LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN CONTROLLED SUBSTANCE FACILITY LICENSING GUIDE

OVERVIEW:

The controlled substance facility license type allows a licensee to manufacture, distribute, or dispense any controlled substance in Michigan as provided in Article 7 of the Public Health Code, PA 368 of 1978, as amended.

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 a Controlled Substance License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting **www.michigan.gov/miplus**, select **MiPLUS Login**, select "**Modification**" next to your license number and then select **"Controlled Substance Application."**
- ☐ Application Fee for Controlled Substance License: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  0-12 months – $93.70
  13-24 months – $176.40

  The following professions are eligible for a controlled substance license:

  - Pharmacies
  - Manufacturers
  - Remote Pharmacies
  - Wholesale Distributors

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THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- A controlled substance license is required for every facility that manufactures, distributes, or dispenses any controlled substance in Michigan as provided in Article 7 of the Public Health Code, PA 368 of 1978, as amended. The controlled substance license must be for the same physical address as the facility license. **Controlled substance licenses expire on the same date as the facility license and must be renewed for the same length of time.**

- Criminal/Disciplinary History Questions – Criminal conviction and/or disciplinary documentation will be required if you answer "yes" to either question.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

- A controlled substance license may not be relicensed. You may apply for a new controlled substance license when applying for relicensure of your facility license. If only your controlled substance license has lapsed, you may apply for a new controlled substance license by visiting **www.michigan.gov/miplus,** select **MiPLUS Login**, select "**Modification**" next to your license number and then select **"Controlled Substance Application."**

RENEWAL REQUIREMENTS CHECKLIST

- Your controlled substance license may only be renewed in conjunction with your facility license. This application can be completed by visiting **www.michigan.gov/miplus.** If you do not wish to renew your controlled substance license, you must uncheck the "Renew CS" box next to the license you do not wish to renew on the renewal application.

- Controlled Substance Renewal Application Fee: $165.40 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- Renewal Cycle: 2 years

HELPFUL RESOURCES AND FORMS

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

  Resources:
  - Public Health Code
  - Administrative Rules

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FREQUENTLY ASKED QUESTIONS

1. **How can I contact the Board of Pharmacy, 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 Pharmacy
   PO Box 30670
   Lansing, MI 48909

2. **How long are Controlled Substance facility license types valid?**

   Controlled Substance facility licenses are valid for 2 years.

3. **How do I verify my Michigan Controlled Substance facility license?**

   Certified license verification requests must be obtained from the Michigan Board of Pharmacy. 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.

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

   Your controlled substance facility license may only be renewed in conjunction with your professional license. 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. 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.**

5. **How do I change my facility name?**

   A facility may change their organization name or DBA name by visiting www.michigan.gov/miplus and submitting a modification to the facility license. Choose the Company Information Change option. You are required to upload supporting documentation such as articles of incorporation or assumed name certificate for all name changes.

6. **Is there a grace period for my renewal?**

   Yes, there is a 60-day grace period in which you may renew your license. 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).

7. 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.

8. 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.

9. 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. The average time to receive a new license is 4 to 6 weeks and could be sooner if all required documents are received with the application. 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.

10. How do I apply for a (Drug Enforcement Administration) DEA registration?

The State of Michigan and the DEA are two separate entities. The DEA is federally administered and regulated. If you have any questions concerning your DEA registration, you should visit their website at www.dea.gov or contact them directly at (800) 882-9539.

You must obtain a Michigan controlled substance license prior to a DEA registration.