

**MICHIGAN OPTOMETRIST LICENSING GUIDE**

**LICENSURE REQUIREMENTS CHECKLIST**

(Listed below are the minimum requirements needed to obtain an optometrist license.)

**APPLICATION AND FEES**

- Online Application For an Optometrist License - Complete all fields, answer all questions and upload any supporting documentation.
- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee (Application fee + 2-year license fee) (Must be paid by Visa, Master Card, Discover credit or debit card.):
  - Optometrist By Examination or Endorsement– \$232.50
  - Optometrist Relicensure – \$252.50
  - Controlled Substance – \$173.00
  - DPA Certification – \$81.05
  - TPA Certification – \$81.05
  - DPA/TPA Certification – \$140.50 (If applying for both certifications at the same time.)

**THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS**

- A controlled substance license is required for every person who manufactures, distributes, prescribes, or dispenses any controlled substance in Michigan. A separate controlled substance license is required for each business location from which you manufacture, distribute, or dispense controlled substances. If you only prescribe controlled substances at more than one location, you only need one controlled substance license. **An optometrist must hold a DPA/TPA certification in order to be eligible for a controlled substance license.**
  - You may apply for a controlled substance license by completing the controlled substance license fields in the application. If you do not apply for a controlled substance license on your optometrist application, you must wait for the optometrist license to be issued before you may apply for a controlled substance license.
  - Beginning September 1, 2019, individuals seeking a controlled substance license or who is licensed to prescribe or dispense controlled substances must have completed a 1-time training in opioids and controlled substances awareness that meets the standards established in Administrative Rule 338.3135 prior to being issued a license.

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- ❑ Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years).
- ❑ Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- ❑ Human Trafficking – Beginning December 21, 2021, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.303 prior to being issued a license. The training must only be completed one time.
- ❑ Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ❑ Verification of Licensure – Verification/certification must be submitted directly to this office by the licensing agency of any state of the United States or province of Canada in which you hold a current license or have ever held an optometrist license. Verification includes, but is not limited to, showing proof of any disciplinary action taken or pending disciplinary action imposed. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ English Language Proficiency – An individual applying for licensure is required to demonstrate a working knowledge of the English language. This can be established if the required health professional educational program was taught in English, the applicants transcript establishes that they earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or pass an approved English proficiency exam as established by the department in R 338.7002b of the Public Health Code – General Rules.

### ADDITIONAL REQUIREMENTS FOR OPTOMETRIST BY EXAMINATION

- ❑ Final, official transcripts confirming your doctor of optometry degree and the date it was conferred, submitted directly to this office from your school.
- ❑ Certification of your passing examination scores on parts I, II, and III of the examination given by the National Board of Examiners in Optometry (NBEO), including a passing score on the Treatment and Management of Ocular Disease (TMOD) examination imbedded in part II, submitted directly to this office from the examination agency. Contact the NBEO on their website at [www.optometry.org](http://www.optometry.org).
- ❑ All applicants for optometry licensure must take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. Effective June 1, 2017 licensure candidates must take the jurisprudence examination through PSI. You may contact PSI to schedule your exam by visiting [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 800-733-9267.

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### DIAGNOSTIC PHARMACEUTICAL AGENTS (DPA) AND THERAPEUTIC PHARMACEUTICAL AGENTS (TPA) CERTIFICATION

- Upload a copy of your current certificate in cardiopulmonary resuscitation approved by the department of public health and offered or approved by the red cross, American heart association, an accredited hospital, or a comparable organization or institution.
- Management and Emergency Plan form. Be sure to make a photocopy of this form to keep permanently in your office. Upload the completed ORIGINAL, signed plan with the application.
- Diagnostic Pharmaceutical Agents (DPA) Training Form. Complete the top portion of the form and then forward the form to the Director of the DPA educational program or the Registrar of the institution where the training was completed for their completion. The educational program must return the form directly to this office.
- Verification of Therapeutic Pharmaceutical Agents (TPA) Training Form. Complete the top portion of the form and forward the form to the Director of the TPA educational program or the Registrar of the institution where the training was completed for their completion. The educational program must return the form directly to this office. **YOU MUST HAVE DPA CERTIFICATION TO OBTAIN TPA CERTIFICATION.**

**Note: If you are applying for relicensure of your specialty and have previously provided the DPA and TPA verification of training forms, you do not need to resubmit those forms.**

### ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR APPLICANTS ENGAGED IN THE PRACTICE OF OPTOMETRY AND LICENSED AT THE HIGHEST LEVEL IN ANOTHER STATE THAT HAS LICENSURE REQUIREMENTS EQUIVALENT TO THIS STATE

- Final, official transcripts confirming your doctor of optometry degree and the date it was conferred, submitted directly to this office from your school.
- Certification of your passing examination scores on parts I, II, and III of the examination given by the National Board of Examiners in Optometry (NBEO), including a passing score on the Treatment and Management of Ocular Disease (TMOD) examination imbedded in part II, submitted directly to this office from the examination agency. Contact the NBEO on their website at [www.optometry.org](http://www.optometry.org).
- All applicants for optometry licensure must take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. Effective June 1, 2017 licensure candidates must take the jurisprudence examination through PSI. You may contact PSI to schedule your exam by visiting [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 800-733-9267.
- Documentation showing that you hold a license granting therapeutic prescriptive certification at the highest level in the state of the United States where you currently practice.

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### ADDITIONAL REQUIREMENTS FOR OPTOMETRIST RELICENSURE

- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPlus Login**, select **“Modification”** next to your license number and then select **“Relicensure.”**

#### **Applicants whose Michigan license has been lapsed for 3 years or less must:**

- Upload proof of having completed 40 hours of board-approved continuing education within 2 years immediately preceding the date of this application with at least 2 hours in pain and symptom management and at least 20 hours earned in a face-to-face real-time learning format. If you hold a TPA certification, at least 20 of the continuing education hours shall be in the category of pharmacological management of ocular conditions. Additional information about the continuing education requirement can be found in the Administrative Rules found at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).
- Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. Effective June 1, 2017 licensure candidates must take the jurisprudence examination through PSI. You may contact PSI to schedule your exam by visiting [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 800-733-9267.

#### **Applicants whose Michigan license has been lapsed for more than 3 years, but less than 6 years must:**

- Upload proof of having completed 40 hours of board-approved continuing education within 2 years immediately preceding the date of this application with at least 2 hours in pain and symptom management and at least 20 hours earned in a face-to-face real-time learning format. If you hold a TPA certification, at least 20 of the continuing education hours shall be in the category of pharmacological management of ocular conditions. Additional information about the continuing education requirement can be found in the Optometry Administrative Rules found at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).
- Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. Effective June 1, 2017 licensure candidates must take the jurisprudence examination through PSI. You may contact PSI to schedule your exam by visiting [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 800-733-9267.

#### **Applicants whose Michigan license has been lapsed for 6 years or more must:**

- Upload proof of having completed 40 hours of board-approved continuing education within 2 years immediately preceding the date of this application with at least 2 hours in pain and symptom management and at least 20 hours earned in a face-to-face real-time learning format. If you hold a TPA certification, at least 20 of the continuing education hours shall be in the category of pharmacological management of ocular conditions. Additional information about the continuing education requirement can be found in the Optometry Administrative Rules at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).

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- Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. Effective June 1, 2017 licensure candidates must take the jurisprudence examination through PSI. You may contact PSI to schedule your exam by visiting [www.psiexams.com](http://www.psiexams.com) or by calling PSI at 800-733-9267.
- An applicant that does NOT hold an active, valid license to practice optometry in another state** must achieve a passing score on parts I, II, and III of the National Board of Examiners in Optometry (NBEO) examination, including a passing score on the Continued Professional Development in Optometry (CPDO) examination given by NBEO. Have the passing scores submitted directly to this office from the examination agency. Contact the NBEO on their website at [www.optometry.org](http://www.optometry.org).

## RENEWAL REQUIREMENTS CHECKLIST

- Online Application For Optometrist Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):  
Optometrist Renewal Application Fee: \$201.50  
Controlled Substance Renewal Application Fee: \$159.10
- Renewal Cycle: 2 years
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- If you hold a controlled substance license, it will be automatically renewed and the renewal fee charged along with your optometrist license unless you deselect the controlled substance license during the renewal process.
  - Beginning with the 2021 renewal cycles, and all renewal cycles thereafter, controlled substance licensees must have completed prior to renewal a 1-time training in opioids and controlled substance awareness that meets the standards established in Administrative Rule 338.3135.

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- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met the following continuing education requirements during the renewal period and have completed the training in identifying victims of human trafficking:
  - If licensed during the full 2-year renewal cycle:
    - 40 hours of continuing education in board-approved courses or programs completed during the 2-year renewal period, which includes:
      - A minimum of 2 hours of board-approved continuing education earned in the area of pain and symptom management, as they relate to the practice of optometry.
      - A minimum of 20 hours of board-approved continuing education earned in a face-to-face real-time learning format.
      - An applicant for license renewal who holds certification to administer topical ocular diagnostic pharmaceutical agents or certification to administer and prescribe therapeutic pharmaceutical agents, or both, shall accumulate not less than 20 hours of board-approved continuing education in pharmacological management of ocular conditions. The 20 required hours are part of, and not in addition to, the 40 hours required.
  - Human Trafficking – Beginning in 2019, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.303 prior to renewing their license. The training must only be completed one time.
- Additional information regarding continuing education can be found by accessing the Administrative Rules for Optometry at: [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and click on the optometry link.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and clicking on the optometry link you can access the following helpful resources and forms:
  - Resources:
    - Public Health Code
    - Administrative Rules for Optometry