

**Board of Medicine**

P.O. Box 30192

Lansing, Michigan 48909

(517) 335-0918

[www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense)**INSTRUCTIONS FOR A LIMITED MEDICAL LICENSE FROM  
A CLINICAL ACADEMIC LIMITED LICENSE**Authority: P.A. 368 of 1978, as amended  
This form is for information only.

**NOTE:** It is your responsibility to have all required documentation sent to the Board of Medicine. Questions regarding your application can be directed to the Michigan Board of Medicine at (517) 335-0918 four weeks after the date you sent the application. Please allow 6-8 weeks processing time. Applications submitted without the required licensing fee, applicant's signature, and date will be returned.

**Section 16182(1) of the Michigan Public Health Code, states that the board may grant a limited license to individuals who have shown that they are able to practice medicine in a safe and competent manner. This application is only for individuals who have held a clinical academic license issued by the Michigan Board of Medicine and renewed that license five times. This license is intended for physicians who are seeking to continue practicing in a specialized area at a specific academic institution. If granted this license, the provisions of the clinical academic license will continue under the limited medical license. An individual who holds this limited license may practice only in the clinical academic position to which the individual is appointed. An applicant for this limited license must demonstrate the following:**

1. That the applicant has been engaged in the practice of medicine for at least ten years after completing the requirements for a degree in medicine obtained in an institution outside of the United States or Canada.
2. That the applicant has completed not less than three years of postgraduate clinical training in an institution that is affiliated with the World Health Organization (WHO).
3. That the applicant has safely and competently practiced medicine under a clinical academic limited license for one or more academic institutions located in this state and that the clinical academic license has been renewed the maximum of five times preceding the date of application for this limited license and that during that time the applicant functioned at least 800 hours per year in the observation and treatment of patients.

**THE FOLLOWING MUST BE RECEIVED IN THE BOARD OFFICE:**

1. A completed application and a check or money order, drawn on a U.S. financial institution (made payable to the **STATE OF MICHIGAN**, for the appropriate amount. An application accompanied by the appropriate fee is valid for two years. If an applicant fails to complete the requirements for licensure within two years from the date of filing the application, the application is no longer valid.
2. **Effective October 1, 2008**, all applicants for a health profession license or registration in Michigan are required to submit fingerprints and undergo a criminal background check. Please see the attached instructions. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose. Your license or registration will not be issued until this process is complete.
3. Certification of medical education submitted directly from the medical school to the board on the attached form (unless already on file with this office).
4. Certification of successful completion of three years postgraduate clinical training. The Certification of Postgraduate Training form (attached) must be submitted directly to the Board by the Director of Medical Education where you completed your postgraduate training.
5. The Certification of Practice in an Academic Institution form (attached) must be submitted directly to the Board by the Director(s) of Medical Education where you practiced under the Clinical Academic license. You must have renewed your clinical academic license the maximum of five times to qualify for the limited license.

6. The Certification of Appointment to a Michigan Academic Institution form (attached), certifying a teaching or research appointment to a Michigan academic institution, must be completed and submitted directly to the Board by the Director of Medical Education of the appointing institution.

## **GENERAL INFORMATION**

1. **ACADEMIC APPOINTMENT CHANGES:** If you change to a different academic appointment, please have the Director of Medical Education from the new program submit a completed Certification of Appointment to a Michigan Academic Institution form. You must submit a letter to the Board explaining the change in appointment with a \$10 fee to print a new license.
2. **NAME CHANGES:** If your name changes please notify the Board of Medicine in writing. To change a name, you can download the [Data Change/Duplicate License Request Form](#) from our website [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and fax it to (517) 373-2179 or mail the form to Bureau of Health Professions, PO Box 30670, Lansing, MI 48909. Telephone calls are NOT acceptable for these changes.
3. **REFUND POLICY:** If you wish to withdraw your application, you may be eligible for a partial refund. You must notify the Board of Medicine in writing to request a refund.
4. **NOTE:** If you have ever been licensed in another state and you have a current disciplinary sanction on that license, (even if the license is inactive), you are **not** eligible for licensure in Michigan according to the Public Health Code, PA 368, as amended, Section 333.16174 (2) Sanctions include probation, limitation, suspension, revocation or fine. Upon resolution of the sanction and verification that the license is active with no disciplinary action in effect, you can proceed with the filing of an application for a Michigan license or registration.
5. **RENEWALS:** You will be required to verify continued appointment to an academic position prior to each renewal of this license.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF HEALTH CARE SERVICES

STEVE ARWOOD  
DIRECTOR

**CRIMINAL BACKGROUND CHECK  
FINGERPRINT REQUEST FORM INSTRUCTIONS  
(For Applicants in Michigan)**

1. Applicants for a Michigan health professional license must have their fingerprints taken under an Agency ID/ORI Number specific for the board for which they are applying. Fingerprints may be taken by either Identogo (formerly L-1 Enrollment) or another agency listed at [www.michigan.gov/lsvendor](http://www.michigan.gov/lsvendor). Whether you use Identogo or another agency, you must use an Agency ID Number for a Health Professional licensing board. These Agency ID numbers **MUST** be used in order to have the fingerprint report sent to the Health Professions Licensing Division. Receipts **should not** be mailed to the office, but kept for your own records.
2. Please complete the Livescan Fingerprint Request Form and check the box for the profession for which you have applied. Incorrectly selected professions/agency ID's may delay the criminal background check process.
3. You must bring the Livescan Fingerprint Request Form with a driver's license or other state or federal-issued picture identification to your fingerprint appointment. You will also be required to pay a separate fee to the fingerprint agency when registering and/or scheduling your appointment.
4. When your fingerprints are taken, a technician will perform a scan of your fingerprints and submit the data electronically to the Michigan State Police.
5. If no criminal history is found, the Health Professions Licensing Division will be notified.
6. If criminal history information is found, the Michigan State Police will send the record directly to the Health Professions Licensing Division for review.
7. Information about fees and scheduling your fingerprint appointment with Identogo can be found at [www.identogo.com](http://www.identogo.com) or by calling 1-866-226-2952.
8. Identogo is under contract with the Michigan State Police to provide fingerprint services. For questions, call the Michigan State Police at (517) 241-0606.
9. Please do not contact the board office regarding your criminal background check, unless your fingerprints were taken **more** than 30 days ago.
10. **Please note:** Fingerprints taken for any other agency will not fulfill fingerprint requirements for a health professional license in Michigan.

LARA is an equal opportunity employer.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

611 W. OTTAWA ST. • P.O. BOX 30670 • LANSING, MICHIGAN 48909

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**CRIMINAL BACKGROUND CHECK  
FINGERPRINT REQUEST FORM INSTRUCTIONS**  
**(For applicants out of state or out of country)**

1. Contact a local law enforcement, governmental, or private fingerprint agency to perform an ink fingerprint on an FBI (FD-258) card or on another state's or country's official fingerprint card. The ink fingerprint must be completed on card stock paper.
2. Submit the ink fingerprint card along with the completed Livescan Fingerprint Request Form and a business check or money order for \$62.75, made payable in U.S. Funds, to "MorphoTrust USA" to the following address:

MorphoTrust USA  
Attn: Card Scan Processing Unit  
3051 Hollis Drive Ste 310  
Springfield IL 62704

3. Please include a daytime telephone number or e-mail address with your request where you can be reached if there are any questions.
4. Identogo will submit your fingerprints to the Michigan State Police for analysis.
5. If no criminal history information is found, the Health Professions Licensing Division will be notified.
6. If criminal history information is found, the Michigan State Police will send the record directly to the Health Professions Licensing Division for review.
7. Call Identogo toll-free at 1-866-226-2952 (8am - 5pm EST) if you have any questions.
8. Identogo is under contract with the Michigan State Police to provide fingerprint services. For questions, call the Michigan State Police at (517) 241-0606.
9. Applicants for a Michigan health professional license must have their fingerprints taken under the Agency ID/ORI Number specific for the board for which they are applying.
10. Please do not contact the board office regarding your criminal background check, unless your fingerprints were taken **more** than 30 days ago.
11. **Please note:** Fingerprints taken for any other agency will not fulfill fingerprint requirements for a health professional license in Michigan.



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**LIVESCAN FINGERPRINT REQUEST FORM**

**Applicant Instructions:** Please complete the top section of this form then print it and take it along with your picture ID to your scheduled appointment.

First Name:		Middle Name:		Last Name:	
Street Address:				Apt/Bldg.#:	
City:		State:		ZIP Code:	
Daytime Telephone Number w/ Area Code:			State or Country of Birth:		
Date of Birth (MM/DD/YYYY):		Race:		Sex:	
Height:	Weight:		Eye Color:		Hair Color:

Please select the type of license/registration you are applying for (MD, DO, RPH, LPN, RN, PT, etc.):

<input type="checkbox"/> Acupuncture Agency ID # 90889P	<input type="checkbox"/> Medicine Agency ID # 90897K	<input type="checkbox"/> Physical Therapy Agency ID # 90906M
<input type="checkbox"/> Athletic Trainer Agency ID # 90890J	<input type="checkbox"/> Nursing- LPN Agency ID # 90899J	<input type="checkbox"/> Physician Assistant Agency ID # 90907E
<input type="checkbox"/> Audiology Agency ID # 90891P	<input type="checkbox"/> Nursing- RN Agency ID # 90898T	<input type="checkbox"/> Podiatry Agency ID # 90908L
<input type="checkbox"/> Chiropractic Agency ID # 90892H	<input type="checkbox"/> Nursing Home Admin Agency ID # 90901K	<input type="checkbox"/> Psychology Agency ID # 90909A
<input type="checkbox"/> Counseling Agency ID # 90893M	<input type="checkbox"/> Occupational Therapy Agency ID # 90902T	<input type="checkbox"/> Respiratory Care Agency ID # 90910L
<input type="checkbox"/> Dentistry Agency ID # 90894E	<input type="checkbox"/> Optometry Agency ID # 90903J	<input type="checkbox"/> Social Work Agency ID # 90912K
<input type="checkbox"/> Marriage & Fam. Ther. Agency ID # 90895L	<input type="checkbox"/> Osteopathic Medicine Agency ID # 90904P	<input type="checkbox"/> Speech-Lang Pathology Agency ID # 90913T
<input type="checkbox"/> Massage Therapy Agency ID # 90896A	<input type="checkbox"/> Pharmacy Agency ID # 90905H	<input type="checkbox"/> Veterinary Medicine Agency ID # 90914J

**THE FOLLOWING SECTION IS TO BE COMPLETED BY THE FINGERPRINTING AGENCY**

Fingerprint Date:	TCN:
Type of ID Presented:	

**REQUESTING AGENCY INFORMATION**

Agency Name: <b>MI DEPT OF LARA-</b>	Reason Fingerprinted: <b>LHP – Licensed Health Care Professional (MCL333.16174)</b>	Cost:
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**Board of Medicine**

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 Lansing, MI 48909  
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www.michigan.gov/healthlicense

**APPLICATION FOR LIMITED LICENSE FROM A  
 CLINICAL ACADEMIC LIMITED LICENSE  
 AND CONTROLLED SUBSTANCE LICENSE**

Authority: Public Act 368 of 1978, as amended  
 If this form is not completed, a license will not be issued.

A controlled substance license is required for every person who prescribes, manufactures, distributes, or dispenses any controlled substance in Michigan as described in Article 7 of Public Act 368 of 1978, as amended. Information on obtaining a Federal controlled substance license may be obtained by contacting the Regional Branch, Drug Enforcement Administration, 431 Howard Street, Detroit, MI 48226 (Telephone 1-800-882-9539).



Board Use Only

License Number

C-S License Number

Date of Licensure

**Type or Print Only**

**I AM APPLYING FOR THE FOLLOWING:**

Limited License and Controlled Substance Fee: 170.00 71-43-01-375705

Your check or money order drawn on a U.S. financial institution and made payable to the **STATE OF MICHIGAN** must accompany this application. **DO NOT SEND CASH.** Fees are deposited upon receipt and can only be refunded under refund rules promulgated by the Department.

First Name		Middle Name		Last Name	
U.S. Social Security Number		Date of Birth		E-Mail Address	
Daytime Phone Number		All Previous Names and/or Birth Name Used (if applicable)			
Have you ever held a health professional license in Michigan? <input type="checkbox"/> Yes <input type="checkbox"/> No			Michigan Health Professional I.D./License Number and Expiration Date		
Name of Appointing Academic Institution					
Street Address of Academic Institution					
City		State		ZIP Code	

**Check the appropriate answer to each of the following questions. NOTE: Submit a detailed explanation for any YES answer you check on a separate sheet with your application.**

1. Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you ever been convicted of a misdemeanor punishable by imprisonment for a maximum term of 2 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever been convicted of a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you been treated for substance abuse in the past 2 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you had 3 or more malpractice settlements, awards, or judgments totaling \$200,000 or more in any consecutive 5 year period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you had one or more malpractice settlements, awards, or judgments totaling \$200,000 or more in any consecutive 5 year period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you ever had a federal or state health professional license or registration revoked, suspended, or otherwise disciplined; been denied a license; or currently have disciplinary action pending against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name	
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8. Have you ever been censured, or requested to withdraw from a health care facility's staff or had your health care facility staff privileges involuntarily modified?  Yes  No

9. Do you hold or have you held a medical license in any state? If yes, list each state, the license or registration number, the date issued, and how the license was obtained **DO NOT LIST TEMPORARY LICENSES. You must have each state board verify licensure directly to this board office. (Attach additional sheets if necessary.)**  Yes  No

State	License Number	Date of Issue	How obtained (Endorsement or examination)

**Provide a complete chronological record of your educational preparation.**  
Attach additional sheets if necessary.

Name and Address of Institution	Dates of Attendance		Degree
	From	To	

**Provide a description of your professional medical experience.**  
Attach additional sheets if necessary.

Name and Address of Employer	Dates of Practice		Duties
	From	To	

### CERTIFICATION

I understand that it is the policy of this agency to secure a criminal conviction history as part of their pre-licensure screening process. I authorize this agency to use the information provided in this application to obtain a criminal conviction history file search from the Central Records Division of the Michigan Department of State Police or other law enforcement or judicial record-keeping organization.

I further consent to the release of information to this agency regarding any disciplinary investigations conducted by a similar licensure, registration, or specialty certification board of this or any other state, of the United States military, of the federal government, or of another country.

The statements in this application are true and correct. I have not withheld information that might affect the decision to be made on this application. In signing this application, I am aware that a false statement or dishonest answer may be grounds for denial of my application or revocation of my license and that such misrepresentation is punishable by law.

Signature of Applicant	Date
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**Board of Medicine**

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[www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense)**CERTIFICATION OF MEDICAL EDUCATION FOR  
GRADUATES OF FOREIGN MEDICAL SCHOOL GRADUATES**

Authority: Public Act 368 of 1978, as amended  
 If this form is not completed, a license will not be issued.

**INSTRUCTIONS TO APPLICANT:**

Complete Section I. Type or print your legal name exactly as it appears on your application. For completion of Section II, send this form to the Dean of the medical school you attended. This certification must be submitted directly to the Michigan Board of Medicine by the medical school.

**SECTION I - APPLICANT INFORMATION**

First Name	Middle Name	Last Name
Social Security Number	Date of Birth	
Street Address		
City	State	ZIP Code
Daytime Telephone Number	All Previous Names and/or Birth Name Used (if applicable)	
Date of Admission	Date of Graduation	

Signature of Applicant	Date
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**APPLICANT: UPON COMPLETION OF SECTION I, SEND THIS FORM TO THE DEAN OF YOUR MEDICAL SCHOOL FOR COMPLETION OF SECTION II.**

The Department of Licensing and Regulatory Affairs 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 Americans with Disabilities Act, you may make your needs known to this agency.

Name

**TO BE COMPLETED BY THE DEAN OR REGISTRAR OF THE MEDICAL SCHOOL**

**INSTRUCTIONS FOR COMPLETING SECTION II:** Please complete the following information. Return this completed certification directly to the Michigan Board of Medicine at the address shown on Page 1 of this form.

**SECTION II - CERTIFICATION OF MEDICAL EDUCATION**

Name of Medical School

Street Address of Medical School

City, State and ZIP Code

I certify that \_\_\_\_\_ attended the medical  
Applicant's Full Name

school named above from \_\_\_\_\_ to \_\_\_\_\_, and was  
Month/Day/Year Month/Day/Year

granted the degree of \_\_\_\_\_ on \_\_\_\_\_.  
Month/Day/Year

I also certify that the medical education program from which the applicant graduated was not less than 130 weeks and does not award credit for any courses taken by correspondence. I further certify that this medical education program included basic science courses in anatomy; physiology; biochemistry; microbiology; pathology; pharmacology and therapeutics; preventive medicine; and clinical sciences and clerkships in the completed at the hospitals or institutions listed below.

Clinical Sciences	Name and Address of Hospital	* Teaching Hospital
Internal Medicine		<input type="checkbox"/> Yes <input type="checkbox"/> No
General Surgery		<input type="checkbox"/> Yes <input type="checkbox"/> No
Pediatrics		<input type="checkbox"/> Yes <input type="checkbox"/> No
Obstetrics and Gynecology		<input type="checkbox"/> Yes <input type="checkbox"/> No
Psychiatry		<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of Dean or Registrar

Date of Signature

Print or Type Name of Dean or Registrar

(SEAL)

If school has no seal, please indicate

\* Teaching hospital means that the hospital or institution offers a postgraduate clinical training program in the same content area of the clerkship.

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**CERTIFICATION OF POSTGRADUATE TRAINING  
(CLINICAL ACADEMIC LIMITED LICENSE)**

Authority: Public Act 368 of 1978, as amended  
If this form is not completed, a license will not be issued.

**INSTRUCTIONS TO APPLICANT:**

Complete Section I. Type or print your legal name exactly as it appears on your application. For completion of Section II, send this form to be completed by the Director of Medical Education where you completed your postgraduate training. This certification must be submitted directly to the Michigan Board of Medicine by the Director of Medical Education.

**SECTION I - APPLICANT INFORMATION**

First Name	Middle Name	Last Name
Social Security Number	Date of Birth	
Street Address		
City	State	ZIP Code
Daytime Telephone Number	All Previous Names and/or Birth Name Used (if applicable)	

Signature of Applicant	Date
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**APPLICANT: UPON COMPLETION OF SECTION I, SEND THIS FORM TO THE DIRECTOR OF MEDICAL EDUCATION FOR COMPLETION OF SECTION II.**

The Department of Licensing and Regulatory Affairs 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 Americans with Disabilities Act, you may make your needs known to this agency.



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**CERTIFICATION OF PRACTICE IN AN ACADEMIC INSTITUTION**

Authority: Public Act 368 of 1978, as amended  
 If this form is not completed, a license will not be issued.

**\* DO NOT COMPLETE THIS FORM UNLESS YOU HAVE HELD A CLINICAL ACADEMIC LICENSE \***

**INSTRUCTIONS TO APPLICANT:**

Complete Section I. Type or print your legal name exactly as it appears on your application. For Section II, send this form to be completed by your chief academic officer where you practiced under a **clinical academic limited license**. This certification must be submitted directly to the Michigan Board of Medicine by your Director of Medical Education.

**SECTION I - APPLICANT INFORMATION**

First Name	Middle Name	Last Name
Social Security Number	Date of Birth	
Street Address		
City	State	ZIP Code
Daytime Telephone Number	All Previous Names and/or Birth Name Used (if applicable)	

Signature of Applicant	Date
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**APPLICANT: UPON COMPLETION OF SECTION I, SEND THIS FORM TO YOUR DIRECTOR OF MEDICAL EDUCATION WHERE YOU PRACTICED FOR COMPLETION OF SECTION II.**

Name

**TO BE COMPLETED BY THE DIRECTOR OF MEDICAL EDUCATION**

**INSTRUCTIONS FOR COMPLETING SECTION II:**

Please complete the following information. Return this completed certification directly to the Michigan Board of Medicine at the address shown on Page 1 of this form.

**SECTION II - CERTIFICATION OF PRACTICE IN AN ACADEMIC INSTITUTION**

Name of Institution	
Street Address of Institution	
City, State and ZIP Code	
<p>I certify that _____ practiced medicine under a clinical  <small style="margin-left: 150px;">Applicant's Name</small></p> <p>academic limited license at the above institution in the clinical area of _____</p> <p>from _____ to _____ and has functioned in the observation and  <small style="margin-left: 50px;">Month/Day/Year</small> <small style="margin-left: 150px;">Month/Day/Year</small></p> <p>treatment of patients for not less than 800 hours per year and in so doing practiced medicine safely and competently. I further certify that the above-named academic institution meets all of the following requirements:</p> <p>A. Was the sole sponsor or a cosponsor, with either a medical school approved by the Michigan Board of Medicine or a hospital owned by the federal government and directly operated by the United States Department of Veterans' Affairs, of not less than 4 residency programs accredited by the Accreditation Council for Graduate Medical Education for not less than the 3 years immediately preceding the date of my signature below.</p> <p>B. Has spent not less than \$2,000,000 for medical education during each of the 3 years immediately preceding the date of my signature below. (As used in this statement, "medical education" means the education of physicians and candidates for degrees or licenses to become physicians, including physician staff, residents, interns and medical students).</p>	
_____ Signature of Director of Medical Education	_____ Date of Signature
_____ Print or Type Name of Director of Medical Education	(SEAL)  If institution has no seal, please indicate

## Michigan Department of Licensing and Regulatory Affairs

**Board of Medicine**

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Lansing, MI 48909

(517) 335-0918

www.michigan.gov/healthlicense

**CERTIFICATION OF APPOINTMENT TO A MICHIGAN ACADEMIC INSTITUTION**

Authority: Public Act 368 of 1978, as amended  
 If this form is not completed, a license will not be issued.

Please complete the following information. Return this completed certification directly to the Michigan Board of Medicine at the address shown above.

Name of Institution		
Street Address of Institution		
City	State	Zip Code
<p>I certify that _____ has been duly          (Applicant's Name)</p> <p>appointed to this academic institution in the clinical area of _____</p> <p>_____</p> <p>beginning _____ and ending _____          (Month/Day/Year) (Month/Day/Year)</p> <p>The applicant is appointed to the following position:</p> <p><input type="checkbox"/> Medical school faculty</p> <p><input type="checkbox"/> Research</p> <p>I further certify that the above-named academic institution meets all of the following requirements:</p> <p>A. Was the sole sponsor or a cosponsor, with either a medical school approved by the Michigan Board of Medicine or a hospital owned by the federal government and directly operated by the United States Department of Veterans' Affairs, of not less than four residency programs accredited by the Accreditation Council for Graduate Medical Education for not less than three years immediately preceding the date of my signature below.</p> <p>B. Has spent not less than \$2,000,000 for medical education during each of the three years immediately preceding the date of my signature below (As used in this statement, "medical education" means the education of physicians and candidates for degrees or licenses to become physicians, including physician staff, residents, interns and medical students).</p>		
_____ Signature of Director of Medical Education	_____ Date of Signature	
_____ Print or Type Name of Director of Medical Education	<p><b>(S E A L)</b></p> <p>If school has no seal, please indicate</p>	