

MICHIGAN MEDICAL DOCTOR EDUCATIONAL LIMITED LICENSE LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a medical doctor educational limited license.)

APPLICATION AND FEES

- Online Application for a Medical Doctor Educational Limited License - Complete all fields, answer all questions and upload any supporting documentation.
 - Online Application for Controlled Substance License.
 - Online application 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)
 Medical Doctor Educational Limited License: \$91.85
 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 medical doctor 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 medical doctor educational limited application, you must wait for the medical doctor 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.

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- Human Trafficking Training– Beginning December 6, 2021, 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 338.2413.
- Implicit Bias Training – Beginning June 1, 2022, 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 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 medical doctor. 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.
- 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 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 WHO ARE FROM A MEDICAL SCHOOL LOCATED IN THE UNITED STATES, ITS TERRITORIES, OR THE DOMINION OF CANADA (These are in addition to the requirements stated above that apply to ALL Applicants)

- Certification of Medical Education – This form must be submitted directly to our office from the board approved medical school you attended verifying that you have graduated or are expected to graduate within 3 months of the date of your application. The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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ADDITIONAL REQUIREMENTS FOR THOSE WHO ARE FROM A MEDICAL SCHOOL LOCATED OUTSIDE THE UNITED STATES, ITS TERRITORIES, OR THE DOMINION OF CANADA (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) – Certification must be submitted directly to our office from the ECFMG verifying you have graduated from a medical school listed in the World Directory of Medical Schools and have passed parts 1 and 2 of the USMLE. 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.

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: \$111.85
Controlled Substance: \$91.90

An educational limited license may be renewed for not more than 5 years. This includes relicensure.

Applicants for relicensure who are from a medical school located in the United States, its territories, or the Dominion of Canada must complete the following requirement:

- Certification of Medical Education – This form must be submitted directly to our office from the board approved medical school you attended verifying that you have graduated or are expected to graduate within 3 months of the date of your application. The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

Applicants for relicensure who are from a medical school located outside the United States, its territories, or the Dominion of Canada must complete the following requirement:

- Verification of your Educational Commission for the Foreign Medical Graduates (ECFMG) – Certification must be submitted directly to our office from the ECFMG verifying you have graduated from a medical school listed in the World Directory of Medical Schools and have passed parts 1 and 2 of the USMLE. 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.

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RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Medical Doctor Educational Limited License Renewal and Controlled Substance Renewal – Must be completed by visiting www.michigan.gov/miplus.
- Educational Limited License Renewal Application fee: \$32.40
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 may be renewed 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 with the 2017 renewal cycle and all renewal cycles 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 338.2413.
- Implicit Bias Training – Beginning with renewals submitted June 1, 2022, if you have been licensed for 1 year or more at the time your application for renewal is submitted, completion of 1 hour of implicit bias training is required. 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 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 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 – This form is ONLY required to be submitted if the appointing school or hospital has changed and you are transferring to a new training program. The form must be completed by the Director of Medical Education of the new appointing school or hospital. The licensee or a delegate will need to upload the completed form to the 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 Appointment to a Michigan Training Hospital