

MICHIGAN PHYSICIAN’S ASSISTANT (PA) LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a physician’s assistant license.)

APPLICATION AND FEES

- Online Application for a Physician’s Assistant License - Complete all fields, answer all questions, and upload any supporting documentation.
 - Online Application for Controlled Substance License (Optional)
 - Online applications can be completed by visiting www.michigan.gov/miplus
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- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
 PA by Exam or Endorsement \$156.70
 PA Temporary \$37.80
 Controlled Substance \$173.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- If you will be prescribing, dispensing, manufacturing, or distributing controlled substances, you must apply for both a physician’s assistant and 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 physician’s assistant application, you must wait for the physician’s assistant license to be issued before you may apply for a controlled substance license.
- Effective September 1, 2019, an individual 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 the Board of Pharmacy Controlled Substances Administrative Rules, R 338.3135 prior to being issued a license.
- 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, for a license that expired within the last three years).
- Good Moral Character Questions – Documentation and explanation 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 April 23, 2021, completion of a one-time training to identify victims of human trafficking is required for an individual seeking licensure that meets the standards of Administrative Rule 338.6103.

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- ❑ Social Security Number (SSN)– 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 an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ❑ Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a physician's assistant. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ Professional Education – Name of school attended, and name of educational program completed.
- ❑ English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under R 338.7002b(2) of the Public Health Code – General Rules.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM (These are in addition to the requirements stated above that apply to ALL Applicants)

- ❑ Official transcripts containing the degree awarded and the date conferred submitted directly to this office from the ARC-PA accredited educational program from which you graduated. Transcripts must be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ PANCE Scores – Verification of your passing examination scores submitted directly to this office from the National Commission on Certification of Physician Assistants (NCCPA) by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT WHO WERE FIRST LICENSED, CERTIFIED, OR REGISTERED TO PRACTICE IN ANOTHER STATE (These are in addition to the requirements stated above that apply to ALL Applicants)

All licensure by endorsement applicants must complete the following:

- ❑ PANCE Scores – Verification of your passing examination scores submitted directly to this office from the National Commission on Certification of Physician Assistants (NCCPA) by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

Applicants for license by endorsement who were first licensed, certified, or registered to practice in another state on or after July 7, 1986 must complete the above requirement listed for all licensure by endorsement applicants along with the following requirement:

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- ❑ Official transcripts containing the degree awarded and the date conferred submitted directly to this office from the ARC-PA accredited educational program from which you graduated. Transcripts must be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN A PROVINCE OF CANADA (These are in addition to the requirements stated above that apply to ALL Applicants)

- ❑ Verification of the completion of the educational requirements for a physician's assistant license in a province of Canada or another state to obtain licensure as a physician's assistant in a province of Canada or another state. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- ❑ Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada which you hold or ever held a license in as a physician's assistant. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- ❑ PANCE Scores - Verification of your passing examination scores submitted directly to this office from the National Commission on Certification of Physician Assistants (NCCPA) by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR TEMPORARY LICENSURE (These are in addition to the requirements stated above that apply to ALL Applicants)

- ❑ Final official transcripts or an official letter of good standing from the Dean or Program Director containing the degree awarded and the date conferred submitted directly to this office from the ARC-PA accredited educational program from which you graduated. Transcripts or a letter of good standing must be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

A temporary license may be granted to applicants who have completed their educational program but have not yet passed the PANCE. A temporary license is valid for not more than 12 months, is non-renewable, and will be revoked upon notification that the applicant has failed the examination.

Note: If you are issued a temporary license using a letter of good standing, your permanent license will not be issued until a final official transcript and passing PANCE scores are received.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to ALL Applicants)

- ❑ Online application can be completed by visiting www.michigan.gov/miplus, select **MiPLUS Login**, select **"Modification"** next to your license number and this will start the relicensure process.

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- PA Relicensure: \$176.70: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Controlled Substance: \$173.00

Applicants for relicensure whose license has lapsed for 3 years or more preceding the date of application for relicensure must meet either of the following requirements in addition to the requirements stated above that apply to ALL Applicants.

- Presents evidence to the department that he or she was licensed as a physician's assistant in another state of the United States during the 3-year period immediately preceding the date of the application for relicensure.
- Establishes that he or she has passed either the certifying or recertifying examination conducted and scored by NCCPA during the 10-year period immediately preceding the date of the application for relicensure. Verification of your passing examination scores must be submitted directly to this office from the National Commission on Certification of Physician Assistants (NCCPA) by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Physician's Assistant Renewal and Controlled Substance License Renewal – Can be completed by visiting www.michigan.gov/miplus
- PA Renewal Application Fee: \$118.90 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
- Controlled Substance Renewal Application Fee: \$162.20 (if applicable)
- Renewal Cycle: 2 years
- Good Moral Character Questions - Documentation and explanation 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.
- Renewal Questions pursuant to MCL 333.17048(4):

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- Are you a shareholder in a professional service corporation under Section 4 of former 1962 PA 192, or a member or professional limited liability company under Section 904 of the Michigan Limited Liability Company Act, 1993 PA 23, MCL 450.4904, that was organized before July 19, 2010?
- If you answered "Yes" to Question #1, are any individuals licensed under Part 170 of the Public Health Code, 1978 PA 368, MCL 333.17001 to 333.17088, to engage in the practice of medicine, licensed under Part 175 of the Public Health Code, 1978 PA 368, MCL 333.17501 to 333.17556, to engage in the practice of osteopathic medicine and surgery, or licensed under Part 180 of the Public Health Code, 1978 PA 368, MCL 333.18001 to 333.18058, to engage in the practice of podiatric medicine and surgery shareholders in the professional service corporation or members in the professional limited liability company?
- If you answered "Yes" to Question #1, list the name and license number of the individual licensed under Part 170 to engage in the practice of medicine, licensed under Part 175 to engage in the practice of Osteopathic medicine and surgery, or licensed under Part 180 to engage in the practice of podiatric medicine and surgery who supervises you. If this does not apply to you, type N/A.
- Is the individual listed in Question #3 above a shareholder in the same professional service corporation or a member in the same professional limited liability company in which you are a shareholder or member?
- Human Trafficking Training – Beginning in 2016 and all renewals thereafter, licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.6103.
- Opioids and Controlled Substance Awareness Training - Beginning with the 2021 renewal cycles and all renewal cycles thereafter, controlled substance licensees or individuals who are licensed to prescribe or dispense controlled substances must certify on their renewal application that prior to renewing their license they have completed a 1-time training in opioids and controlled substance awareness that meets the standards established in Administrative Rule 338.3135.
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and correct.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the physician's assistant link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Task Force on Physician's Assistants General Rules