

Bureau of Professional Licensing Nursing FAQs

1. What licenses are available?

- Licensed Practical Nurse
- Registered Nurse
 - Advanced Practice Registered Nurse (APRN)
 - Clinical Nurse Specialist
 - Nurse Midwife
 - Nurse Practitioner
 - Nurse Anesthetist

2. Is there a Nursing Practice Act in Michigan?

Michigan does not have a stand-alone act called the Nurse Practice Act. Instead, Michigan has a consolidated practice act that covers 27 health occupations.

Helpful Links:

- [Article 15, Part 172 of the Public Health Code](#)
- [Article 7 for Advanced Practice Nurses](#)
- [Administrative Rules for the Board of Nursing](#)

3. How do I verify my Michigan RN or LPN license to another state?

Send a verification request form that provides this office with the name and address of the board or agency you wish to receive the verification. This request should include your name, license number and signature and must be accompanied by 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
Health Professions Licensing Division
P.O. Box 30670
Lansing, MI 48909

4. How long are RN and LPN licenses valid? Can I renew my license early? How will I know when I need to renew?

Effective July 17, 2017, your initial license issuance is valid for 1 year. After your first renewal, your license will be valid for 2 years. After the 2018 renewal cycle, if you are currently licensed, you will have a new expiration date that will be the date of your initial license issuance.

- **Example:** My initial license was issued on 7-15-2010. I renew on 3-31-2018. My new expiration date is 7-15-2020 and every 2 years thereafter.

You will be mailed a renewal notification postcard to your address of record approximately 60 days prior to the expiration date of your license. Remember to notify the Department in writing of any address change. It is your responsibility to renew your license on time. Failure to receive the renewal postcard notification or to notify to Department of an address change does not exempt you from renewing your license on time.

You can renew online at www.michigan.gov/MiPLUS using a credit or debit card containing a Discover, MasterCard, or Visa logo.

5. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may still apply without having to go through the relicensure process. However, there is an additional \$20.00 late fee. If you go beyond the 60-day grace period, your license will lapse, and you will have to apply for relicensure. If your license has lapsed, you must satisfy additional requirements per Rule 338.10207 which can be found in the [Michigan Administrative Code](#).

6. How many continuing education hours are required?

Michigan nurses are required to earn 25 hours of continuing education within the 2-year period preceding their date of renewal. Beginning 1-6-2017 at least 2 of these hours must be in pain and symptom management.

PLEASE NOTE: Nurses who hold specialty licenses may have additional requirements. Please refer to the Administrative Rules for Health Professionals for additional information.

7. Can I waive my continuing education requirements?

Under certain circumstances, a Michigan nurse may request a continuing education waiver. This request must be received by the Department before your license expires. A continuing education waiver is accepted at the Board's discretion based upon disability, military service, absence from the continental United States, or a circumstance beyond your control which is deemed good and sufficient.

8. Do I need to submit proof of my continuing education?

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. You are not required to submit continuing education with your renewal notice. 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 earning the required education. If you are selected for the audit, then you will be required to submit copies (keep the originals) of the CE certificates you earned.

9. How many continuing education hours are required for nursing specialties?

Nurse Anesthetist	Recertification	2 years
Nurse Midwife	20 hours in specialty field or recertification.	2 years
Nurse Practitioner	If certified before 1991, 40 hours in specialty field or recertification. If certified after 1991, maintained certification or recertified.	2 years
Clinical Nurse Specialist	Recertification	2 years

10. Where can I find approved CE courses?

The Michigan Board of Nursing does not approve or present continuing education courses. The Board does, however, recognize approval granted by the following accrediting organizations:

- AMERICAN NURSES CREDENTIALING CENTER'S COMMISSION ON ACCREDITATION (ANCC)
- NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE (NAPNES)
- NATIONAL LEAGUE FOR NURSING (NLN)
- AMERICAN OSTEOPATHIC ASSOCIATION (AOA)
- ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION (ACCME)
- CERTIFICATION IN BASIC & ADVANCED LIFE SUPPORT SET FORTH BY THE AMERICAN HEART ASSOCIATION
- AMERICAN COLLEGE OF NURSING MIDWIVES
- AMERICAN ASSOCIATION OF NURSE ANESTHETISTS (AANA)
- AMERICAN ASSOCIATION OF NURSE PRACTITIONERS (AANP)
- AMERICAN COLLEGE OF NURSE-MIDWIVES (ACNM)
- NATIONAL ASSOCIATION OF CLINICAL NURSE SPECIALISTS

You can also log on at www.nursingworld.org. This website lists all organizations accredited by the American Nurses Credentialing Center's Commission on Accreditation.

11. What is the difference between a CEU and a contact hour?

A contact hour consists of 50-60 minutes. A continuing education credit and a contact hour are the same.

A Continuing Education Unit (CEU) consists of ten (10) contact hours/credits. You are required to earn 25 continuing education credits/contact hours or 2.5 CEUs within each 2- year cycle of licensure.

12. When do I have to meet the requirements for the completion of training in identifying victims of human trafficking?

Rule 338.10105 requires all nurses to complete a one-time training in identifying victims of human trafficking beginning with the 2017 renewal cycle. This training requirement will need to be completed prior to the license renewal in 2019. If you apply for a license on or after January 6, 2022, you need to have completed the required training in identifying the victims of human trafficking.

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

Your **one-time** human trafficking training may be done through a teleconference, webinar, online presentation, live presentation, or printed or electronic media.

The training must cover all of the following: understanding the types and venues of human trafficking in MI or the US; 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 the resources for reporting suspected victims of human trafficking.

Your training may be completed in any of the following ways: You may complete training that is offered by either a nationally recognized or state recognized health-related organization, or by or in conjunction with a state or federal agency; you may complete an approved training program; you may complete a college or university program; or you may read a relevant article in a peer-reviewed journal, health care journal, or scientific journal. If audited, you will need to have an appropriate certificate or be able to self-certify that you completed this human trafficking training.

14. Does my training on identifying victims of human trafficking count towards my CE hours?

No. However, this is a one-time training that is now required of all health care professionals.

15. How do I contact CGFNS?

The Commission of Graduates of Foreign Nursing Schools (CGFNS) may be contacted by mail or telephone at:

CGFNS
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651
(215) 222-8454

You may have more success reaching CGFNS if you call early in the day. You may also contact CGFNS at www.cgfns.org. There is a "Contact Us" form on the website which you may use to send emails to CGFNS. This form can be accessed through the "Contact Us Wizard" at <https://www.cgfns.org/cerpassweb/processContactUs.do>.

16. If I am a Canadian nurse, do I need to obtain a CGFNS certification?

If you hold an active Canadian nursing license, your education program was taught in English, and your nursing license has not been sanctioned, then you are not required to obtain CGFNS certification. However, you must take and pass the NCLEX exam to receive a full Michigan nursing license.

You will be required to submit a CGFNS certification if you do not meet all of conditions mentioned above.

You may apply for a temporary license until you have taken the NCLEX. A temporary license is good for one year to allow you to take the NCLEX and have your results submitted to the Department as part of your application.

17. When can I take the NCLEX exam?

You must submit a completed application on the forms provided by the Department via our MiPLUS site before you register for testing with Pearson Vue Professional Testing and pay your examination fees for the NCLEX. You must also establish that you have successfully completed a registered nurse education program as defined in Rule 338.10204. However, please be aware that eligibility to take the test is determined by the Department. The Department will notify Pearson Vue when your application is complete and that you are eligible to sit for the test. You will also receive an email once the Department has reviewed your materials and made you eligible to sit for the test.

You will receive an Authorization to Test (ATT) from Pearson Vue that allows you to make your appointment to sit for the exam. You will also receive a list of available testing sites. The test is administered on a daily basis at various Pearson Professional Center sites in each state. You may take the test at any site listed in any state, regardless of where you have applied to be licensed.

18. How do I apply for NCLEX?

You can apply via the web, mail, or telephone:

- Website: www.vue.com/nclex
- Mail: Use the registration form from NCLEX Examination Candidate Bulletin
- Telephone: (866) 496-2537 (toll free), Monday-Friday 7 a.m. through 7 p.m. Central Standard Time or (952) 681-3815 (pay number)

19. How many times can I take the NCLEX?

You must complete the NCLEX within 12 months of your first attempt, and you must take the NCLEX within two years of graduation from a registered nurse education program or after obtaining certification from the CGFNS certification program. If you fail the test, you will have to wait for 45 days before you can retake the test. Once you pay and re-register with Pearson Vue, you will be sent an ATT with a 90-day window which will not begin until the 45th day has passed from your previous testing date. Typically, you are able to test up to 3 times per year. If you fail the test three times, you will have to complete an educational program that is acceptable to the Board before you are approved to take the test up to 3 more times. You are allowed a total of six attempts to successfully pass the test which includes any attempts taken elsewhere. If you are unable to pass the NCLEX after taking it six times within two years of your first attempt, you must repeat an entire approved professional registered nurse education program.

20. When will I receive my test results?

Your test scores are usually transmitted to the Department within 5-10 business days after you have taken the exam. You will not receive your results from the Department if you pass the exam. However, once you pass the exam, if your application is in order, you will receive your license. If you fail the NCLEX exam, you will receive your results from the Department. You may also call (900) 776-2539, or visit: www.vue.com/nclex, and pay \$7.95 to receive your unofficial results.

21. What is an Advanced Practice Registered Nurse (APRN)?

Pursuant to Rule 333.17201(a), an “advanced practice registered nurse” is a registered nurse who has been granted a specialty certification under Rule 333.17210 in one of the following health profession specialty fields: clinical nurse specialist, nurse midwife, or nurse practitioner.

22. What are the prescribing rights for an APRN?

Profession	General Prescribing Authority	Controlled Substance
<ul style="list-style-type: none"> Clinical Nurse Specialist 	Non-scheduled prescription drugs can be prescribed without delegation.	Permitted to write a prescription for a controlled substance, Schedule 2-5 under a physician’s delegation.
<ul style="list-style-type: none"> Nurse Midwife 	In addition to the above, can also receive and dispense complimentary starter dose drugs without physician delegation.	The prescription must have the names and DEA registration numbers of the APRN and the delegating doctor.
<ul style="list-style-type: none"> Nurse Practitioner 		<p>If a complementary starter dose containing a controlled substance is involved, the APRN and delegating physician’s names and DEA registration numbers must be linked to the prescription.</p> <p>Because they are writing controlled substances under delegation, the APRN does not get their own CS license.</p> <p>Under the Board of Medicine rules, there must be a written delegation agreement between the APRN and the doctor when dealing with controlled substances.</p>

23. Who is a clinical nurse specialist?

A clinical nurse specialist is a registered nurse who is certified by the Board to use the title “clinical nurse specialist” and who focuses on continuous improvement of patient outcomes and nursing care as defined in Rule 338.10401(a). A clinical nurse specialist provides evaluation of patient outcomes; the translation of evidence into practice; and the development, planning, coordination, and direction of programs of care for acute and chronically ill patients and their families. The requirements for a clinical nurse specialist can be found at Rule 338.10404c. Information on how to renew a clinical nurse specialist’s specialty certification can be found at Rule 338.10405c.

24. Who are nurse anesthetists, nurse midwives, and nurse practitioners?

Like a clinical nurse specialist, nurse anesthetists, nurse midwives, and nurse practitioners are defined under Rule 338.10401. Nurse anesthetists provide the full spectrum of anesthesia care and anesthesia-related care for individuals across the lifespan. The requirements for a nurse anesthetist can be found at Rule 338.10404. Information on how to renew a nurse anesthetist’s specialty certification can be found at Rule 338.10405.

Nurse midwives focus on primary care services for women throughout their lifespans. The requirements for a nurse midwife can be found at Rule 338.10404a. Information on how to renew a nurse midwife's specialty certification can be found at Rule 338.10405a.

Nurse practitioners focus on the performance of comprehensive assessments and providing physical examinations and screenings for patients with acute and chronic illnesses and diseases. The requirements for a nurse practitioner can be found at Rule 338.10404b. Information on how to renew a nurse practitioner's specialty certification can be found at Rule 338.10405b.

25. How do I apply for a nursing specialty certification?

If you are a nurse anesthetist, nurse midwife, nurse practitioner, or clinical nurse specialist, you must hold a current and valid license to practice in Michigan and submit an application for certification via MiPLUS along with the required fee. You must also have your certifying organization submit your specialty certification verification directly to the Department at BPLData@michigan.gov. Please note, transcripts are not acceptable for specialty certifications unless you are applying for a clinical nurse specialist per Rule 338.10404c(ii)(A). If the Department does not receive the appropriate verification, you will receive an "incomplete notice" email from MiPLUS.

Before 2018, Michigan did not recognize clinical nurse specialists - all clinical nurse specialists were previously licensed as nurse practitioners. If you apply for a clinical nurse specialist certification, you must satisfy all of the requirements found in Rule 338.10404c, and have your certifying organization submit your specialty certification verification directly to the Department at BPLData@michigan.gov.

For 2018 renewals only, if you recently renewed as a nurse practitioner but have the requirements and desire to be listed as a clinical nurse specialist, please contact the Department at BPLHelp@michigan.gov and we can assist you in switching over from a nurse practitioner to a clinical nurse specialist.

26. Where can I find the forms to fill out for my license?

In 2017, the Department switched over to the online MiPLUS format. You may apply online

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

Information on how to [File an Allegation Against a Health Care Professional](#) can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.

28. Where can I find a copy of the administrative rules pertaining to Nursing?

You may view the current [Administrative Rules](#) and proposed revisions on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.

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