

## MICHIGAN MEDICAL DOCTOR (MD) LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

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

#### APPLICATION AND FEES

- Online Application for a Medical Doctor 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](http://www.michigan.gov/miplus)
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- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)  
 MD by Exam or Endorsement \$367.70  
 Controlled Substance \$254.10

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- If you will be dispensing controlled substances, you must apply for both a medical doctor 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 application, you must wait for the medical doctor 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 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 December 6, 2021, completion of training to identify victims of human trafficking is required for initial licensure that meets 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 you 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](mailto: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.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM FOR THOSE WHO ARE GRADUATES OF MEDICAL SCHOOLS LOCATED IN THE UNITED STATES, ITS TERRITORIES, THE DISTRICT OF COLUMBIA, OR THE DOMINION OF CANADA**

- Certification of Medical Education Form – This must be submitted directly to our office from the medical school attended and meet the standards set forth by the Board. The form can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- USMLE Examination Scores – Verification must be sent directly to our office of your passing scores on all components of the USMLE. Score reports must be sent from either the Federation of State Medical Boards by visiting their website [www.fsmb.org](http://www.fsmb.org) or the National Board of Medical Examiners (if tested May 1994 or earlier) [www.nbme.org](http://www.nbme.org) and can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- Certification of Completion of 2 years postgraduate clinical training – The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mail to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM FOR THOSE WHO ARE GRADUATES OF FOREIGN MEDICAL SCHOOLS**

- Verification of your Educational Commission for the Foreign Medical Graduates (ECFMG) – Certificate must be submitted directly to our office from ECFMG. Please access their website at [www.ecfmq.com](http://www.ecfmq.com) for information and instructions on how to arrange for your ECFMG status report to be sent to our office.
- USMLE Examination Score for Part 3 of the USMLE- Score reports must be sent from either the Federation of State Medical Boards by visiting their website [www.fsmb.org](http://www.fsmb.org) or the National Board of Medical Examiners (if tested May 1994 or earlier) [www.nbme.org](http://www.nbme.org) and can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

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- Certification of Completion of 2 years postgraduate clinical training – The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto: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](http://www.toefl.org). The Institutional Code needed to send scores to the Michigan Board is B825.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED TO PRACTICE MEDICINE AT LEAST 10 YEARS PRIOR TO THE FILING DATE OF THEIR APPLICATION**

- Must possess an active license in another state or states for a minimum of 10 years. 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 as a medical doctor. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED TO PRACTICE MEDICINE LESS THAN 10 YEARS PRIOR TO THE FILING DATE OF THEIR APPLICATION**

- Certification of completion of 3 years postgraduate clinical training – The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mail to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- USMLE Examination Scores – Verification must be sent directly to our office of your passing scores on all components of the USMLE. Score reports must be sent from either the Federation of State Medical Boards by visiting their website [www.fsmb.org](http://www.fsmb.org) or the National Board of Medical Examiners (if tested May 1994 or earlier) [www.nbme.org](http://www.nbme.org) and can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

### **ADDITIONAL REQUIREMENTS FOR THOSE WHO HOLD A CURRENT CLINICAL ACADEMIC LIMITED LICENSE AND ARE APPLYING FOR FULL MEDICAL DOCTOR LICENSURE**

- Must be actively engaged in the practice of medicine for not less than 10 years after completing the requirements for a degree in medicine located outside the United States or Canada.
- Certification of completion of not less than 3 years postgraduate clinical training in an institution that has an affiliation with a medical school that is listed in a directory of medical schools published by the World Health Organization (WHO). The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mail to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

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- USMLE Examination Scores – Certification must be sent directly to our office of your passing scores on all components of the USMLE. Score reports must be sent from either the Federation of State Medical Boards by visiting their website [www.fsmb.org](http://www.fsmb.org) or the National Board of Medical Examiners (if tested May 1994 or earlier) [www.nbme.org](http://www.nbme.org) and can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- Certification of Practice in an Academic Institution – The certification form must be submitted directly to this office by the Director of Medical Education where you practiced under the Clinical Academic license. You must have practiced under this license for at least 2 years immediately preceding the application for a full license and during that time have functioned at least 800 hours per year in the observation and treatment of patients.

### **ADDITIONAL REQUIREMENTS FOR THOSE WHO WERE GRANTED A CLINICAL ACADEMIC LIMITED LICENSE AFTER JANUARY 1, 2011 BUT BEFORE JANUARY 1, 2017 AND ARE APPLYING FOR FULL MEDICAL DOCTOR LICENSURE**

- Must be actively engaged in the practice of medicine for not less than 10 years after completing the requirements for a degree in medicine located outside the United States or Canada.
- Certification of completion of not less than 3 years postgraduate clinical training in an institution that has an affiliation with a medical school that is listed in a directory of medical schools published by the World Health Organization (WHO). The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mail to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- Have continuously held a license to practice medicine from March 27, 2019 date through the date of application for a full medical license in Michigan.

### **RENEWAL REQUIREMENTS CHECKLIST**

- Online Application for Medical Doctor Renewal and Controlled Substance License Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- MD Renewal Application Fee: \$308.25 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- Controlled Substance Renewal Application Fee: \$243.30
- 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.

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- 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.
- 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.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met the human trafficking requirement and the continuing education requirements during the renewal period:
  - 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.
  - If licensed during the full 3-year renewal cycle:
    - 150 hours of continuing medical education in courses or programs approved by the board of which a minimum 75 hours of the required 150 hours earned in courses or programs designated as Category 1 programs.
    - A minimum of 1 hour of continuing education earned in the area of medical ethics.
    - A minimum of 3 hours of continuing education earned in the area of pain and symptom management.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://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:

- Certificate of Postgraduate Training
- Certification of Medical Education of Medical Schools in U.S.
- Certification of Postgraduate Training for Clinical Academic Limited License Holders Seeking Full Licensure
- Certification of Practice in an Academic Institution