

Bureau of Professional Licensing Midwife FAQs

1. How can I contact the Board of Midwifery, Licensing Division?

Email:	Questions	BPLHelp@michigan.gov
	Submit Documents	BPLData@michigan.gov
Phone:	(517) 335-0918	
Mailing Address:	Bureau of Professional Licensing Board of Midwifery PO Box 30670 Lansing, MI 48909	

2. What license types are available?

Midwife: This is a full license granted to an individual qualified to engage in the practice of a midwifery.

- **Midwife by Examination:** You have never held a full midwife license in Michigan or any other state.
- **Midwife by Endorsement:** You hold an active full midwife license in another state, and you wish to become licensed in Michigan.
- **Temporary Midwife:** You hold a current CPM credential from a midwifery education program that is not MEAC accredited or accredited by an accrediting organization approved by the board.
- **Relicensure:** If you have ever held a full Michigan midwife license, but your Michigan midwife license has expired, you must apply for relicensure.

Special Volunteer Midwife: This is a license granted to an individual who is retired from engaging in the active practice as a midwife and who wishes to donate his or her expertise for the health care and treatment of indigent and needy individuals in Michigan or for the health care and treatment of individuals in medically underserved areas of Michigan without payment or compensation.

3. How do I verify my Michigan Midwife license?

Certified license verification requests must be obtained from the Michigan Board of Midwifery. You must submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged \$30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

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.

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4. How long are midwife license types valid?

Midwife licenses are valid for 2 years. Temporary midwife license are valid for a term of 24 months and is not renewable.

5. 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.

6. 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.

7. Do I need to complete continuing education?

Michigan midwives are required to earn 30 hours of continuing education within the 2-year period immediately preceding the application for renewal. At least 1 of these hours must be in pain and symptom management, a minimum of 2 hours on cultural awareness that include examination of disparate maternal infant mortality and morbidity experienced by the African American and indigenous populations, and a minimum of 1 hour in pharmacology applicable to the practice of midwifery.

8. 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?

Upon renewal licensees must have completed training in identifying victims of human trafficking that meet the standards established in Administrative Rule 338.17111.

Beginning August 1, 2024, individuals seeking initial licensure in Michigan must have completed human trafficking training prior to obtaining a midwife license.

The human trafficking training is a one-time training. The Board conducts a random audit after each renewal period. At that time, a percentage of all licensees renewing will be randomly selected and notified by mail that they must submit evidence of having obtained their human trafficking training. If you are selected in an audit, then you will be required to submit a **copy** of your human trafficking training documentation. **(Retain your original)**

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9. Do I need to demonstrate a working knowledge of the English language to be licensed in Michigan? How can I prove I have a working knowledge of the English language?

All individuals 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.

10. 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](#).

11. Where can I find a copy of the administrative rules pertaining to Midwifery?

You can access the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing (BPL) administrative rules and proposed revisions on the BPL website at www.michigan.gov/bpl by selecting *Laws, Rules, and Other Resources*.

12. 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 email copy can be requested free of charge.

13. What happens if my license expires?

If your license is not renewed within the 60-day grace period after your expiration date, your license 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 renew by April 1, the end of the 60-day grace period, your license is considered lapsed as of January 31.

When your license lapses, you can no longer practice your profession nor can you identify yourself as a licensed individual.

It is your responsibility to make sure your license is current and valid. We send renewal information to the last address on record 90 days prior to the expiration date of the license. If we have incorrect contact information and you do not receive the renewal reminder, you are still responsible for making sure your license has been renewed timely.

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

Your application and fee are valid for two years. If you fail to meet the licensure requirements within that time period, your application and fees are no longer valid.

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15. 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).

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

Applications are reviewed in the date order received. Processing time typically varies from 6 to 8 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, it takes approximately 7 to 10 business days to receive the license by mail. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

17. If applying by endorsement, do the National exam scores need to come to your office directly from the NARM (North American Registry of Midwives) or MEAC (Midwifery Education Accreditation Council)?

Yes. You will need to contact the NARM for your exam scores or the MEAC for your educational program or pathway examination scores to be sent directly to the State of Michigan, Board of Midwifery.

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

No. When you renew your license, it can only be renewed for the full license cycle.

19. How can I request a reprint of my license?

You can request a reprint of your license by logging into your MiPLUS account where you will select "Modification" from your records list. There is a \$10.00 fee per license to have it mailed. An email copy can be requested free of charge.