MICHIGAN DRUG CONTROL LICENSING GUIDE

OVERVIEW:

The drug control license type allows a licensee to store and dispense prescription drugs.

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.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST....1
APPLICATION AND FEES....1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS....2
ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE....2
RENEWAL REQUIREMENTS CHECKLIST....2
HELPFUL RESOURCES AND FORMS....3
FREQUENTLY ASKED QUESTIONS....3

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

☐ Online Application for a Drug Control 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 **"Drug Control Application."**

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

The drug control 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: $91.80
13-24 months: $107.10
25-36 months: $122.40

The following professions are eligible for a drug control license:

- Dentists
- Medical Doctors
- Optometrists with DPA and TPA Certification
- Osteopathic Physicians

- Physician's Assistants
- Podiatrists
- Advanced Practice Registered Nurses (Nurse Midwife, Nurse Practitioner, Clinical Nurse Specialist)

Note: Veterinarians are not eligible for a Michigan drug control license.

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

☐ All licensed Medical Doctors, Osteopathic Physicians, Podiatrists, Optometrists, Dentists, Physician's Assistants, and Advanced Practice Registered Nurses who wish to dispense prescription drugs **must obtain a drug control license for each location in which the storage and dispensing of prescription drugs occur.** A drug control license is not necessary if the dispensing occurs in the emergency department, emergency room, or trauma center of a hospital licensed under Article 17 of the Public Health Code or if the dispensing involves only the issuance of complimentary starter dose drugs. If controlled substances will be dispensed, a separate controlled substance license is required for each location where the drugs will be dispensed. Advanced Practice Registered Nurses are not eligible for a controlled substance license and may not dispense controlled substances under the authority of a drug control license. All practitioners 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 drug control license will expire on the same date as your professional 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 drug control license may not be relicensed. You may apply for a new drug control license when applying for relicensure of your primary license. If only your drug control license has lapsed, you may apply for a new drug control license by visiting **www.michigan.gov/miplus**, select **MiPLUS Login**, select "**Modification**" next to your professional license number and then select **"Drug Control Application."**

RENEWAL REQUIREMENTS CHECKLIST

☐ Your drug control 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 drug control license, you must uncheck the "Renew DC" box next to the license you do not wish to renew on the renewal application.

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

1-Year license cycle: $15.30

2-Year license cycle: $30.60
3-Year license cycle: $45.90

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

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 Drug Control license types valid?

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

3. How do I verify my Michigan Drug Control 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 drug control 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 Drug Control 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.