LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN OPTOMETRIST DPA/TPA CERTIFICATION LICENSING GUIDE

OVERVIEW:

The optometrist DPA certification allows a licensee to administer a topical ocular diagnostic pharmaceutical agent in the practice of optometry. The optometrist TPA certification allows a licensee to administer and prescribe a therapeutic pharmaceutical agent in the practice of optometry.

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 an Optometrist DPA/TPA Certification License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting **www.michigan.gov/miplus**
- ☐ Application Fee + certification fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

  DPA Certification: $82.60
  TPA Certification: $82.60
  DPA/TPA Certification: $143.20 (If applying for both certifications at the same time.)

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ An optometrist who wishes to administer a topical ocular diagnostic pharmaceutical agent in the practice of optometry must submit an application for DPA certification. An optometrist who wishes to administer and prescribe a therapeutic pharmaceutical agent in the practice of optometry must submit an application for TPA certification. You may apply for both DPA certification and TPA certification when you apply for your optometrist license or after your optometrist license has been issued.

- ☐ Upload a copy of your current certificate showing successful completion of a course in advanced cardiac life support or a course in basic life support.

- ☐ Management and Emergency Plan form. Be sure to make a photocopy of this form to keep permanently in your office. Upload the completed ORIGINAL, signed plan with the application.

- ☐ Verification of Diagnostic Pharmaceutical Agents (DPA) Training Form. Complete the top portion of the form and then forward the form to the Director of the DPA education program or the Registrar of the institution where the training was completed for their completion. The educational institution must return the form directly to this office.

- ☐ Verification of Therapeutic Pharmaceutical Agents (TPA) Training Form. Complete the top portion of the form and forward the form to the Director of the TPA educational program or the Registrar of the institution where the training was completed for their completion. The educational institution must return the form directly to this office. **YOU MUST HAVE DPA CERTIFICATION TO OBTAIN TPA CERTIFICATION.**

  Note: If you are applying for relicensure of your specialty and have previously provided the DPA and TPA verification of training forms, you do not need to resubmit those forms.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Once granted, DPA/TPA certification remains in effect as long as your optometrist license is active. The DPA/TPA certification is not required to be renewed. If your optometrist license lapses, you must apply for DPA/TPA certification again when you apply for relicensure of your optometrist license.

HELPFUL RESOURCES AND FORMS

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

  Resources:
  - Michigan Public Health Code
  - Administrative Rules for Optometry

FREQUENTLY ASKED QUESTIONS

1. How can I contact the Board of Optometry, Licensing Division?

Email (Questions): BPLHelp@michigan.gov
Email (Submit Documents): BPLData@michigan.gov
Phone: (517) 241-0199
Mailing Address: Bureau of Professional Licensing
Board of Optometry
PO Box 30670
Lansing, MI 48909

2. How do I verify my Michigan Optometrist license?

Certified license verification requests must be obtained from the Michigan Board of Optometry. You must submit your request via the MiPLUS system at www.michigan.gov/miplus. There is a $15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing adddress and an email address for the same recipient, you will be charged $30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

3. How will I know when I need to renew? Can I renew my license early?

You will be sent a renewal notification to both your mailing and email address on record approximately 90 days prior to the expiration date of your license. You will not be able to renew before that time. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard, email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.**

4. How so I change my name and address?

Name and address changes must be completed through your MiPLUS acccount by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes.

5. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional $20.00 late fee for each license type when you renew your license(s).

6. What happens if my license expires?

If your license is not renewed within the 60-day grace period after your expiration date, your license will lapse. The expiration date will reflect the original expiration date – it will not include the grace period. For example: If your license expires January 31, you have until April 1 to pay your renewal fee. If you do not renew by April 1, the end of the 60-day grace period, your license is considered lapsed as of January 31.

When your license lapses, you can no longer practice your profession, nor can you identify yourself as a licensed individual.

It is your responsibility to make sure your license is current and valid. We send renewal information to the last address on record 90 days prior to the expiration date of the license. If we have incorrect contact information and you do not receive the renewal reminder, you are still responsible for making sure your license has been renewed timely.

7. How long will you keep my licensure application on file?

Your application and fee are valid for two years. If you fail to meet the licensure requirements within that time period, your application and fees are no longer valid.

8. 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 order by date 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, if requested. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

9. How do I file a complaint against a health care professional?

Visit the Bureau of Professional Licensing's website at www.michigan.gov/bpl for information on how to File a Complaint Against a Health Care Licensee.