

**MICHIGAN MEDICAL DOCTOR CLINICAL ACADEMIC LIMITED
LICENSE LICENSING GUIDE**

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a medical doctor clinical academic limited license.)

APPLICATION AND FEES

- Online Application for a Medical Doctor Clinical Academic Limited License - Complete all fields, answer all questions and upload any supporting documentation.
 - Online Application for Controlled Substance License.
 - Online application can be completed by visiting www.michigan.gov/miplus
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- Application Fee + 1 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
 Medical Doctor Clinical Academic Limited License \$91.85
 Controlled Substance \$91.90

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- If you will be dispensing controlled substances, you must apply for both a medical doctor clinical academic limited license 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 medical doctor clinical academic limited application, you must wait for the medical doctor clinical academic limited 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 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, 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 6, 2021, completion of training to identify victims of human trafficking is required for initial licensure that meet the standards of Administrative Rule 338.2413.

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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 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 – If you hold a current license or ever held a license as a medical doctor, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- Professional Education – Name of school attended and name of educational program completed
- Hospital Affiliations – Name of each hospital where you are employed or under contract along with name of hospital in which you are allowed to practice.
- Certification of Medical Education Form – This must be submitted directly to our office from the medical school attended OR verification of your Educational Commission for the Foreign Medical Graduates (ECFMG) – Certification must be submitted directly to our office from ECFMG. Please access their website at www.ecfm.org for information and instructions on how to arrange for your ECFMG status report to be sent to our office. Certification can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- Certification of Appointment to a Michigan academic institution form certifying a teaching or research appointment to a Michigan academic institution. The Director of Medical Education of the appointing institution must submit the form directly to this office by email to bpldata@michigan.gov or mail to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- TOEFL – applicants whose educational program was taught in a language other than English shall submit a certified score on the TOEFL-IBT of not less than 80. Results of the examination should be sent directly to this office from ETS. You can visit their website at www.toefl.org. The Institutional Code needed to send scores to the Michigan Board is B825.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Medical Doctor Clinical Academic Limited License Renewal and Controlled Substance Renewal – Can be completed by visiting www.michigan.gov/miplus
- Medical Doctor Clinical Academic Limited License \$32.40 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
Controlled Substance \$81.10
- Renewal Cycle: 1 year – An individual shall not engage in the practice of medicine under 1 or more clinical academic limited licenses for more than 5 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

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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 and explanation 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.
- Hospital Affiliations – Name of each hospital where you are employed or under contract along with name of hospital in which you are allowed to practice.
- Upload clinical academic limited renewal certification of appointment to an academic position form completed by the Director of Medical Education of the appointing institution.
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met the human trafficking requirement:
 - Human Trafficking –
 - Beginning in 2017, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2413 prior to renewing their license. The training must only be completed one time.

HELPFUL RESOURCES AND FORMS

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

Resources:

- Public Health Code
- Administrative Rules for Medicine

Forms:

- Certification of Medical Education of Medical Schools in U.S.
- Certification of Appointment to an Academic Institution
- Clinical academic limited renewal certification of appointment to an academic position