LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

# MICHIGAN CONTROLLED SUBSTANCE INDIVIDUAL LICENSING GUIDE

## OVERVIEW:

**The controlled substance license type allows a licensee to manufacture, distribute, prescribe, or dispense any controlled substance in Michigan as described in Article 7 of Public Act 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](www.michigan.gov/miplus), select **MiPLUS Login**, select "**Modification**" next to your license number and then select **"Controlled Substance Application."**

- ☐ Controlled substance license can also be applied for when completing the online application for a Certified Registered Nurse Anesthetist (CRNA), Dentist, Medical Doctor, Optometrist with DPA and TPA Certification, Osteopathic Physician, Pharmacist, Physician's Assistant, Podiatrist, and Veterinarian. If you do not apply for a controlled substance license on your professional license application, you must wait for the professional license to be issued before applying for a controlled substance license.

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

  The controlled substance license runs concurrently with your professional license. The appropriate fee will be applied based on the next expiration date of your professional license.

0-12 months – $93.70
3-24 months – $176.40
25-36 months – $259.10

- The following professions are eligible for a controlled substance license:
  - Certified Registered Nurse Anesthetists
  - Dentists
  - Medical Doctors
  - Optometrists with DPA and TPA Certification
  - Osteopathic Physicians
  - Pharmacists (Note: A pharmacist needs only one controlled substance license to dispense from any licensed pharmacy.)
  - Physician's Assistants
  - Podiatrists
  - Veterinarians

**Note: Advanced Practice Registered Nurses are not eligible for a Michigan controlled substance license.**

## 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 as described in Article 7 of Public Act 368 of 1978, as amended. 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. All practitioners and veterinarians who dispense controlled substances in Schedules 2-5 must report this prescription data to the Michigan Automated Prescription System (MAPS) as stated in Board of Pharmacy Rules 338.3162d. **Your controlled substance license will expire on the same date as your professional 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.

- 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.

## 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 primary 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 professional 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 (Must be paid by Visa, Mastercard, Discover or American Express credit or debit card):

- ☐ 1-Year license cycle – $82.70
- ☐ 2-Year license cycle – $165.40
- ☐ 3-Year license cycle – $248.10

- ☐ Renewal Cycle: 1-3 years depending on the licensure cycle of the professional license.

- ☐ 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.

## 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

## 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 license types valid?**

1 - 3 years depending on the licensure cycle of the professional license.

**3. How do I verify my Michigan Controlled Substance 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 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. 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.**

**5. How do I change my name and address?**

Address changes must be completed through your MiPLUS account by submitting a modification through your CS license. Name changes must be completed through your MiPLUS account by submitting a modification through your professional license. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order 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. Do I need a controlled substance license for every location in which I practice?**

Effective December 2, 2004, you are no longer required to have a separate controlled substance license for each location in which you prescribe controlled substances. **You only need one controlled substance license to prescribe controlled substances in Michigan regardless of the number of locations where you prescribe.**

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

**11. 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.

**12. 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.