

MICHIGAN PHYSICIAN’S ASSISTANT (PA) LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a physician’s assistant license.)

APPLICATION AND FEES

- Online Application for a Physician’s Assistant 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
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- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
 - PA by Exam or Endorsement \$156.70
 - PA Temporary \$37.80
 - Controlled Substance \$173.00
 - PA Relicensure \$176.70

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- If you will be dispensing controlled substances, you must apply for both a physician’s assistant 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 physician’s assistant application, you must wait for the physician’s assistant 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 April 22, 2021, completion of training to identify victims of human trafficking is required for initial licensure that meets the standards of Administrative Rule 338.6103.

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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 physician's assistant, 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 Degree Granted.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- Official transcripts submitted directly to this office from the approved educational program from which you graduated. Transcripts must include degree awarded and the date conferred can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- Verification of your passing examination scores submitted directly to this office from the examination agency. Contact the NCCPA to have the results of your PANCE examination scores sent directly to this office. You may request a score report via email at credentialing@nccpa.net. Contact PANCE via their website at www.nccpa.net or by calling 678-417-8100. Verification of scores can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR APPLICANTS WHO WERE FIRST LICENSED, CERTIFIED OR REGISTERED TO PRACTICE IN ANOTHER STATE BEFORE JULY 7, 1986

- Verification of your passing examination scores submitted directly to this office from the examination agency. Contact the NCCPA to have the results of your PANCE examination scores sent directly to this office. You may request a score report via email at credentialing@nccpa.net. Contact PANCE via their website at www.nccpa.net or by calling 678-417-8100. Verification of scores can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR APPLICANTS WHO WERE FIRST LICENSED, CERTIFIED OR REGISTERED TO PRACTICE IN ANOTHER STATE ON OR AFTER JULY 7, 1986

- Official transcripts submitted directly to this office from the approved educational program from which you graduated. Transcripts must include degree awarded and the date conferred and can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- Verification of your passing examination scores submitted directly to this office from the examination agency. Contact the NCCPA to have the results of your PANCE examination scores sent directly to this office. You may request a score report via email at credentialing@nccpa.net. Contact PANCE via their website at

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www.nccpa.net or by calling 678-417-8100. Verification of scores can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR TEMPORARY LICENSURE

- Official transcripts submitted directly to this office from the approved educational program from which you graduated. Transcripts must include degree awarded and the date conferred and can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- An official letter of good standing from the Dean or Program Director of your school indicating the date you receive your degree. You must graduate prior to taking the examination. The final, official transcript must be received directly from your school before your license will be issued. Documentation can be emailed to bpldata@michigan.gov or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

A temporary license is valid for not more than 12 months, is non-renewable and will be revoked upon notification that the applicant has failed the examination. A temporary license may be granted to applicants who have completed their educational program but have not yet passed the PANCE examination.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

- Online application can be completed by visiting www.michigan.gov/miplus, select **MiPLUS Login**, select **"Modification"** next to your license number and then select **"Relicensure."**

Applicants for relicensure whose license has lapsed for 3 years or more preceding the date of application for relicensure must meet either of the following requirements:

- Presents evidence to the department that he or she was licensed as a physician's assistant in another state of the United States during the 3-year period immediately preceding the state of the application for relicensure.
- Establishes that he or she has passed either the certifying or recertifying examination conducted and scored by nccpa during the 10-year period immediately preceding the date of the application for relicensure.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Physician's Assistant Renewal and Controlled Substance License Renewal – Can be completed by visiting www.michigan.gov/miplus
- PA Renewal Application Fee: \$118.90 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- Controlled Substance Renewal Application Fee: \$162.20
- Renewal Cycle: 2 years

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- 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.
- 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.
- Renewal Questions pursuant to MCL 333.17048(4):
 - Are you a shareholder in a professional service corporation under Section 4 of former 1962 PA 192, or a member or professional limited liability company under Section 904 of the Michigan Limited Liability Company Act, 1993 PA 23, MCL 450.4904, that was organized before July 19, 2010?
 - If you answered “Yes” to Question #1, are any individuals licensed under Part 170 of the Public Health Code, 1978 PA 368, MCL 333.17001 to 333.17088, to engage in the practice of medicine, licensed under Part 175 of the Public Health Code, 1978 PA 368, MCL 333.17501 to 333.17556, to engage in the practice of osteopathic medicine and surgery, or licensed under Part 180 of the Public Health Code, 1978 PA 368, MCL 333.18001 to 333.18058, to engage in the practice of podiatric medicine and surgery shareholders in the professional service corporation or members in the professional limited liability company?
 - If you answered “Yes” to Question #1, list the name and license number of the individual licensed under Part 170 to engage in the practice of medicine, licensed under Part 175 to engage in the practice of Osteopathic medicine and surgery, or licensed under Part 180 to engage in the practice of podiatric medicine and surgery who supervises you. If this does not apply to you, type N/A.
 - Is the individual listed in Question #3 above a shareholder in the same professional service corporation or a member in the same professional limited liability company in which you are a shareholder or member?
 - 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 2016, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.6103 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 physician's assistant link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Task Force on Physician's Assistants General Rules