MICHIGAN OSTEOPATHIC PHYSICIAN EDUCATIONAL LIMITED LICENSING GUIDE

OVERVIEW:

The osteopathic physician educational limited license type is for individuals engaged in postgraduate training. A limited license for postgraduate shall require that the individual confine his or her practice and training to a hospital or institution approved by the board for the training. A limited license for a postgraduate is renewable for not more than 5 years.

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 Osteopathic Physician Educational Limited License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online Application for Controlled Substance License
- ☐ 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)
  - ➢ Osteopathic Physician Educational Limited License: $93.60
  - ➢ Controlled Substance License: $93.70

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THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Since you will be prescribing, dispensing, manufacturing, or distributing controlled substances, you must apply for both an osteopathic physician educational limited license and controlled substance license. You must 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 osteopathic physician educational limited application, you must wait for the osteopathic physician educational limited 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 338.120.

- 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 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 an osteopathic physician. 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 hospital in which you are allowed to practice.

- Verification of Medical Education - Provide proof verifying you have graduated or you are expected to graduate within 3 months after the submission date of the application for licensure from an approved osteopathic medical school. Acceptable proof of graduation includes:

- Official transcripts confirming the completion of the requirements for a degree in osteopathic medicine sent directly to our office from the school you attended
- Completed Certification of Medical Education form. The Certification of Medical Education form can be found at www.michigan.gov/bpl and must be completed and returned directly to this office by the school you attended.

If you have not yet graduated, acceptable proof includes:

- A letter of good standing verifying that you are expected to graduate in 3 months must be submitted directly to this office from a Board approved school of osteopathic medicine.
- Completed Certification of Medical Education form. The Certification of Medical Education form can be found at www.michigan.gov/bpl and must be completed and returned directly to this office by the school you attended.

Transcripts or Certification of Medical Education form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

☐ 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, 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 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)
- ➢ Osteopathic Physician Educational Limited License Relicensure: $113.60
- ➢ Controlled Substance License: $93.70

An educational limited license may be renewed no more than 5 years. This includes relicensure.

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RENEWAL REQUIREMENTS CHECKLIST

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

  - Osteopathic Physician Educational Limited License Renewal Application Fee: $33.00
  - Controlled Substance Renewal Application Fee: $82.70
    (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 no more than 5 years. This includes relicense.

- ☐ 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 338.120.

- ☐ 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.

- ☐ Certification of Appointment to a Michigan Training Hospital – This form is ONLY required to be submitted if the appointing school, hospital or residency program (i.e. general surgery, internal medicine) 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.

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HELPFUL RESOURCES AND FORMS

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

  Resources:
  - Public Health Code
  - Administrative Rules for Osteopathic Medicine and Surgery

  Forms:
  - Certification of Appointment to a Michigan Training Hospital
  - Certification of Medical Education of Medical Schools in the U.S.

FREQUENTLY ASKED QUESTIONS

1. **How long are Osteopathic Physician Educational Limited Licenses valid?**

   Educational Limited licenses are valid for 1 year and can only be renewed 5 times.

2. **I need to change my program on my Educational Limited license. How can I do that?**

   If you need to change your program prior to the renewal of your license, you will need to have the new hospital fill out a Certificate of Appointment to a Michigan Training Hospital form signed by the Director of Medical Education and have them email it to BPLData@michigan.gov. Once the program information is processed, we will mail updated hard copies of the licenses directly to the hospital.

   If you are changing programs during your renewal period, you will need to have the new hospital fill out a Certificate of Appointment to a Michigan Training Hospital form signed by the Director of Medical Education and either email it to BPLData@michigan.gov or upload the form to your renewal application. Updated licenses will be mailed to the hospital and copies sent to the email address on record once processed.

   If you are not changing your program during your renewal period, you will complete the renewal application, submit the appropriate fee and the licenses will renew. Updated licenses will be sent to the hospital and copies will be sent to the email address on record.

3. **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 date order 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. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

4. Can I renew my license for a shortened period if I do not need the license for the full license cycle?

No. When you renew your license, it can only be renewed for the full license cycle.

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

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

6. How do I verify my Michigan Osteopathic Physician Educational Limited license?

Certified license verification requests must be obtained from the Michigan Board of Osteopathic Medicine and Surgery. You must submit your request via the MiPLUS system. There is a $15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address 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.

7. 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. You can renew online by logging into your MiPLUS account at www.michigan.gov/MiPLUS. You may pay your renewal fee by using a debit or credit card containing a Visa, MasterCard, American Express, or Discover logo.

8. 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 when you renew your license.