MICHIGAN MASTER'S LIMITED PSYCHOLOGIST LICENSING GUIDE

OVERVIEW:

The master's limited psychologist license allows a licensee to engage in the practice of psychology, while under the supervision of a fully licensed psychologist.

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.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Master's Limited Psychologist License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting www.michigan.gov/miplus
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Master's Limited Psychologist: $204.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

NOTE: Any requirements previously completed for an active Temporary Educational Limited License do not need to be resubmitted.

- Criminal Background Check – Once the application is received, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.

- 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 March 30, 2022, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2525 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 an SSN or 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

- 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.

- Implicit Bias Training– 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.

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

- Professional Education – Name of school attended, and name of educational program completed.

- Final, Official Transcripts – Transcripts must be submitted directly to our office from the school attended and meet the standards set forth by the Board. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- Certification of Education Form sent directly to our office from the school you attended. Certification of Education Forms can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- Submit the Supervision Evaluation Form to show proof of supervised work experience hours completed for post-master's Professional Experience. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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- ☐ You are required to pass the Examination for Professional Practice in Psychology (EPPP). Once you are determined to be eligible and are ready to take the exam, please notify the Michigan Board of Psychology by e-mail at LARA-BPL-EligibleEPPP@michigan.gov. Please include your name, phone number, license number and email address.

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)

- ☐ Professional Education – Name of school attended, and name of educational program completed.

- ☐ Final, Official Transcripts – Transcripts must be submitted directly to our office from the school attended and meet the standards set forth by the Board. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

  - ➢ If you graduated from a foreign, non-accredited postsecondary institution, you must have your education reviewed and certified by a recognized and accredited credential evaluation agency that is a member of the National Association of Credential Evaluation Services (NACES). You may find an accredited credentialing agency by visiting their website at www.naces.org. Credential evaluations may be submitted directly from a current member organization of NACES by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ Certification of Education Form sent directly to our office from the school you attended. Certification of Education Forms can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ Submit the Supervision Evaluation Form to show proof of supervised work experience hours completed for post-master's Professional Experience. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ You are required to pass the Examination for Professional Practice in Psychology (EPPP). Once you are determined to be eligible and are ready to take the exam, please notify the Michigan Board of Psychology by e-mail at LARA-BPL-EligibleEPPP@michigan.gov. Please include your name, phone number, license number and email address.

REQUIREMENTS FOR MASTER'S LIMITED PSYCHOLOGIST 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.** Once logged in, select **Licenses**, select "**Modification**" next to your license number and then select **"Relicensure."**

- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

  Master's Limited Relicensure – $224.00

- If the license has been lapsed less than 3 years, proof of 30 hours of continuing education is required to be submitted. Including 3 hours in ethics and 2 hours in pain and/or symptom management.

- If the license has been lapsed more than 3 years and the applicant is not licensed in another state or province of Canada, the EPPP exam will need to be taken and passed prior to the license being re-issued.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Master's Limited Psychologist License Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- Master's Limited Psychologist License Renewal Application Fee: $143.40 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- 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.

- 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 338.2525.

- 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.

- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the following continuing education requirements during the 2-year period immediately preceding the application for renewal:

    - 30 hours of continuing education in courses or programs approved by the board of which include a minimum of 3 hours in ethics and 2 hours in pain and symptom management

HELPFUL RESOURCES AND FORMS

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

Resources:

- Public Health Code

- Administrative Rules for Psychology

Forms:

- Supervision Evaluation Form
- Certification of Education Form

- Track continuing education using CE Broker - The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our website.

FREQUENTLY ASKED QUESTIONS

1. **When applying for the LP license, do I need to resubmit the same documentation that I already submitted for the TLLP license?**

   No, any documentation that was a requirement for the limited license will not need to be resubmitted.

2. **The master's program I attended is now closed and I can't get ahold of my original practicum supervisor. Who can sign off on my supervision?**

   You can have a direct or indirect supervisor sign off if your original supervisor is not available.

3. **I completed my supervision in another country. Can these hours be accepted?**

   Yes, provided the supervisor is a licensed psychologist and can verify that you fulfilled the requirements outlined in the Psychology Supervision Evaluation.

4. **I am a Limited Licensed Psychologist (LLP) and there is no Licensed Psychologist (LP) in my area to supervise me. Can I have someone else supervise me?**

   A licensee that seeks a variance from the supervision requirement must provide a request for a variance to the board for consideration. Reasons for a possible variance include, but are not limited to, issues regarding physical disability, extended absence from practice, or geographical hardships. A variance must not be implemented without the written permission of the board. A written, narrative request to the board for approval of an alternative to the supervision arrangement must include, at a minimum, the following information:

   a) The details of the variance, and the reason the variance is being requested.
   b) The underlying cause of the need for a variance.
   c) Whether a previous variance request was made and, if so, the decision.
   d) The demographic makeup of the surrounding geographic area.
   e) The number of licensed psychologists within a 50-mile radius from your home and work.
   f) The names and addresses of licensed psychologists contacted or attempted to contact, including the number of times or attempts, or both.
   g) The response received from licensed psychologists contacted.

All requests must be submitted a minimum of 30 days prior to the board meeting.

5. How do I verify my Michigan license?

Certified license verification requests must be obtained online. You must submit your request via the MiPLUS system. There is a $15.00 fee for certification processing for each address you list. Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

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?

There is a 60-day grace period for licenses where there are remaining renewals. For temporary and or limited licenses where there are no more renewals left, there is no 60-day grace period. There is an additional $20.00 late fee when renewing during the grace period.

8. How long will you keep my application for licensure on file?

Application and fees are valid for two years. If you fail to meet the licensure requirements within that time, your application and associated fees will no longer be valid.

9. Continuing Education and CE Broker:

The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensees keep track of their continuing education (CE) credits and stay in compliance with requirements. These requirements are established by each profession's respective board to help protect the health and safety of Michigan residents. While using CE Broker is optional, it will allow you to keep all your continuing education transcripts in one place. For information on how to sign-up with CE Broker and the benefits: CE Broker.

10. How many continuing education credits/hours are required?

Licensees are required to earn not less than 30 hours of continuing education in the 2-year period immediately preceding the application for renewal. At least 2 of these hours must be in pain and symptom management, and at least 3 of these hours must be in ethics.

11. Do I need to submit proof of my continuing education (CE)?

We do not maintain a record of your CE earned. You are required to maintain your own records and keep documentation on hand for a minimum of 4 years from the date of applying for license renewal. You are not required to submit CE 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 CE. If you are selected for the audit, then you will be required to submit **copies** of the CE certificates earned. (Retain your originals).

12. Where can I find approved CE courses?

The administrative Rules for Psychology are located on the Bureau website at www.michigan.gov/bpl and address acceptable continuing education requirements, and limitations, under R 338.2583. It's your responsibility to make sure the CE you complete meets the requirements outlined in the administrative rules.

13. What are the requirements for taking the EPPP and what is the process?

If you hold the TLLP you can request to be made eligible by emailing the department at: LARA-BPL-EligibleEPPP@michigan.gov with your name, email address, phone number, and license number. Alternatively, if you have met all other requirements for the LLP, you may be eligible.

14. Are Testing Accommodations available for the EPPP?

ADA Accommodations are available for the EPPP. If you are requesting accommodations, you must provide a written outline of your request in an email to LARA-BPL-EligibleEPPP@michigan.gov. If you are requesting additional time, please be specific about how much extra time you would like. Attach supporting documentation from your provider(s) and/or school confirming the diagnosis and/or need for accommodations.

15. 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.

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 emailed copy is sent to your email address of record for no charge.

16. If I'm licensed in more than one state, do you need verification from all states I have ever held a license in?

Verification of licensure will be required to be submitted directly to this office by the licensing agency of any state or country in which you hold or held a license or registration. Verifications can be emailed from the licensing agency to bpldata@michigan.gov.

17. How long does it take to process my application for licensure?

Applications are reviewed in the date order received. Processing time typically varies from 4 to 6 weeks from the date your application is received. Once all the required information is submitted and accepted your license will be issued. If all licensure requirements are not met upon application review, you will receive an email requesting any outstanding items needed to complete your application. Once you are approved for licensure, a license will be sent via the preferred method you chose when submitting your application.

18. Can I renew my license for a shortened period if I do not need the license for the full license cycle?

When you renew your license, it can only be renewed for the full license cycle.

19. Can I place my license in an inactive or retirement status if I have no plans to use it for a while?

We do not offer an inactive or retirement status, other than "lapsed". To go into a lapsed status, you will simply not renew your license. After your expiration date, your license will lapse.

20. How do I file a complaint against a healthcare 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.