MICHIGAN OPTOMETRIST LICENSING GUIDE

OVERVIEW:

The optometrist license type allows a licensee to engage 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 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 + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Optometrist – By Examination or Endorsment – $237.10
  Optometrist – Relicensure – $257.10
  Controlled Substance License – $176.40
  DPA Certification – $82.60
  TPA Certification – $82.60
  DPA/TPA Certification – $143.20 (If applying for both certifications at the same time.)

MICHIGAN OPTOMETRIST LICENSING GUIDE

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- A controlled substance license is required for every person who manufactures, distributes, prescribes, or dispenses any controlled substance in Michigan. A separate controlled substance license is required for each business location from which you manufacture, distribute, or dispense controlled substances. If you only prescribe controlled substances at more than one location, you only need one controlled substance license. **An optometrist must hold a DPA/TPA certification to be eligible for a controlled substance license. An optometrist may not prescribe a Schedule 2 controlled substance or an oral cortical steroid.**

- 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 optometrist application, you must wait for the optometrist license to be issued before you may apply for a controlled substance license.

- Individuals seeking a controlled substance license or who are licensed to prescribe or dispense controlled substances must have completed a training in opioids and controlled substances awareness that meets the standards established in Administrative Rule 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, if the license expired within the last three years).

- 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION
(These are in addition to the requirements stated above that apply to ALL applicants)

- ☐ Final, official transcripts confirming your Doctor of Optometry degree and the date it was conferred, submitted directly to this office from your ACOE accredited school.

- ☐ Certification of your passing examination scores on parts I, II, and III of the examination given by the National Board of Examiners in Optometry (NBEO), including a passing score on the Treatment and Management of Ocular Disease (TMOD) examination imbedded in part II, submitted directly to this office from the examination agency. Contact the NBEO on their website at www.optometry.org.

- ☐ Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.

ADDITIONAL REQUIREMENTS FOR DIAGNOSTIC PHARMACEUTICAL AGENTS (DPA) AND THERAPEUTIC PHARMACEUTICAL AGENTS (TPA) CERTIFICATION

- ☐ Upload a copy of your current certificate in cardiopulmonary resuscitation approved by the Department of Health and Human Services, and offered or approved by The Red Cross, The American Heart Association, an accredited hospital, or a comparable organization or institution.

- ☐ 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.

- ☐ Diagnostic Pharmaceutical Agents (DPA) Training Form. Complete the top portion of the form and then forward the form to the Director of the DPA educational program or the Registrar of the institution where the training was completed for their completion. The educational program 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 program 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. For additional information on the DPA/TPA certifications please review the Optometrist DPA/TPA Certification Licensing Guide.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT
(These are in addition to the requirements stated above that apply to All applicants)

Applicants who have been licensed in another state for less than 3 years:

- ☐ Final, official transcripts confirming your Doctor of Optometry degree and the date it was conferred, submitted directly to this office from your ACOE accredited school.

- ☐ Certification of your passing examination scores on parts I, II, and III of the examination given by the National Board of Examiners in Optometry (NBEO), including a passing score on the Treatment and Management of Ocular Disease (TMOD) examination imbedded in part II, submitted directly to this office from the examination agency. Contact the NBEO on their website at www.optometry.org.

  Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.

- ☐ Documentation showing that you hold a license granting therapeutic prescriptive certification at the highest level authorized in the state of the United States where you currently practice.

- ☐ Submit a copy of your current certificate in cardiopulmonary resuscitation issued by The Red Cross, The American Heart Association, an accredited hospital, or a comparable organization or institution.

Applicants who have been licensed in another state for 3 years or more:

- ☐ Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.

- ☐ Documentation showing that you hold a license granting therapeutic prescriptive certification at the highest level authorized in the state of the United States where you currently practice.

- ☐ Submit a copy of your current certificate in cardiopulmonary resuscitation issued by The Red Cross, The American Heart Association, an accredited hospital, or a comparable organization or institution.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN A PROVINCE OF CANADA
(These are in addition to the requirements stated above that apply to ALL Applicants)

- ☐ Final, official transcripts confirming your Doctor of Optometry degree and the date it was conferred, submitted directly to this office from your ACOE accredited school.

- ☐ Certification of your passing examination scores on parts I, II, and III of the examination given by the National Board of Examiners in Optometry (NBEO), including a passing score on the Treatment and Management of Ocular Disease (TMOD) examination imbedded in part II, submitted directly to this office from the examination agency. Contact the NBEO on their website at www.optometry.org. **This only applies if you are licensed for less than 10 years in Canada.**

- ☐ Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.

- ☐ Documentation showing that you hold a license in good standing granting therapeutic prescriptive certification at the highest level authorized in the province of Canada where you are currently licensed.

- ☐ Upload a copy of your current certificate in cardiopulmonary resuscitation issued by The Red Cross, The American Heart Association, an accredited hospital, or a comparable organization or institution.

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."**

- ☐ 2 year Optometist Relicensure Application and Fee: $257.10 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

Applicants whose Michigan license has been lapsed for 3 years or less must:

- ☐ Upload proof of having completed 40 hours of board-approved continuing education within 2 years immediately preceding the date of this application with at least 2 hours in pain and symptom management. If you hold a TPA certification, at least 20 of the continuing education hours shall be in the category of pharmacological management of ocular conditions. Additional information about the continuing education requirement can be found in the Administrative Rules found at www.michigan.gov/bpl.

- ☐ If you hold TPA certification, upload a copy of your current certificate in cardiopulmonary resuscitation issued by The Red Cross, The American Heart Association, an accredited hospital, or a comparable organization or institution.

Applicants whose Michigan license has been lapsed for more than 3 years, but less than 6 years must:

- ☐ Upload proof of having completed 40 hours of board-approved continuing education within 2 years immediately preceding the date of this application with at least 2 hours in pain and symptom management. If you hold a TPA certification, at least 20 of the continuing education hours shall be in the category of pharmacological management of ocular conditions. Additional information about the continuing education requirement can be found in the Optometry Administrative Rules found at www.michigan.gov/bpl.

- ☐ If you hold TPA certification, upload a copy of your current certificate in cardiopulmonary resuscitation issued by The Red Cross, The American Heart Association, an accredited hospital, or a comparable organization or institution.

- ☐ Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.

Applicants whose Michigan license has been lapsed for 6 years or more must:

- ☐ Upload proof of having completed 40 hours of board-approved continuing education within 2 years immediately preceding the date of this application with at least 2 hours in pain and symptom management. If you hold a TPA certification, at least 20 of the continuing education hours shall be in the category of pharmacological management of ocular conditions. Additional information about the continuing education requirement can be found in the Optometry Administrative Rules at www.michigan.gov/bpl.

- ☐ If you hold TPA certification, upload a copy of your current certificate in cardiopulmonary resuscitation issued by The Red Cross, The American Heart Association, an accredited hospital, or a comparable organization or institution.

- ☐ Take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination covers material that can be found in the Michigan Public Health Code Article 1, Parts 11 and 12; Article 5, Part 55A; Article 15, Parts 161 and 174; and the Administrative Rules for the Board of Optometry. You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.

- ☐ **An applicant that does NOT hold an active, valid license to practice optometry in another state** must achieve a passing score on parts I, II, and III of the National Board of Examiners in Optometry (NBEO) examination. Have the passing scores submitted directly to this office from the examination agency. Contact the NBEO on their website at www.optometry.org.

RENEWAL REQUIREMENTS CHECKLIST

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

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

  Optometrist Renewal Application Fee: $209.60
  Controlled Substance Renewal Application Fee: $165.40

- ☐ Renewal Cycle: 2 years

- ☐ 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.

- If you hold a controlled substance license, it will be automatically renewed and the renewal fee charged along with your optometrist license unless you deselect the controlled substance license during the renewal process.

  - Controlled substance licensees must have completed prior to renewal a training in opioids and controlled substance awareness that meets the standards established in Administrative Rule 338.3135.

- 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 of the Optometrist License renewal requirements and all information provided on your renewal application is true and correct.

  - If licensed during the full 2-year renewal cycle:
    - 40 hours of continuing education in board-approved courses or programs completed during the 2-year renewal period, which includes:
      - A minimum of 2 hours of board-approved continuing education earned in the area of pain and symptom management, as they relate to the practice of optometry.
      - A minimum of 20 hours of board-approved continuing education must be completed in-person or in a live, synchronous format that provides for the opportunity of direct interaction between the presenter and the participants, including, but not limited to, lectures, symposia, live teleconferences, and workshops.
      - A maximum of 9 continuing education hours per licensure cycle in practice management.

- Your controlled substance licenses will renew along with the veterinarian clinical academic limited license unless you uncheck the "renew cs" box on the renewal application.

- 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 substances awareness that meets the standards established in Administrative Rule 338.3135.

- An applicant for license renewal who holds certification to administer topical ocular diagnostic pharmaceutical agents or certification to administer and prescribe therapeutic pharmaceutical agents, or both, must hold a current certificate in cardiopulmonary resuscitation issued by The Red Cross, The American Heart Association, an accredited hospital, or a comparable organization or institution and.shall

accumulate not less than 20 hours of board-approved continuing education in pharmacological management of ocular conditions. The 20 required hours are part of, and not in addition to, the 40 hours required.

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.

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 Nursing Home Administrators
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 change 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. Do I have to renew my controlled substance (CS) license if I am not currently living in Michigan, and my professional license is active, Can I renew my CS license later if I move back to Michigan?

You do not have to renew your controlled substance license unless you are currently prescribing or dispensing controlled substances in Michigan. You can reapply for your controlled substance license at a later time as long as your professional license is active in Michigan.

10. 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.