

## MICHIGAN MEDICAL DOCTOR (MD) LICENSING GUIDE

### OVERVIEW:

The medical doctor license type allows a licensee to engage in the unrestricted practice of medicine.

*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.*

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### LICENSURE REQUIREMENTS CHECKLIST

#### APPLICATION AND FEES

- Online Application for a Medical Doctor (MD) License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online Application for Controlled Substance License (Optional)

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- Online applications can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)  
MD by Exam or Endorsement : \$375.00  
Controlled Substance: \$259.10

### 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 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 application, you must wait for the medical doctor 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 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 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](mailto: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 name of each hospital in which you are allowed to practice.

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- 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 LICENSURE BY EXAMINATION FOR THOSE WHO ARE GRADUATES OF MEDICAL SCHOOLS LOCATED IN THE UNITED STATES OR CANADA (These are in addition to the requirements stated above that apply to ALL applicants)**

- Certification of Medical Education Form – This must be submitted directly to our office from the medical school attended and meet the standards set forth by the Board. The form can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- USMLE Examination Scores – Verification must be sent directly to our office of your passing scores on all steps of the USMLE. An applicant shall not make more than 4 attempts to pass any step of the USMLE. Score reports must be sent from the Federation of State Medical Boards by visiting their website at [www.fsmb.org](http://www.fsmb.org).
- Certification of Completion of a minimum of 1 year postgraduate clinical training – The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION FOR THOSE WHO ARE GRADUATES OF FOREIGN MEDICAL SCHOOLS (These are in addition to the requirements stated above that apply to ALL applicants)**

- Verification of your Educational Commission for the Foreign Medical Graduates (ECFMG) – Certificate must be submitted directly to our office from the ECFMG. Please access their website at [CVS ON-LINE \(ecfm.org\)](http://CVS_ON-LINE.ecfm.org) for information and instructions on how to arrange for your ECFMG status report to be sent to our office.
- USMLE Examination Scores – Verification must be sent directly to our office of your passing scores on all steps of the USMLE. An applicant shall not make more than 4 attempts to pass any step of the USMLE. Score reports must be sent from the Federation of State Medical Boards by visiting their website at [www.fsmb.org](http://www.fsmb.org)
- Certification of Completion of a minimum of 1 year postgraduate clinical training – The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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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](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

\*See below section titled, “**Helpful Information and Resources for Foreign Trained Applicants**” for additional information regarding satisfying the requirements for licensure.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED TO PRACTICE MEDICINE AT LEAST 10 YEARS PRIOR TO THE FILING DATE OF THEIR APPLICATION**

**(Applies to those licensed in another state or province of Canada)**

**(These are in addition to the requirements stated above that apply to All applicants)**

- Must hold an active license in good standing as a doctor of medicine in another state or in a province of Canada for a minimum of 10 years. 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](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED TO PRACTICE MEDICINE LESS THAN 10 YEARS PRIOR TO THE FILING DATE OF THEIR APPLICATION**

**(Applies to those licensed in another state or province of Canada)**

**(These are in addition to the requirements stated above that apply to All applicants)**

- Certification of completion of a minimum of 1 year postgraduate clinical training – The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- If licensed as a Doctor of Medicine in a province of Canada, provide verification of the completion of the educational requirements for a medical doctor license in a province of Canada or another state to obtain licensure as a medical doctor in a province of Canada or another state. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- Proof verifying passing scores on either of the following examinations:
  - USMLE Examination Scores – Verification must be sent directly to our office of your passing scores on all steps of the USMLE. An applicant shall not make more than 4 attempts to pass any step of the USMLE. Score reports must be sent from the Federation of State Medical Boards by visiting their website at [www.fsmb.org](http://www.fsmb.org).
  - Part I of the Medical Council of Canada Qualifying Examination (MCCQE).

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## **ADDITIONAL REQUIREMENTS FOR THOSE WHO HOLD A CURRENT CLINICAL ACADEMIC LIMITED LICENSE AND ARE APPLYING FOR FULL MEDICAL DOCTOR LICENSURE (These are in addition to the requirements stated above that apply to All applicants)**

- Must be actively engaged in the practice of medicine for not less than 10 years after completing the requirements for a degree in medicine located outside the United States or Canada.
- Certification of completion of not less than 3 years postgraduate clinical training in an institution that has an affiliation with a medical school that is listed in a directory of medical schools published by the World Health Organization (WHO). The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- USMLE Examination Scores –Verification must be sent directly to our office of your passing scores on all parts of the USMLE. An applicant shall not make more than 4 attempts to pass any step of the USMLE. Score reports must be sent from the Federation of State Medical Boards by visiting their website at [www.fsmb.org](http://www.fsmb.org).
- Certification of Practice in an Academic Institution – The certification form must be submitted directly to this office by the Director of Medical Education where you practiced under the Clinical Academic license. You must have practiced under this license for at least 2 years immediately preceding the application for a full license and during that time have functioned at least 800 hours per year in the observation and treatment of patients.

## **ADDITIONAL REQUIREMENTS FOR THOSE WHO WERE GRANTED A CLINICAL ACADEMIC LIMITED LICENSE AFTER JANUARY 11, 2011, BUT BEFORE JANUARY 1, 2017, AND ARE APPLYING FOR FULL MEDICAL DOCTOR LICENSURE (These are in addition to the requirements stated above that apply to All applicants)**

- Must be actively engaged in the practice of medicine for not less than 10 years after completing the requirements for a degree in medicine located outside the United States or Canada.
- Certification of completion of not less than 3 years postgraduate clinical training in an institution that has an affiliation with a medical school that is listed in a directory of medical schools published by the World Health Organization (WHO). The Director of Medical Education where you completed your postgraduate training must submit the Certification of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Have continuously held a license to practice medicine from March 27, 2019, through the date of application for a full medical license in Michigan.

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## 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](http://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 + 3 year license fee: \$320.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

MD Relicensure: \$395.00

Controlled Substance: \$259.10

### All relicensure applicants must complete the following:

- Submit proof to the department of accumulating not less than 150 hours of Board approved continuing education during the 3 years immediately preceding the date of the application for relicensure. Of the 150 hours a minimum of 1 hour in medical ethics must be earned. A minimum of 3 hours in pain and symptom management and at least 1 of the 3 hours must include controlled substances prescribing.

### Applicants for relicensure whose license has lapsed for 3 years but less than 5 years preceding the date of application for relicensure must complete the above requirement listed for all relicensure applicants along with EITHER of the following requirements:

- Presents proof to the department that he or she is actively licensed and in good standing as a medical doctor in another state.
- Completes **1** of the following during the 3 years immediately preceding the date of the application for relicensure:
  - Takes and passes the Special Purpose Examination (SPEX) offered by the FSMB.
  - Successfully completes a Board approved postgraduate training program. \*
  - Successfully completes a physician re-entry program that is accredited by the Coalition for Physician Enhancement or affiliated with a medical school accredited by the Liaison Committee on Medical Education. \*

### Applicants for relicensure whose license has lapsed for 5 years or more preceding the date of application for relicensure must complete the above requirement listed for all relicensure applicants along with EITHER of the following requirements:

- Presents evidence to the department that he or she is actively licensed and in good standing as a medical doctor in another state.
- Complete **BOTH** of the following during the 3 years immediately preceding the date of the application for relicensure:
  - Takes and passes the Special Purpose Examination (SPEX) offered by the FSMB.
  - Successfully completes 1 of the following:

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- A Board approved postgraduate training program. \*
- A physician re-entry program that is accredited by the Coalition for Physician Enhancement or affiliated with a medical school accredited by the Liaison Committee on Medical Education. \*

\* If you are an applicant for relicensure and need to complete a board approved post-graduate training program or a physician re-entry program, you may apply and be granted an educational limited license for the sole purpose of completing that training.

## RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Medical Doctor Renewal and Controlled Substance License Renewal – Must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) no sooner than 90 days prior to the expiration date of current license.
- MD Renewal Application Fee: \$314.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Controlled Substance Renewal Application Fee: \$248.10 (if applicable)
- Renewal Cycle: 3 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.

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- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met the continuing education requirements during the renewal period and all information provided on your renewal application is true and correct:
- If licensed during the full 3-year renewal cycle:
  - 150 hours of continuing medical education in courses or programs approved by the board of which a minimum 75 hours of the required 150 hours earned in courses or programs designated as Category 1 programs.
  - A minimum of 3 hours of continuing education earned in the area of pain and symptom management. At least 1 of the 3 hours must include controlled substance prescribing.
  - A minimum of 1 hour of continuing education earned in the area of medical ethics.

## HELPFUL INFORMATION AND RESOURCES FOR FOREIGN TRAINED APPLICANTS

### 1. ECFMG Certification Process.

- a. Apply for ECFMG Certification: [ECFMG](#) verifies successful completion of an international degree from a medical school in the World Directory of Medical Schools and assigns an identification number.
- b. Apply to take the USMLE Step 1 and 2 CK (Clinical Knowledge). For the ECFMG Certification medical science examination requirement, applicants must pass both of the following:
  1. USMLE Step 1
  2. USMLE Step 2 (Clinical Knowledge)
- c. For the ECFMG Certification clinical skills and communication skills requirement, applicants must fulfill one of the following:
  1. Satisfying the requirements of an ECFMG Pathway, including attaining a satisfactory score on the Occupational English Test (OET) Medicine.
  2. A passing performance on the former Step 2 CS (Clinical Skills) component of the USMLE.
- d. ECFMG Certification is granted.
- e. Please access the ECFMG website at [www.ecfmq.org](http://www.ecfmq.org) for information and instructions on how to arrange for your ECFMG status report to be sent to our office.

USMLE Frequently Asked Questions - [Common Questions | USMLE](#)

USMLE Exam Bulletin for eligibility criteria - [Bulletin of Information | USMLE](#)

ECFMG Information Booklet - [Resources: Publications](#)

### 2. Successfully complete a minimum of 1 year of board approved postgraduate clinical training.

- a. Submit a Graduate Medical Education Application.
- b. If accepted into a board approved postgraduate training program in Michigan, you must apply for the 'Medical Doctor Educational Limited License' before starting the postgraduate training program. The Medical Doctor Educational Limited License allows you to practice under the supervision of a graduate medical program in an approved training program under the supervision of a medical doctor.
  1. A limited license for a postgraduate is renewable for not more than 5 years.
  2. Online applications can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).

### 3. Pass Step 3 of the USMLE Examination.

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- a. Exam eligibility for Step 3 is determined by The Federation of State Medical Boards ([FSMB](#)). The requirements to be eligible to take Step 3 include:
  1. Pass USMLE Step 1 and Step 2 CK
  2. Possess an MD or equivalent degree.
    - a. Obtain ECFMG Certification if you are a graduate from a medical school outside of the U.S. that is listed in the World Directory of Medical Schools.

See the USMLE Exam Bulletin for eligibility criteria - [Bulletin of Information | USMLE](#)

## 4. Apply for full licensure in Michigan.

- a. Online applications can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).

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](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://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:

- Certificate of Completion of Postgraduate Training
  - Certification of Medical Education of Medical Schools in U.S
  - Certification of Postgraduate Training for Clinical Academic Limited License Holders Seeking Full Licensure
  - Certification of Practice in an Academic Institution
- Track continuing education using CE broker – The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).

## FREQUENTLY ASKED QUESTIONS

### 1. How long is the medical doctor license renewal cycle?

Medical Doctor licenses are renewed every 3 years.

### 2. How many continuing education hours are required?

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Michigan medical doctors are required to earn 150 hours of continuing education within the 3- year period immediately preceding the application for renewal. A minimum of at least 1 continuing education hour must be in medical ethics. A minimum of 3 continuing education hours must be pain and symptom management with at least 1 of the 3 hours including controlled substances prescribing.

### **3. Do I need to submit proof of my continuing education (CE)?**

The Board does not maintain a record of CE earned. You are required to maintain your own records and keep documentation on hand for a minimum of 4 years from the date of applying for license renewal. You are not required to submit CE information when you renew your license. The Board conducts a random audit after each renewal period. At that time, a percentage of all licensees who renewed will be randomly selected and notified by mail that they must submit evidence of having earned the required CE. If you are selected for the audit, then you will be required to submit copies of the CE certificates you earned. **(Retain your originals)**

### **4. Where can I find approved CE courses?**

The Administrative Rules for Medicine located on the Bureau website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl) addresses acceptable continuing education, requirements, and limitations under R 338.2443. The Department does not approve CE courses. It is your responsibility to make sure the CE you complete meets the requirements outlined in the administrative rules.

### **5. Does my training on Identifying Victims of Human Trafficking count towards my CE hours?**

No. However, if the training also satisfies the Board's requirements for CE, then the training may be applied toward your CE requirement.

### **6. If I'm licensed in more than one state, Canada or in another country, do you need verification from all locations in which I hold or ever held a license in?**

Yes, we need verification from any state of the United States, Canada or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the application and sanctions are not in force at the time of application.

### **7. 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.

### **8. Can I submit my credentials through the Federation Credentials Verification Service (FCVS)?**

Yes, we accept the FCVS. Please note that the use of the FCVS is strictly voluntary on the part of the applicant. The Michigan Board of Medicine reserves the right to request additional information from the applicant during the application review process. If you are interested in receiving more information or have any questions regarding this service, please contact the Federation of State Medical Boards directly.

### **9. How many times can I take the USMLE examination?**

You cannot have more than 4 attempts to pass any part of the USMLE.