

**MICHIGAN PODIATRIC MEDICINE AND SURGERY
EDUCATIONAL LIMITED LICENSING GUIDE**

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a podiatric medicine and surgery educational limited license.)

APPLICATION AND FEES

- Online Application for a Podiatric Medicine and Surgery Educational Limited License - Complete all fields, answer all questions and upload any supporting documentation.
 - Online Application for Controlled Substance License.
 - Online applications can be completed by visiting www.michigan.gov/miplus
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- Application Fee + 1 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Podiatric Medicine and Surgery Educational Limited License: \$54.00
Controlled Substance: \$91.90

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Since you will be prescribing, dispensing, manufacturing, or distributing controlled substances, you must apply for both a podiatric medicine and surgery educational limited license and controlled substance license. You will 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 podiatric medicine and surgery educational limited application, you must wait for the podiatric medicine and surgery educational limited license to be issued before you may apply for a controlled substance license.
- Effective September 1, 2019, an individual seeking a controlled substance license or who is licensed to prescribe or dispense controlled substances must have completed a one-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, for a license that 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.

PODIATRIC MEDICINE AND SURGERY EDUCATIONAL LIMITED LICENSING GUIDE

- Human Trafficking – Beginning January 6, 2022, completion of a one-time training to identify victims of human trafficking is required for individuals seeking licensure that meets the standards of Administrative Rule 338.8102.
- 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 an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a podiatrist. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the 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 the name of each hospital in which you are allowed to practice.
- Official transcripts confirming graduation from a Board approved school of podiatric medicine submitted directly to this office. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- APMLE Scores - Contact the Federation of Podiatric Medical Boards (FPMB) at (202) 810-3762 or visit their website at www.fpmb.org to request to have your exam scores sent directly to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

An applicant who graduated in 2014 or earlier, or who graduated in 2016, must have achieved a passing score on all the following components of the APMLE:

- Part I
- Part II

An applicant who graduated in 2015 or later, excluding 2016, must have achieved a passing score on all the following components of the APMLE:

- Part I
- Part II
- Part II Clinical Skills Patient Encounter (CSPE)

- Certification of Appointment to a Michigan Training Hospital form - The Director of Medical Education of the hospital in which the training is to occur must submit the form directly to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- English Language Proficiency – An individual 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

PODIATRIC MEDICINE AND SURGERY EDUCATIONAL LIMITED LICENSING GUIDE

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.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to ALL Applicants)

- Online application can be completed by visiting www.michigan.gov/miplus, select **MiPLUS Login**, select **“Modification”** next to your license number and this will start the relicensure process.
- Application Fee + 1 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Educational Limited License Relicensure: \$74.00
Controlled Substance: \$91.90

An educational limited license is renewable for not more than 5 years. This includes relicensure.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Podiatric Medicine and Surgery Educational Limited License Renewal and Controlled Substance License Renewal – Must be completed by visiting www.michigan.gov/miplus.
- Educational Limited License Renewal Application Fee: \$27.00
Controlled Substance Renewal Application Fee: \$81.10
(Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
- Renewal Cycle: 1 year – An educational limited license is renewable for not more than 5 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.
- 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.
- Human Trafficking Training – Beginning in 2017 and all renewals thereafter, licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.8102.
- Opioids and Controlled Substance Awareness Training - Beginning with the 2020 renewal cycles and all renewal cycles thereafter, controlled substance licensees or individuals who are licensed to prescribe or dispense controlled substances must certify on their renewal application that prior to renewing their license

PODIATRIC MEDICINE AND SURGERY EDUCATIONAL LIMITED LICENSING GUIDE

they have completed a 1-time training in opioids and controlled substance awareness that meets the standards established in Administrative Rule 338.3135.

- Certification of Appointment to a Michigan Training Hospital – Form must be completed by the Director of Medical Education of the appointing hospital and uploaded to the educational limited renewal application.
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and correct.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the podiatric medicine and surgery link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Administrative Rules for Podiatric Medicine and Surgery

Forms:

- Certification of Appointment to a Michigan Training Hospital