporary and or limited licenses where there are no more renewals left, there is no 60-day grace period. There is an additional \$20.00 late fee when renewing during the grace period.
- 14. How long will you keep my application for licensure on file?** Application and fees are valid for two years. If you fail to meet the licensure requirements within that time, your application and associated fees will no longer be valid.
- 15. Continuing Education and CE Broker:** The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensees keep track of their continuing education (CE) credits and stay in compliance with requirements. These requirements are established by each professions respective board to help protect the health and safety of Michigan residents. While using CE Broker is optional, it will allow you to keep all your continuing

education transcripts in one place. For information on how to sign-up with CE Broker and the benefits: [CE Broker](#).

16. **How many continuing education credits/hours are required?** Michigan Psychologists and Masters Limited Psychologists are required to earn not less than 30 hours of continuing education in the 2-year period immediately preceding the application for renewal. At least 2 of these hours must be in pain and symptom management, and at least 3 of these hours must be in ethics.
17. **Do I need to submit proof of my continuing education (CE)?** We do not maintain a record of your 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 earned. (Retain your originals).
18. **Where can I find approved CE courses?** The administrative Rules for Psychology are located on the Bureau website at www.michigan.gov/bpl and address acceptable continuing education requirements, and limitations, under R 338.2583. It's your responsibility to make sure the CE you complete meets the requirements outlined in the administrative rules.
19. **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 training in identifying victims of human trafficking that meet the standards established in Administrative Rule 338.2525. Beginning January 6, 2022, individuals seeking initial licensure in Michigan must have completed human trafficking training prior to obtaining any psychology license. The human trafficking training is a one-time training and is not part of 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 documentation.
20. **There have been changes to the Public Health Code and Administrative Rules that require licensees and individuals seeking licensure to complete Implicit Bias training.** Beginning June 1, 2022, completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required. For initial renewals completed after June 1, 2022, completion of one hour of implicit bias training is required for each year of licensure since June 1, 2021. Once the initial renewal is completed, then 1 hour of implicit bias training will be required for each year of the current license cycle. **Example:** My license is a 2-year license. You will be required to complete 2

hours of implicit bias training each time you renew the 2-year license. This training must be completed prior to the renewal cycle.

21. What are the requirements for taking the EPPP and what is the process? If you hold the Master's Limited Psychologist – Temporary Educational Limited License or a Psychologist – Doctoral Educational Limited License you can request to be made eligible by emailing the department at: LARA-BPL-EligibleEPPP@michigan.gov with your name and email address.

22. 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.

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 emailed copy is sent to your email address of record for no charge.

23. If I'm licensed in more than one state do you need verification from all states, I have ever held a license in? Verification of licensure will be required to be submitted directly to this office by the licensing agency of any state or country in which you hold or held a license or registration. Verifications can be emailed from the licensing agency to bpldata@michigan.gov.

24. How long does it take to process my application for licensure? 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, a license will be sent via the preferred method you chose when submitting your application.

25. Can I renew my license for a shortened period if I do not need the license for the full license cycle? When you renew your license, it can only be renewed for the full license cycle.

26. Can I place my license in an inactive or retirement status if I have no plans to use it for a while? We do not offer an inactive or retirement status, other than "lapsed". To go into a lapsed status, you will simply not renew your license. After your expiration date, your license will lapse.

27. How do I file a complaint against a healthcare professional? Visit the Bureau of Professional Licensing's website at: [File a Complaint with BPL](#).

28. Where can I find a copy of the administrative rules? You may view them on our website at: www.michigan.gov/bplrules.

Types of Psychology Licenses

All psychology licensees require a transcript from the master's or Doctoral program they completed, and a criminal background check.

Master's Temporary Educational Limited (TLLP)	Master's Limited License (LLP)	Doctoral Temporary Educational Limited License (TLLP)	Doctoral Educational Limited License (DLLP)	Psychologist License (LP)
Complete application with fee made payable to the State of Michigan	Complete application with fee made payable to the State of Michigan	Complete application with fee made payable to the State of Michigan	Complete application with fee made payable to the State of Michigan	Complete application with fee made payable to the State of Michigan
Transcript – submitted directly to the department from your school or an approved service such as Parchment, Student Clearinghouse, etc.	Transcript – submitted directly to the department from your school or an approved service such as Parchment, Student Clearinghouse, etc.	Certification of Enrollment in an APA accredited Doctoral Degree Program Form submitted by the school directly to the department	Transcript from an APA accredited program– submitted directly to the department from your school or an approved service such as Parchment, Student Clearinghouse, etc.	Transcript from an APA accredited program– submitted directly to the department from your school or an approved service such as Parchment, Student Clearinghouse, etc.
Certification of Psychology Education Form confirming university credit: 500-hours of psychological work; supervised by a licensed psychologist	Certification of Psychology Education Form confirming university credit: 500-hours of psychological work; supervised by a licensed psychologist		Psychology Supervision Evaluation Form confirming internship was completed during the doctorate degree program.	Psychology Supervision Evaluation Form confirming internship was completed during the doctorate degree program.
Psychology Supervision Evaluation Form confirming practicum was completed during the master's degree	Psychology Supervision Evaluation Form confirming practicum was completed during the master's degree			Psychology Supervision Evaluation Form confirming 2,000 hours Post-Doctoral Degree Professional Experience.
	Psychology Supervision Evaluation Form confirming 2,000 hours of post-master's degree experience			
The EPPP is not required but this license is eligible to take the EPPP	EPPP Score 350 or higher	This license is not eligible to take the EPPP	The EPPP is not required but this license is eligible to take the EPPP	EPPP Scores 500 or higher