

PSYCHOLOGIST – DOCTORAL EDUCATIONAL LIMITED LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain licensure)

APPLICATION AND FEES

- Online Application for a Psychologist – Doctoral Educational Limited License - Complete all fields, answer all questions, and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus.
- Application Fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):
 - Doctoral Educational Limited – \$97.25
 - Doctoral Educational Limited Relicensure – \$117.25

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Criminal Background Check – Once the application is received, 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 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 March 30, 2022, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2525 prior to being issued a license. The training must only be completed one time.
- Social Security Number – 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 do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- 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 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.

REQUIREMENTS FOR LICENSURE BY EXAMINATION

- Professional Education – Name of school attended, and name of educational program completed.
- Final, Official Transcripts – Transcripts must be submitted directly to our office from the school attended and meet the standards set forth by the Board. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
 - If the educational program was not taught in the US or Canada, please submit a credential evaluation by an evaluation agency accredited by NACES. If education was not taught in English, the applicant must obtain an overall score of 80 or above on the TOEFL iBT examination. Credential evaluations can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Submit the Supervision Evaluation Form to show proof of supervised hours completed for the Internship. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

REQUIREMENTS FOR PSYCHOLOGIST – DOCTORAL EDUCATIONAL LIMITED RELICENSURE

- Online application can be completed by visiting www.michigan.gov/miplus. Once logged in, select **Licenses**, select “**Modification**” next to your license number and then select “**Relicensure.**”

RENEWAL REQUIREMENTS CHECKLIST

- Online Application For Psychologist – Doctoral Educational Limited Renewal – Can be completed by visiting www.michigan.gov/miplus.
- Renewal Application Fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):
 - Doctoral Educational Limited – \$ 37.80
- Renewal Cycle:
 - Doctoral Educational Limited – 1 Year (may renew a maximum of 5 times)

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- Good Moral Character Questions – Documentation 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 – Beginning in 2019, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2525 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 Psychology link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Administrative Rules for Psychology

Forms:

- Supervision Evaluation Form