

MICHIGAN PHYSICIAN'S ASSISTANT (PA) LICENSING GUIDE

OVERVIEW:

The physician's assistant license type allows a licensee to engage in the practice of medicine with a participating physician under a practice agreement.

The physician's assistant temporary license may be issued to those who meet all requirements for licensure except examination. The temporary license is non-renewable and is valid for not more than 12 months or until the results of the required examination is made available. Whichever is sooner. If exam is failed, the temporary license becomes null and void.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST.....	1
APPLICATION AND FEES	1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS.....	2
ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION	3
ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT	3
ADDITIONAL REQUIREMENTS FOR TEMPORARY LICENSURE	3
ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS	4
ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE	4
RENEWAL REQUIREMENTS CHECKLIST	5
HELPFUL RESOURCES AND FORMS.....	6
FREQUENTLY ASKED QUESTIONS.....	6

LICENSURE REQUIREMENTS CHECKLIST

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
- ☐ Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

MICHIGAN PHYSICIAN'S ASSISTANT LICENSING GUIDE

- PA By Exam or Endorsement \$220.35
- PA Temporary \$38.55
- Controlled Substance \$259.10

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.
- ☐ Opioids and Controlled Substances Awareness Training - An individual seeking a controlled substance license or who is licensed to prescribe or dispense controlled substances must have completed 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 Training – Completion of a training to identify victims of human trafficking is required for an individual seeking licensure or registration that meets the standards of Administrative Rule 338.6103.
- ☐ Implicit Bias Training – Completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required.
- ☐ 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 submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. 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, the applicant's credentials and English proficiency have been evaluated and determined to be equivalent to the credentials

MICHIGAN PHYSICIAN'S ASSISTANT LICENSING GUIDE

required In this state by a board-approved credentialing agency 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 EXAMINATION (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 completed your program. 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 score submitted directly to this office from the National Commission on Certification of Physician Assistants (NCCPA) by email to bpldata@michigan.gov

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

- ☐ Official transcripts submitted directly to this office from the educational institution verifying completion of the educational requirements in Canada or in the United States for licensure as a physician's assistant in Canada or in the United States. Transcripts must be emailed to bpldata@michigan.gov or mailed to the
- ☐ Verification of a passing score for a physician's assistant license in another state or in a province of Canada on either of the following examinations submitted directly to this office from the examination entity by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
 - PANCE: Conducted and scores by the NCCPA.
 - PA Cert Exam: Conducted and scored by the PACCC.

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.**

If an official letter of good standing is submitted for temporary licensure, final official transcripts will be required before full licensure can be issued.

MICHIGAN PHYSICIAN'S ASSISTANT LICENSING GUIDE

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES (These are in addition to the requirements stated above that apply to All applicants)

- ☐ Those trained in foreign countries are required to meet the requirements for licensure listed above.

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 and selecting MiPLUS Login. Once logged in, click on the “**Licenses**” tab, select “**Modification**” next to your license number and this will start the relicensure process.
- ☐ PA Relicensure Application and Fee: \$240.35 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
Controlled Substance: \$259.10

Applicants for relicensure whose license has lapsed for more than 3 years after the expiration date of the license must satisfy either of the following requirements in addition to the requirements stated above that apply to ALL Applicants.

- ☐ Presents proof to the department of licensure in good standing as a physician's assistant in a province of Canada or another state during the 3-year period immediately preceding the date of the application for relicensure.
- ☐ Establish a passing score on one of the following certifying or recertifying examinations during the 10-year period immediately preceding the date of the application for relicensure.
 - PANCE: Conducted and scores by the NCCPA.
 - Physician Assistant National Recertifying Examination (PANRE) conducted and scored by the NCCPA.
 - Physician Assistant National Certifying Examination – Longitudinal Assessment (PANRE-LA) conducted and scored by the NCCPA.
 - PA Cert Exam conducted and scored by the PACCC.
- ☐ Verification of your passing examination scores must be submitted directly to this office from the examination entity by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

MICHIGAN PHYSICIAN'S ASSISTANT LICENSING GUIDE

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Physician's Assistant Renewal and Controlled Substance License Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
- ☐ PA Renewal Application Fee: \$181.80 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- ☐ Controlled Substance Renewal Application Fee: \$248.10 (if applicable)
- ☐ Renewal Cycle: 3 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):
- ☐ 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 – 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.

MICHIGAN PHYSICIAN'S ASSISTANT LICENSING GUIDE

- ☐ Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.
- ☐ Opioids and Controlled Substances Awareness Training – All controlled substance licensees or individuals who are licensed to prescribe or dispense controlled substances must certify on their renewal application prior to renewing their license that they have completed 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:

Resources:

- ☐ [Public Health Code](#)
- ☐ [Task Force on Physician's Assistants General Rules](#)

FREQUENTLY ASKED QUESTIONS

1. How long are PA license types valid?

PA licenses are valid for 3 years. PA temporary licenses are valid for not more than 12 months, are non-renewable, and will be revoked upon notification that the temporary license holder has failed the examination.

2. Do I need to complete continuing education?

No. Currently Michigan statute and administrative rules do not require continuing education for renewal. A licensee is responsible for maintaining their competence in the profession but does not have to demonstrate the ways he or she is doing that as a condition for renewal.

3. If applying by endorsement, do the National exam scores need to come to your office directly from the National Commission on Certification of Physician Assistants (NCCPA)?

Yes. You will need to contact the NCCPA to have your exam scores sent directly to the State of Michigan, Task Force on Physician's Assistants.

4. Do I need a practice agreement?

Legislation that took effect March 22, 2017 amended the Michigan Public Health Code (Code), 1978 PA 368. Pursuant to 2016 PA 379, a physician's assistant shall not engage in the practice as a physician's assistant except under the terms of a practice agreement that meets the requirements of the Code. The

MICHIGAN PHYSICIAN'S ASSISTANT LICENSING GUIDE

required contents of a practice agreement may be found in the Public Health Code in MCL 333.17047 (medicine), MCL 333.17547 (osteopathic medicine & surgery) or MCL 333.18047 (podiatric medicine & surgery) of the Public Health Code which can be found on the Department's website at www.michigan.gov/bpl under "Laws, Rules & Other Resources".

5. 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. If you hold a controlled substance (CS) license and need to update the address associated with the controlled substance license, this can be completed through your MiPLUS account by submitting a modification. 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 email copy can be requested free of charge.

6. 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.

7. 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, if you renew during the 60-day grace period, there is an additional \$20.00 late fee when you renew your license.

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

Visit the Bureau of Professional Licensing's website at www.michigan.gov/bpl for information on how to File a Complaint Against a Health Care Licensee.