

## MICHIGAN OSTEOPATHIC PHYSICIAN (DO) LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain an osteopathic physician license.)

#### APPLICATION AND FEES

- Online Application for an Osteopathic Physician License - Complete all fields, answer all questions, and upload any supporting documentation.
  - Online Application for Controlled Substance License (Optional)
  - Online applications can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)  
 DO by Exam and Endorsement \$367.70  
 Controlled Substance \$254.10

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS FOR AN OSTEOPATHIC PHYSICIAN LICENSE

- If you will be prescribing, dispensing, manufacturing, or distributing controlled substances, you must apply for both an osteopathic physician license and controlled substance license. 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 osteopathic physician application, you must wait for the osteopathic physician 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 1-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 20, 2021, completion of a one-time training to identify victims of human trafficking is required for a licensed physician or licensure applicant that meets the standards of Administrative Rule 338.120.
- 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 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](mailto: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.
- 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 EXAM

(These are in addition to the requirements stated above that apply to ALL Applicants)

- COMLEX Scores - Verification of having passed all parts to the COMLEX must be submitted directly to this office from the National Board of Osteopathic Medical Examiners (NBOME) by visiting their website at [www.nbome.org](http://www.nbome.org). Verification of scores can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Official transcripts confirming degree awarded in osteopathic medicine and date conferred must be submitted directly to this office from a school of osteopathic medicine approved by the board. Transcripts can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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- Certification of satisfactory completion of 1-year Board approved postgraduate clinical training. The Medical Director or Superintendent where you completed your postgraduate clinical training must submit the Certification of Completion of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

### ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT (These are in addition to the requirements stated above that apply to ALL Applicants)

#### An applicant applying by endorsement must meet ONE of the following requirements:

- Has first been licensed in good standing in another state and actively engaged in the practice of osteopathic medicine and surgery for at least 5 years before the filing of an application.
- Has first been licensed in good standing in another state and actively engaged in the practice of osteopathic medicine and surgery less than 5 years before the date of application and satisfies both of the following requirements:
  - Passed all parts of the COMLEX - Verification must be submitted directly to this office from the National Board of Osteopathic Medical Examiners (NBOME) by visiting their website at [www.nbome.org](http://www.nbome.org). Verification of scores can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
  - Completed a minimum of 1 year of Board approved postgraduate clinical training. The Medical Director or Superintendent where you completed your postgraduate clinical training must submit the Certification of Completion of Postgraduate Training form directly to this office by email to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

### 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)

- Verification of the completion of the educational requirements for an osteopathic physician license in a province of Canada or another state to obtain licensure as an osteopathic physician in a province of Canada or another state. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada which you hold or ever held a license in 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, any disciplinary action taken or pending against the applicant. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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- ❑ COMLEX Scores - Verification of having passed all parts to the COMLEX must be sent directly to this office from the National Board of Osteopathic Medical Examiners (NBOME) by visiting their website [www.nbome.org](http://www.nbome.org). Verification of scores can be emailed to [bpldata@michigan.gov](mailto: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](http://www.michigan.gov/miplus), select **MiPLUS Login**, select **"Modification"** next to your license number and this will start the relicensure process.

- ❑ DO Relicensure: \$387.70: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)  
Controlled Substance: \$254.10

#### **All relicensure applicants must complete the following:**

- ❑ Submit proof to the department of accumulating not less than 150 hours of Board approved continuing education during the 3 years immediately preceding the date of the application for relicensure. Of the 150 hours a minimum of 1 hour in medical ethics must be earned. A minimum of 3 hours in pain and symptom management and at least 1 of the 3 hours must include controlled substances prescribing.

#### **Applicants for relicensure whose license has lapsed for more than 3 years but less than 5 years preceding the date of application for relicensure must complete the above requirement listed for all relicensure applicants along with ONE of the following requirements:**

- ❑ Presents proof to the department that the applicant is actively licensed and in good standing as an osteopathic physician in another state.
- ❑ Completes 1 of the following during the 3 years immediately preceding the date of the application for relicensure:
  - Takes and passes the Comprehensive Osteopathic Medical Variable-Purpose Examination (COMVEX) offered by the NBOME.
  - Successfully completes a Board approved postgraduate training program. \*
  - Successfully completes a physician re-entry program that is accredited by the Coalition for Physician Enhancement or affiliated with an osteopathic medical school accredited by the Commission on Osteopathic College Accreditation. \*

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**Applicants for relicensure whose license has lapsed for 5 years or more preceding the date of application for relicensure must complete the above requirement listed for all relicensure applicants along with ONE of the following requirements:**

- Presents proof to the department that the applicant is actively licensed and is in good standing as an osteopathic physician in another state.
- Successfully completes BOTH of the following requirements during the 3 years immediately preceding the date of the application for relicensure:
  - i. Takes and passes the COMVEX offered by the NBOME.
  - ii. Successfully completes 1 of the following training options:
    - a. A Board approved post-graduate training program.\*
    - b. A physician re-entry program that is accredited by the Coalition for Physician Enhancement.\*
    - c. A physician re-entry program affiliated with an osteopathic medical school accredited by the Commission on Osteopathic College Accreditation.\*

\* If you are an applicant for relicensure and need to complete a board approved post-graduate training program or physician re-entry program, you may apply and be granted an educational limited license for the sole purpose of completing that training.

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Osteopathic Physician License Renewal and Controlled Substance License Renewal – Must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- DO Renewal Application Fee: \$308.25 (Must be paid by Visa, American Express, Mastercard, or Discover credit or debit card)
- Controlled Substance Renewal Application Fee: \$243.30
- Renewal Cycle: 3 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 R 338.120.

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- Implicit Bias Training – For initial renewals completed after June 1, 2021, completion of one hour of implicit bias training is required for each year of licensure since June 1, 2021. If renewing prior to June 1, 2022 implicit bias training is not required for that renewal. Once the initial renewal is completed, then 1 hour of implicit bias training will be required for each year of the current license cycle going forward. 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 2022 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.
- 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.
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met the continuing education requirements during the renewal period and all information provided on your renewal application is true and correct:
  - Continuing education requirements for renewal:
    - 150 hours of continuing education in activities approved by the board of which a minimum of 60 hours of the required 150 hours must be earned through Category 1 programs.
    - A minimum of 3 hours of continuing education earned in the area of pain and symptom management. At least 1 of the 3 hours must include controlled substance prescribing.
    - A minimum of 1 hour of continuing education earned in the area of medical ethics is required for all renewal cycles that began on or after 04/26/2021.

### HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://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](#)
- 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](#).

#### Forms:

- Certification Completion of Postgraduate Training