LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN OPTOMETRIST EDUCATIONAL LIMITED LICENSING GUIDE

OVERVIEW:

The optometrist educational limited license type allows a licensee to engage in the practice of optometry within the licensee's postgraduate education program.

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 FEES....1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS....1
ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE....2
RENEWAL REQUIREMENTS CHECKLIST....3
HELPFUL RESOURCES AND FORMS....3
FREQUENTLY ASKED QUESTIONS....4

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for an Optometrist Educational Limited 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 + 1 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Optometrist Educational Limited: $55.00

  NOTE: The optometrist educational limited license is granted for one year and may be renewed one time.

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ 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, if the license expired within the last three years).

MICHIGAN OPTOMETRIST EDUCATIONAL LIMITED LICENSING GUIDE

- 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.

- 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 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 48909.

- Human Trafficking Training – Individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.303 prior to being issued a license. The training must only be completed one time.

- Implicit Bias Training – Individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.

- 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.

- Final, official transcripts confirming your Doctor of Optometry degree and the date it was conferred, **OR** proof that you will graduate from the Doctor of Optometry program not more than 3 months after applying for licensure, submitted directly to this office from your school. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- Proof of appointment to a postgraduate course of study or a residency program, submitted directly to this office from the school. Documentation can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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 then select **"Relicensure."**

- 1 year Optometrist Educational Limited Relicensure Application and Fee: $75.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

MICHIGAN OPTOMETRIST EDUCATIONAL LIMITED LICENSING GUIDE

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for am Optometrist Educational Limited Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- ☐ Optometrist Educational Limited Renewal Application Fee: $27.50 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- ☐ Renewal Cycle: 1 year

- ☐ 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 Training – Licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.303 prior to renewing their license. The training must only be completed one time.

- ☐ 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.

- ☐ Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met all information provided on your renewal application is true and correct. the following continuing education requirements during the renewal period and all information provided on your renewal application is true and correct:

- ☐ Continuing Education:
  - 10 hours of continuing education in board-approved courses or programs completed during the 1-year renewal period in pharmacological management of ocular conditions.

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

- ☐ 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.

MICHIGAN OPTOMETRIST EDUCATIONAL LIMITED LICENSING GUIDE

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.