

Bureau of Professional Licensing Medical Doctor FAQ

1. How do I verify my Michigan MD license to another state?

Complete the *Certified License Verification Request* form that can be found out http://www.michigan.gov/lara/0,4601,7-154-72600_72603_27529_27541---,00.html, along with the required \$15.00 fee made payable to the State of Michigan.

The verification process generally takes 20-30 business days from the time the request is received by the Department. The request should be mailed to:

Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing
Licensing Division
P.O. Box 30670
Lansing, MI 48909

2. Do I need to complete continuing education?

Yes. You can find the CE requirements at www.michigan.gov/bpl under Licensing Information and CE Requirements. 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.

3. Do I have to send in proof of completing the continuing education (CE) requirements with my renewal application?

An applicant for renewal is not required to submit proof of completion of their CE hours. However, an applicant for renewal shall retain documentation of meeting the requirements for a period of 3 years from the date of applying for license renewal. If selected for audit, a licensee is required to submit copies of their documentation confirming the completion of the CE requirements.

4. How long are the MD licenses issued for?

An initial license is valid until the next license expiration date of the profession unless the license is issued less than 120 days prior to the expiration date and then it will carry to the following year. After your first renewal for a permanent license, your license will be valid for 3 years. Educational limited licenses are renewed annually and may not be renewed for more than 5 years.

5. When can I renew my license? How do I renew my license?

Licensees can begin to renew their licenses approximately 60-90 days prior to the expiration date of their current license.

Licensees will be mailed a renewal notification to their address on record approximately 60-90 days prior to the expiration date of the license. Remember to notify the Department, in writing, of any address change. It's a licensee's responsibility to renew his or her license on time. Failure to receive the renewal notification, or to notify the Department of an address change, does not exempt a licensee from renewing their license on time.

Licensees are required to renew their license(s) by using the online renewal system at www.michigan.gov/elicense using a debit or credit card containing a MasterCard, Visa or Discover logo or by electronic check.

6. Can I submit the renewal application for my controlled substance license before submitting the renewal of my professional license?

Regardless of when you submit your renewal, the professional license will have to be renewed first. If we receive the controlled substance renewal but not the professional license renewal, neither license will be renewed. The professional license renewal must be submitted before the process can begin.

7. Can I change my licensure status from an educational limited to a fully licensed MD during renewal time?

Licensees cannot upgrade licensure during the renewal period. You must file a new application for a full license and meet current requirements set forth by the rules and regulations.

8. How can I change my name or address?

Name changes must be submitted in writing by downloading the Data Change/Duplicate License Request Form. Address changes can be submitted online at www.michigan.gov/elicense or in writing by downloading the Data Change/Duplicate License Request Form. Mail it to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, Licensing Division, PO Box 30670, Lansing, MI 48909.

New licenses are not automatically issued for name and/or address changes. To receive a license with your new name and/or address, you must submit \$10.00 per license with your request. Duplicate licenses can be paid for online at www.michigan.gov/elicense. The Data Change/Duplicate License Form can be faxed to 517-335-2044 if a new license is not being requested.

9. What happens if my license or registration expires?

If your license or registration is not renewed within 60 days after your expiration date, your license or registration will lapse. The expiration date will reflect the original expiration date -- it will not include the grace period. For example: If your license expires January 31, you have until April 1 to pay your renewal fee. If you do **not** pay by April 1, your license is considered lapsed as of January 31. You will need to check with the agencies that provide reimbursement for your services to see if they honor the grace period.

When your license or registration lapses, you can no longer practice your profession nor can you identify yourself as a licensed or registered individual. Practicing without a valid license or registration is a felony under the Public Health Code and can result in legal proceedings as well as disciplinary actions.

It is **your responsibility** to make sure your license or registration is current and valid. We send renewal information to the last address on file approximately 60-90 days prior to the expiration date. If we have an incorrect address, you are still responsible for making sure your license has been renewed in a timely manner.

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

For most professions, your application and fee are valid for two years. If you fail to meet the licensure/registration requirements within that time period, your file and fees are no longer valid and will be retained for one additional year after fee date expires.

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

Yes, we need verification from all states where you have ever held a license (active or inactive). This is to ensure you have not had any disciplinary actions or suspensions and to verify that your current license is in good standing.

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?

Administrative Rule R 338.2413 requires an individual licensed or seeking licensure to complete training to identify victims of human trafficking. This is a one-time training that is separate from continuing education (CE). Licensees who renewed in 2017 must complete training by renewal in 2020; renewals completed in 2018 must complete training by renewal in 2021; and renewals for 2019 by 2022. Beginning December 6, 2021, completion of training is a requirement for initial license issuance.

The department may select and audit a sample of individuals and request documentation of proof of completion of training.

13. How can I meet the requirements for the completion of training in identifying victims of human trafficking?

The one-time human trafficking training may be done through: a teleconference or a webinar, online presentation, live presentation, or printed or electronic media. Refer to the Administrative Rules for more information.

The training must cover all of the following: understanding the types and venues of human trafficking in the United States; identifying victims of human trafficking in health care settings; identifying the warnings signs of human trafficking in health care settings for adults and minors; and identifying resources for reporting the suspected victims of human trafficking.

The training may be acquired through any of the following:

- 1) A nationally recognized or state recognized, health related organization.
- 2) By or in conjunction with a state or federal agency.
- 3) An educational program that has been approved by the board for initial licensure, or by a college or university.
- 4) Reading an article related to the identification of victims of human trafficking as indicated above, and is published in a peer review journal, health care journal, or professional or scientific journal.

If audited, licensees shall provide acceptable proof of completion.

14. Do you accept the Fifth Pathway Certificate in place of the ECFMG?

Yes, we do accept the Fifth Pathway Certificate in place of the ECFMG.

15. What does ECFMG stand for and how do I contact them?

ECFMG stands for “Educational Commission for Foreign Graduates”. You can contact them directly at 215-386-5900 or online at www.ecfm.org.

16. I am a foreign medical school graduate. Do I have to submit the results of the ECFMG? If so, how would I do that?

Yes, it is a requirement of the State of Michigan to receive verification of having passed the Educational Commission for Foreign Medical Graduates (ECFMG). Verification of your ECFMG certificate must be electronically submitted directly to the Michigan Board of Medicine from ECFMG. Go to <http://www.ecfmq.org/cvs/index.html> for information and instructions on how to apply for your ECFMG status report to be sent to the Michigan Board of Medicine.

17. Can I submit my credentials through the Federation Credentials Verification Service (FCVS)?

Yes, we accept the Federation Credentials Verification Service (FCVS). Please note that the use of the FCVS is strictly voluntary on the part of the applicant. The MI Board of Medicine reserves the right to request additional information from the applicant during the application review process.

If you are interested in receiving more information or have any questions regarding this service, please contact the FSMB by visiting their website at www.fsmb.org.

18. I need to change my program on my Educational Limited license. How can I do that?

You will need to have the hospital fill out a new *Certificate of Appointment to a Michigan Training Hospital* form signed by the Director of Medical Education. If you are not changing programs during your renewal period, you will need to submit a processing fee of \$10.00, with the appointment form so a new license can be printed and mailed.

19. How do I apply to take USMLE Step 3?

You will need to contact the Federation of State Medical Boards at 800-876-5396 or at www.fsmb.org to obtain an application for the USMLE Step 3 examination.

20. How many times can I take the USMLE examination?

You have not more than 3 attempts to pass any part of the USMLE. An applicant shall successfully pass all components of the USMLE within 7 years from the date that he or she first passed any component of the USMLE.

21. How long does it take to process my application for licensure? Once processed, how long before I receive my license in the mail?

Processing time can be anywhere from 6 to 8 weeks from the time we receive your application and fee in our office. If all the required information is submitted and accepted we will issue you a license during that time frame. If everything is not here, we will send you a letter stating what requirements are still needed to complete your application file. Once you are approved for licensure, it takes 7 to 10 business days to receive the license in the mail.

You can easily track your file by checking at www.michigan.gov/appstatus and using your customer number and instructions that you will receive approximately 3 weeks after receipt of your application.

22. What license types are available and how can they be obtained?

New Full License: You have never held a license in this profession in Michigan or any other state.

Educational Limited: You are starting a post-graduate training program.

Clinical Academic: You are teaching or practicing only in an academic institution under the supervision of one or more fully licensed physicians.

Endorsement: You hold a current license in another state in this profession and you wish to become licensed in Michigan.

Relicensure: If you have ever held a Michigan license in this profession, but your Michigan license has expired, you must apply for relicensure.

23. What license types are available?

- **Doctor of Medicine** - This is a full license for a person qualified to engage in the practice of medicine.
- **Clinical Academic Limited Physician** - This is a license granted to a qualified individual to practice only in an academic institution and under the supervision of one or more fully licensed physicians.
- **Educational Limited Physician** - This is a license granted to a qualified individual to practice as a postgraduate student and requires the individual to confine their practice and training to a hospital or institution approved by the board for the training. The hospital or institution is responsible for the training.

24. Can I apply by endorsement if I have a current license in Canada?

No, according to [MCL 333.16186](#) effective January 2, 2012 if you do not hold an active license in another state, you must apply for licensure by examination to obtain a license in Michigan.

25. If applying by endorsement, do the National exam scores need to come to your office directly from FSMB?

Yes. You will need to contact the Federation of State Medical Boards (FSMB) to have them submit your examination scores directly to our office.

26. Is everything in my file complete? How can I find out what is missing?

You will be sent a letter from the Department informing you of any missing information. You can easily track your file by checking the online checklist at www.michigan.gov/appstatus. Use your customer number and instructions that you will receive approximately 3 weeks after receipt of your application.

27. How long does it take to process my application?

Applications are processed as quickly as possible. We process applications in the order they are received.

28. How long does it take for your office to receive my correspondence?

It takes approximately 7-10 days from the mail date for our office to receive outside mail.

29. I work in more than one location. How can I have my license on display in all of my work areas?

You may make photocopies of your professional license to display in other work sites.

30. Do I need a controlled substance license for every location in which I practice?

Effective December 2, 2004 you are no longer required to have a separate controlled substance license for each location in which you prescribe controlled substances. **You only need one controlled substance license to prescribe controlled substances in Michigan regardless of the number of locations where you prescribe.**

If you are receiving, dispensing or storing controlled substances (or any other prescription drug) a drug control license is required for each physical location.

You must obtain a Michigan controlled substance license prior to a DEA license.

31. Can I submit the renewal application for my controlled substance license before submitting the renewal for my professional license?

Regardless of when you submit your renewal, the professional license will have to be renewed first. If we receive the controlled substance renewal but not the professional license renewal, neither license will be renewed. The professional license renewal must be submitted before the process can begin.

32. Can you give me the information on my DEA license or how to get a DEA license?

The State of Michigan and the DEA are two separate entities. We are State and the DEA is Federal. If you have any questions concerning your DEA license, you can call them directly at 1-800-882-9539. You may also access the DEA website at www.deadiversion.usdoj.gov/drugreg/index.html.

33. Do I have to renew my controlled substance (CS) license if I am not currently living in Michigan and my professional license is active? Can I renew my CS license later if I move back to Michigan?

You do not have to renew your controlled substance license unless you are currently prescribing or dispensing controlled substances in Michigan. You can reapply for your controlled substance license at a later time as long as your professional license is active in Michigan. You can access the Controlled Substance License Application at http://www.michigan.gov/lara/0,4601,7-154-72600_72603_27529_27541---,00.html under the "Licensing Forms and Applications" section.

34. My renewal date is coming up soon. I know that the license/registration will be valid until the expiration date after I renew. Since I will be moving next year, I only want to renew it for 1 year. Can I do that?

No. When you renew your license/registration, it can only be renewed for the full time period.

35. Does the new drug compounding law apply to MDs?

The new drug compounding law does not apply to MDs. In 2014, the drug compounding statutes in the Michigan Public Health Code, Pharmacy Practice and Drug Control section, were revised. These changes were made in response to the deadly fungal meningitis outbreak in 2012, which was caused by an out of state pharmaceutical company. The new laws were enacted to strengthen the accountability and accreditation requirements for pharmacies, manufacturers and wholesale distributors that deal with compounded pharmaceuticals for humans. These changes do not apply to MDs or drugs compounded and manufactured for use on animals.

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

Information on how to file a complaint against a healthcare professional can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl by clicking on *File A Complaint*.