

MICHIGAN MEDICAL DOCTOR CLINICAL ACADEMIC LIMITED LICENSING GUIDE

OVERVIEW:

The medical doctor clinical academic license is for the practice of medicine and requires the individual practice only for an academic institution as that term is defined in section 17001 of the Public Health Code and only in connection with his or her employment or other contractual relationship with that academic institution. The individual must be under the supervision of 1 or more physicians fully licensed under part 170 of the Public Health Code. An individual shall not engage in the practice of medicine under 1 or more clinical academic limited licenses for more than 5 years.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST.....1
 APPLICATION AND FEES1
 THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS.....1
 ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE3
 RENEWAL REQUIREMENTS CHECKLIST3
 HELPFUL RESOURCES AND FORMS.....4
 FREQUENTLY ASKED QUESTIONS.....4

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Medical Doctor Clinical Academic 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
- Application Fee + 1 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Medical Doctor Clinical Academic Limited License: \$93.60
 Controlled Substance: \$93.70

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- If you will be prescribing, dispensing, manufacturing, or distributing controlled substances, you must apply for both a medical doctor clinical academic limited license 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 medical doctor clinical academic limited application, you must wait for the medical doctor clinical academic limited license to be issued before you may apply for a controlled substance license.
- Opioids and Controlled Substances Awareness Training - An individual seeking a controlled substance license or who is licensed to prescribe or dispense controlled substances must have completed 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.
- Human Trafficking Training – Completion of a training to identify victims of human trafficking is required for an individual seeking licensure or registration that meets the standards of Administrative Rule 338.2413.
- Implicit Bias Training – Completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required.
- 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 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 submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI
- 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 name of each hospital in which you are allowed to practice.
- Submit either of the following:
 - Certification of Medical Education – This form must be submitted directly to our office from the board approved medical school attended, indicating that you have graduated. The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
 - Educational Commission for the Foreign Medical Graduates (ECFMG) – Certification must verify that you have graduated from a medical school listed in the World Directory of Medical Schools and that you have passed step 1 and step 2 CK of the USMLE. Certification must be submitted directly

to our office from the ECFMG. Please access their website at www.ecfm.org for information and instructions on how to arrange for your ECFMG status report to be sent to our office.

- Certification of Appointment to an Academic Institution form – The Director of Medical Education of the appointing institution must submit the completed 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 college level credits from an English-speaking graduate or undergraduate school, the applicant’s credentials and English proficiency have been evaluated and determined to be equivalent to the credentials required in this state by a board-approved credentialing agency 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 and selecting **MiPLUS Login**. Once logged in, 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)

Medical Doctor Clinical Academic Limited Relicensure: \$113.60
Controlled Substance: \$93.70

An individual shall not engage in the practice of medicine under 1 or more clinical academic limited licenses for more than 5 years. This includes relicensure.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Medical Doctor Clinical Academic Limited License Renewal and Controlled Substance License Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
- Medical Doctor Clinical Academic Limited License Renewal Application Fee: \$33.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Controlled Substance Renewal Application Fee: \$82.70
- Renewal Cycle: 1 year – An individual shall not engage in the practice of medicine under 1 or more clinical academic limited licenses for 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 – 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 338.2413.
- Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.
- Opioids and Controlled Substances Awareness Training – All controlled substance licensees or individuals who are licensed to prescribe or dispense controlled substances must certify on their renewal application prior to renewing their license that they have completed training in opioids and controlled substance awareness that meets the standards established in Administrative Rule 338.3135.
- Hospital Affiliations – Name of each hospital where you are employed or under contract along with name of each hospital in which you are allowed to practice.
- Clinical Academic Limited Renewal Certification of Appointment to an Academic Position form – Form must be completed by the Director of Medical Education of the appointing institution and uploaded to the medical doctor clinical academic 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 medicine link you can access the following helpful resources and forms:

Resources:

- [Public Health Code](#)
- [Administrative Rules for Medicine](#)

Forms:

- Certification of Medical Education of Medical Schools in U.S.
- Certification of Appointment to an Academic Institution
- Clinical Academic Limited Renewal Certification of Appointment to an Academic Position

FREQUENTLY ASKED QUESTIONS

1. What is the clinical academic limited license type?

This is a license granted to an individual who practices the health profession only as part of an academic institution and only in connection with his or her employment or other contractual relationship with that academic institution as defined by the Michigan Public Health Code.

2. Where do I submit the Certification of Appointment to an Academic Institution form?

The Certification of Appointment to an Academic Institution form is required to be sent directly to our office from the Director of Medical Education office. The form can be sent by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

3. Is the Clinical Academic Limited Renewal Certification of Appointment to an Academic Position required to be submitted each year?

Yes. The Clinical Academic Limited Renewal Certification of Appointment to an Academic Position is required to be submitted for each renewal. The license will not be renewed until we receive this information.

4. I am a foreign medical school graduate. Do I have to submit my Educational Commission for Foreign Medical Graduates (ECFMG) certificate? If so, how would I do that?

Yes, verification of your ECFMG certificate must be electronically submitted directly to the Michigan Board of Medicine from the ECFMG. Visit the ECFMG website or contact the ECFMG directly for information and instructions on how to submit a request for your ECFMG status report to be sent to the Michigan Board of Medicine.

5. 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 4 to 6 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.

6. 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.