

Bureau of Professional Licensing

Nursing FAQs

1. What licenses are available?

Registered Nurse (RN)
Licensed Practical Nurse (LPN)

Specialty Certifications *(LPNs are not eligible to receive a specialty certification)*

Clinical Nurse Specialist (CNS)*
Nurse Midwife (NM)*
Nurse Practitioner (NP)*
Nurse Anesthetist (NA)

*Denotes an advanced practice RN (APRN).

2. Is there a Nursing Practice Act in Michigan?

Michigan does not have a stand-alone act called the Nurse Practice Act. Instead, Michigan has an act that regulates the practice of nursing along with 25 other health occupations, is formally titled the Occupational Regulation Sections of the Michigan Public Health Code, PA 368 of 1978.

Helpful Links:

- [Article 15, Part 172 of the Public Health Code](#)
- [Article 7 for Advanced Practice Nurses](#)
- [Administrative Rules](#)

3. How do I verify my Michigan RN or LPN license?

If you hold a Michigan nursing license and wish to apply by endorsement to another state, you may order a verification of licensure to be sent to a participating nursing regulatory body (NRB) by visiting www.nursys.com. There is a \$30.00 fee per license type, for each NRB where you are applying. For additional information regarding requesting a verification of licensure through NURSYS, please contact NURSYS at 866-819-1700.

All other official license verification requests must be obtained from the Michigan Board of Nursing. You may submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing and an email address for the same board, you will be charged \$30 since you have requested your certification to go to two different addresses. Normal processing time is approximately 3-5 business days.

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4. How long are RN and LPN licenses valid? Can I renew my license early? How will I know when I need to renew?

Your initial RN/LPN license is good for 2 years. All subsequent renewals will also be valid for 2 years.

You will be mailed and emailed a renewal notification postcard to your mailing and email addresses on record approximately 90 business days prior to the expiration date of your license. Remember to notify the Department of any address change by completing a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard or email notification, or to notify to 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 <http://www.michigan.gov/MiPLUS>. You may pay your renewal fee by using a debit or credit card containing a Discover, MasterCard, American Express, or Visa logo.

5. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, there is an additional \$20.00 late fee if you renew your license in the 60-day grace period.

6. How many continuing education hours are required?

Michigan nurses are required to earn 25 hours of continuing education within the 2-year period preceding the date of renewal. At least 2 of these hours must be in pain and pain symptom management. No more than 12 credit hours may be earned during a 24-hour period.

PLEASE NOTE: Nurses who hold specialty licenses may have additional requirements. Please refer to the Administrative Rules for Health Professionals for more detailed information.

7. I am a new nurse getting my first license. Do I need to complete continuing education (CE)?

You are not required to begin earning CEs until after your first renewal.

8. Do I need to submit proof of my continuing education?

The Board does not maintain a record of continuing education earned. You are required to maintain your own records and keep documentation on hand for a minimum of 4 years. You are not required to submit continuing education 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 education. If you are

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selected for the audit, then you will be required to submit **copies** of the CE certificates you earned. **(Please retain your originals.)**

9. Do I need to submit my nursing specialties when I renew my license?

You are required to maintain certification by each national certifying body for which you are certified. 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 current certification. If you are selected for the audit, you will be required to submit **copies** of your certificate(s) you earned. **(Please retain your originals.)**

10. Where can I find approved CE courses?

The Michigan Board of Nursing will accept any continuing education program or activity if it is approved or offered for CE credit by any of the following organizations:

- American Association of Nurse Anesthetists (AANA)
- American Association of Nurse Practitioners (AANP)
- Accreditation Council for Continuing Medical Education (ACCME)
- American College of Nursing Midwives (ACNM)
- The American Medical Association (AMA)
- American Nurses Credentialing Center (ANCC)
- American Osteopathic Association (AOA)
- National Association of Clinical Nurse Specialists
- National Association for Practical Nurse Education and Service, Inc (NAPNES)
- National League for Nursing (NLN)
- Another state or provincial board of nursing
- A continuing nursing education program offered by a nursing education program that is approved by the Board under Administrative Rule R 338.10303a

11. What is the difference between a CEU and a contact hour?

A contact hour consists of 50-60 minutes. A continued education credit and a contact hour are the same.

A Continuing Education Unit (CEU) consists of ten (10) contact hours/credits.

You are required to earn 25 continuing education credits/contact hours or 2.5 CEUs in each 2-year licensure cycle.

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12. 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 the March 31, 2018 renewal cycle and all renewal cycles thereafter, licensees must have completed training in identifying victims of human trafficking that meet the standards established in Administrative Rule 338.10105.

Beginning January 6, 2022, individuals seeking initial licensure in Michigan must have completed Human Trafficking Training prior to obtaining a nursing 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 training documentation. **(Please retain your original.)**

13. Does my training on Identifying Victims of Human Trafficking count towards my CE hours?

No. However, if the training also satisfies the Board's requirements for CE, then the training may be applied toward your CE requirement.

14. There have been changes to the Public Health Code and Administrative Rules that require licensees and individuals seeking licensure to complete implicit bias training. When does this take effect?

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 going forward. **Please note, this training must be completed for each renewal cycle prior to the renewal being completed.**

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 implicit bias training. If you are selected in an audit, then you will be required to submit a **copy** of your implicit bias training documentation. **(Please retain your original.)**

15. Does my Implicit Bias Training count towards my CE hours?

If otherwise permitted by the code and rules, this training may be used to satisfy other training or continuing education requirements.

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16. How do I contact CGFNS?

The Commission of Graduates of Foreign Nursing Schools (CGFNS) may be contacted by mail or telephone at:

CGFNS
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651
(215) 222-8454

You may have more success reaching CGFNS if you call early in the day. The CGFNS call center is open from 9:30 AM – 3:00 PM, Monday – Friday, Eastern Time. You may also contact CGFNS at <http://www.cgfns.org/>. There is a "Contact Us" form on the website that is used to send email to CGFNS. This form can be accessed through the "Contact Us Wizard" at <https://www.cgfns.org/cerpassweb/processContactUs.do>.

17. How do I contact Josef Silny & Associates, Inc. International Education Consultants (JS&A)?

JS&A may be contacted by mail or telephone at:

Josef Silny & Associates, Inc. International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173
(305)273-1616

Business hours are Monday-Friday, 9:00 AM- 4:00 PM, Eastern Time. You may email them at info@jsilny.org. Further information may be obtained by visiting www.jsilny.org.

18. If I am a Canadian nurse, do I need to have my education evaluated?

Verification is required that the applicant is a graduate of a registered professional nurse education program or an equivalent education program that is outside the United States and he or she graduated from a program with substantially equivalent education credentials as a program approved by the board by having one of the following submitted directly to this office for review:

- A Credentials Evaluation Service (CES) professional report from the Commission on Graduates of Foreign Nursing Schools (CGFNS)
- A certification from the CGFNS Certification Program (CP)
- An Evaluation of Foreign Educational Credentials for Boards of Nursing from Josef Silny & Associates, Inc. International Education Consultants (JS&A).

An applicant shall be exempt from obtaining an evaluation or certification of his or her educational credentials through CGFNS or JS&A if he or she is a graduate of a Canadian Registered Nurse program in Canada, has passed the NCLEX-RN examination, and establishes he or she graduated from a program with substantially equivalent

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educational credentials as a program approved by the board by submitting proof of program accreditation by the Canadian Association of Schools of Nursing. You are required to have your Canadian nursing transcript submitted.

If you are a licensed, Canadian nurse who is required to take the NCLEX, then you may apply for a temporary license until you have taken the NCLEX. A temporary license is good for up to one year, allowing enough time to take the NCLEX one time and have your results submitted to this office as part of your application.

19. When can I take the NCLEX exam?

You must register to test for testing with Pearson Vue Professional Testing and pay your examination fees for the NCLEX. However, please be aware that eligibility to take the test is determined by the Department. Pearson Vue will notify the Department when you have applied to take the test. The Department will notify Pearson Vue when your application is complete, and you are eligible to sit for the test.

You will receive an Authorization to Test (ATT) from Pearson Vue that allows you to make your appointment to sit for the exam. You will also receive a list of available testing sites. The test is administered daily at various Pearson Vue Professional Centers sites in each state. You may test at any site listed in any state, regardless of where you have applied to be licensed.

20. How do I apply for NCLEX?

You can apply via the web or telephone:

- Website: Register at www.pearsonvue.com/nclex
- Telephone: (866) 496-2539 (toll free) Monday-Friday, 7am through 7pm, Central Standard Time, or (952) 905-7403 (pay number)

21. How many times can I take the NCLEX?

There is no limit on the number of times you may sit for the NCLEX. You must pass the NCLEX within 3 years of the date of your graduation or after obtaining 1 of the required evaluations or certifications required in R 338.10204(2)(C) or R 338.10210(2)(C). If you fail, you will have to wait for 45 days before you can re-test. Once you pay and re-register with Pearson Vue, you will be sent an ATT with a 90-day window which will not begin until the 45th day has passed from your previous testing date. If you do not pass the NCLEX within 3 years as required above, you will have to complete a certification of skills competency or submit a written request to the Board of Nursing for an extension.

22. When will I receive my test results?

Your test scores are usually transmitted to our office within 3 to 5 business days after you have taken the exam. You will not receive your results from our office if you pass the exam. However, once you pass the exam, if your application is in order, you will receive your license. If you fail the NCLEX exam, you will receive your results from our office. You may also visit www.vue.com/nclex, and pay \$7.95 to receive your unofficial results.

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23. What is the passing score on the NCLEX?

There is no fixed percentage. Scores are reported on a pass/fail basis. The score is determined by comparing the individual's performance to an established standard for safe and effective entry-level nursing practice. Visit the National Council of State Boards of Nursing's website at www.ncsbn.org for more information.

24. Are Testing Accommodations available for the NCLEX?

ADA Accommodations are available for the NCLEX. Candidates who require pre-approved accommodations must submit the following items:

- Complete the Michigan RN or LPN application through your MiPLUS Account and Pearson VUE registration
- Submit the following documentation:
 - A statement from the applicant specifying the accommodations being requested. If requesting additional time, please indicate the amount of time requested (If double time is requested, the NCLEX would be taken over two days).

And

- A letter from an appropriate health professional confirming the diagnosis and recommendation

Or

A letter from the nursing program (school) stating the testing accommodations the applicant received

- When submitting accommodations, please register for the NCLEX at the same time. Not registering with Pearson VUE for the NCLEX will cause a delay in the accommodations being approved. After being made eligible to test, Pearson VUE will email your Authorization to Test (ATT), which will list any approved accommodations. **Do not schedule your test until you receive an ATT email confirming your approved accommodations.**
- Accommodation requests may be emailed to BPLHELP@michigan.gov or uploaded to your licensing application through your MiPLUS account.

If you have questions about requesting testing accommodations or how to submit the necessary documentation, please call (517) 241-0199 or email BPLHELP@michigan.gov.

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25. What is an Advanced Practice Registered Nurse (APRN)?

Pursuant to MCL 333.17201(a), an “advanced practice registered nurse” is a registered nurse who has been granted a specialty certification under MCL 333.17210 in one of the following health profession specialty fields: nurse midwifery, nurse practitioner, or clinical nurse specialist.

26. What are the prescribing rights for an APRN?

Profession	General Prescribing Authority	Controlled Substance
<p style="text-align: center;"><u>APRNs</u></p> <ul style="list-style-type: none"> • Clinical Nurse Specialist • Nurse Midwife • Nurse Practitioner 	<p>Nonscheduled prescription drugs can be prescribed without delegation.</p> <p>Also, can receive and dispense complimentary starter dose drugs without delegation from a physician.</p>	<p>Permitted to write a prescription for a controlled substance, schedules 2-5 under the delegation of a physician.</p> <p>The prescription must have the names and DEA #s of both the APRN and the delegating doctor.</p> <p>If a complementary starter dose containing a controlled substance is involved, the APRN and delegating physician’s name and DEA registration number must be linked to the prescription.</p> <p>Because they are writing controlled substances under delegation, APRNs do not get their own CS license – they need only obtain a DEA registration number.</p> <p>Under the Board of Medicine rules, there must be a written delegation agreement between the APRN and the doctor when dealing with controlled substances.</p>

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27. When did the Clinical Nurse Specialist Certification become available?

The Michigan Board of Nursing promulgated rules on March 8, 2018, which established the qualifications for training and competency of the health specialty field of Clinical Nurse Specialist.

The following words, titles, or letters or a combination of the word, titles, or letters with or without qualifying words or phrases, are restricted in use only to those persons authorized under Part 172 of the Public Health Code to use the terms: “Clinical Nurse Specialist”, “C.N.S.”, “Clinical Nurse Specialist-Certified”, and “C.N.S.-C.” This restriction began on March 8, 2019.

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

Information on how to [File an Allegation Against a Health Care Licensee](#) can be located on the Bureau of Professional Licensing’s website at www.michigan.gov/bpl.

29. Where can I find a copy of the administrative rules pertaining to Nursing?

You may view the Michigan Board of Nursing’s current Administrative Rules on the Bureau of Professional Licensing’s website at www.michigan.gov/bplrules