MICHIGAN PHARMACIST LICENSING GUIDE

OVERVIEW:

The pharmacist license type allows a licensee to engage in the practice of pharmacy.

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 Pharmacist 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
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Pharmacist by Exam or Endorsement: $137.70
  Controlled Substance: $176.40

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THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- NABP E-Profile Identification Number – Contact the National Association of Boards of Pharmacy (NABP) for more information at https://nabp.pharmacy.

- 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.

- 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 do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

- 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, if the license expired within the last three years).

- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- Human Trafficking Training – Individuals seeking licensure must have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.511 prior to being issued a license.

- Implicit Bias Training – Individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.

- If you will be dispensing controlled substances, you must apply for both a pharmacist 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 pharmacist application, you must wait for the pharmacist 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.

- Provide an attestation to the department that you have sufficient knowledge of the Public Health Code and board's Administrative Rules to competently practice pharmacy in this state (except those applicants seeking relicensure if the license expired within the last three years). **Please note: The attestation is part of the pharmacist application if applied on or after May 10, 2024.**

- 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 of the Public Health Code – General Rules.

NOTE: An applicant that has FPGEC certification from NABP has met the English proficiency requirement as the applicant's credentials and English proficiency have been evaluated and determined to be equivalent to the credentials required in this state.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION
(These are in addition to the requirements stated above that apply to ALL applicants)

- ☐ Prior to submitting an online application for licensure, you must have obtained a passing score on the NAPLEX. Contact the National Association of Boards of Pharmacy (NABP) for more information at https://nabp.pharmacy. An applicant that fails to pass the NAPLEX shall wait not less than 45 days to retest or comply with the current waiting period established by NABP, whichever is longer. An applicant that has not achieved a passing score on the NAPLEX may not take the NAPLEX more than 3 times in a 12-month period. An applicant who fails to pass the NAPLEX within 3 attempts, shall request preapproval from the department, of a live or interactive examination preparation course, or instruction with an instructor with expertise on the subject matter, for the examination that the applicant failed. After participating in the course or instruction the applicant shall provide the department with proof that the applicant completed the course or instruction. An applicant may not sit for the NAPLEX more than 5 times unless the applicant successfully repeats an ACPE-accredited pharmacy education program and provides proof of completion to the department. Once you have achieved a passing score on the NAPLEX, you may apply for licensure in Michigan.

- ☐ Obtain one of the following:

  - A professional degree from a school of pharmacy accredited by the ACPE.

  - A score transfer from NABP if you have been licensed in another state for 1 day to 1 year.

- ☐ Arrange to have passing NAPLEX scores sent to this office from the National Association Board of Pharmacy (NABP). Contact the NABP for more information at https://nabp.pharmacy.

- ☐ Michigan requires 1,600 hours of internship. Graduates of pharmacy educational programs accredited by the Accreditation Council for Pharmacy Education (ACPE) must forward the Certificate of Pharmacy Education form to your school of pharmacy to request verification of pharmacy education and internship hours granted. **The Certificate of Pharmacy Education form must be sent directly from your school of pharmacy to this department.** NOTE: The Internship Training Affidavit form should be used only to report those intern hours gained in Michigan while holding an intern license. Hours gained in other states must be reported directly to this office by the Board of Pharmacy in the state where the intern hours were obtained.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Establish that you are currently licensed, and that your license is currently in good standing as a pharmacist in another state.
- ☐ Submit the NABP license transfer report to the department.

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)

- ☐ Establish that you are currently licensed, and that your license is currently in good standing as a pharmacist in Canada.

- ☐ Arrange to have passing NAPLEX scores sent to this office from the National Association of Board of Pharmacy (NABP) OR arrange to have passing Pharmacy Examining Board of Canada (PEBC) Pharmacists Qualifying Examination scores, parts I and II, sent to this office.

- ☐ Graduates of a pharmacy education program accredited by the Accreditation Council for Pharmacy Education (ACPE) OR the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) must forward the Certificate of Pharmacy Education form to your school of pharmacy to request verification of pharmacy education and internship hours granted. **The Certificate of Pharmacy Education form must be sent directly from your school of pharmacy to this department.**

- ☐ Applicants who have held a pharmacist license for less than 1 year in Canada must have acquired a minimum of 1,600 hours of pharmacy practice either through an approved internship or hours engaged in the practice as a pharmacist.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Obtain one of the following:

  - A FPGEC certification from the NABP. Graduates of foreign pharmacy programs that are not accredited by the Accreditation Council for Pharmacy Education (ACPE) must complete the Foreign Pharmacy Graduate Examination Committee certification program (FPGEC) administered by the National Association of Boards of Pharmacy (NABP). This office will obtain the FPGEC information directly from NABP. Visit the NABP website at https://nabp.pharmacy for more information.

  - A score transfer from NABP if you have been licensed in another state for 1 day to 1 year.

- ☐ Arrange to have passing NAPLEX scores sent to this office from the National Association Boards of Pharmacy (NABP). Contact the NABP for more information at https://nabp.pharmacy.

- ☐ Michigan requires 1,600 hours of internship. Arrange for the Internship Training Affidavit form to be submitted directly to this office from a pharmacist Preceptor for hours gained in Michigan while holding an intern license. NOTE: Hours gained in other states must be reported directly to this office by the Board of Pharmacy in the state where the intern hours were obtained.

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 then select **"Relicensure."**

- 2 year Relicensure Application and Fee (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card):

  Pharmacist Relicensure – $157.70
  Pharmacist Relicensure with Temporary License – $183.20
  Controlled Substance - $176.40

All applicants for relicensure must complete the following:

- Upload proof of having completed 30 hours of continuing education in board-approved courses or programs completed during the 2-year period immediately preceding your application for relicensure.

  - A minimum of 1 hour of continuing education earned in the area of pain and symptom management.
  - A minimum of 1 hour of continuing education in pharmacy ethics and pharmacy law, which may be completed in 1 or more courses.
  - A minimum of 10 hours of continuing education must be live, synchronous, courses or programs, in-person or virtual, that provide for the opportunity of direct interaction between faculty and participants.
  - An applicant may not earn more than 12 hours of continuing education in a 24-hour period.

Applicants for relicensure whose license has lapsed for more than 3 years, but less than 8 years, at the time of application AND are NOT currently licensed as a pharmacist in another state or a province of Canada must also complete the following:

- Within 6 months after being granted a limited license, complete a program of practical pharmacy experience of not less than 200 hours as follows:

  - The individual shall practice under the personal charge of a currently licensed Michigan pharmacist.
  - Upon completion of the required practical experience, the supervising pharmacist shall forward to the department a verification of the applicant's completion of the hours. The internship must provide professional and clinical instruction in, but not limited to, all of the following areas:
    - Pharmacy administration and management.
    - Drug distribution, use, and control.
    - Legal requirements.
    - Providing health information services and advising patients.
    - Pharmacist's ethical and professional responsibilities.
    - Drug and product information.
    - Evaluating drug therapies and preventing or correcting drug-related issues.
  - If completed in Michigan, the program of practical pharmacy experience shall only be done while licensed as a Pharmacist Temp. Applicants will only be granted a temporary license after applying for relicensure and selecting "yes" to the question "Do you require a Pharmacist-Temporary license?".

Applicants for relicensure whose license has lapsed for 8 years of more at the time of application AND are NOT currently licensed as a pharmacist in another state or a province of Canada must also complete the following:

- ☐ Within 2 years before applying for relicensure, you must retake and have obtained a passing score on the NAPLEX. An applicant that fails to pass the NAPLEX shall wait not less than 45 days to retest or comply with the current waiting period established by NABP, whichever is longer. An applicant that has not achieved a passing score on the NAPLEX may not take the NAPLEX more than 3 times in a 12-month period. An applicant who fails to pass the NAPLEX within 3 attempts shall request preapproval from the department, of a live or interactive examination preparation course, or instruction with an instructor with expertise on the subject matter, for the examination that the applicant failed. After participating in the course or instruction the applicant shall provide the department with proof that the applicant completed the course or instruction. An applicant may not sit for the NAPLEX more than 5 times unless the applicant successfully repeats an ACPE-accredited pharmacy education program and provides proof of completion. Contact the National Association of Boards of Pharmacy (NABP) for more information at https://nabp.pharmacy.

- ☐ Within 6 months after being granted a limited license, complete a program of practical pharmacy experience of not less than 400 hours as follows:

  - The individual shall practice under the personal charge of a currently licensed Michigan pharmacist.
  - Upon completion of the required practical experience, the supervising pharmacist shall forward to the department a verification of the applicant's completion of the hours. The internship must provide professional and clinical instruction in, but not limited to, all of the following areas:
    - Pharmacy administration and management.
    - Drug distribution, use, and control.
    - Legal requirements.
    - Providing health information services and advising patients.
    - Pharmacist's ethical and professional responsibilities.
    - Drug and product information.
    - Evaluating drug therapies and preventing or correcting drug-related issues.
  - If completed in Michigan, the program of practical pharmacy experience shall only be done while licensed as a Pharmacist Temp. Applicants will only be granted a temporary license after applying for relicensure and selecting "yes" to the question "Do you require a Pharmacist-Temporary license?".

REQUIREMENTS FOR PHARMACIST PRECEPTOR APPLICATION

- ☐ An applicant for a pharmacist preceptor specialty must have held an unrestricted Michigan pharmacist license for at least one year and have been engaged in the practice of pharmacy in Michigan for at least one year.

  The preceptor specialty application can be completed by visiting **www.michigan.gov/miplus**, select **MiPLUS Login**, select "**Modification**" next to your pharmacist license number and then select **"Pharmacist Preceptor Application."**

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Pharmacist Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

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

  Pharmacist Renewal Application Fee: $61.20
  Controlled Substance Renewal Application Fee: $165.40

- Renewal Cycle: 2 years

- 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 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 338.511.

- 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.

- If you hold a controlled substance license, it will be automatically renewed and the renewal fee charged along with your pharmacist license unless <u>you uncheck</u> the "renew cs" box on the renewal application.

- 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.

- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have completed the continuing education requirements during the renewal period and all information provided on your renewal application is true and correct.

- 30 hours of continuing education in board-approved courses or programs completed during the 2-year renewal period, which includes:

  - A minimum of 1 hour of continuing education earned in the area of pain and symptom management.
  - A minimum of 1 hour of continuing education in pharmacy ethics and pharmacy law, which may be completed in 1 or more courses.
  - A minimum of 10 hours of continuing education must be live, synchronous, courses or programs, in-person or virtual, that provide for the opportunity of direct interaction between faculty and participants.
  - An applicant may not earn more than 12 hours of continuing education in a 24-hour period.

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:
  - Michigan Public Health Code
  - Administrative Rules for Pharmacy

- 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.

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 Pharmacist license types valid?

Pharmacist licenses are valid for 2 years.

3. How do I verify my Michigan Pharmacist 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?

You will be sent a reneal 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?

Name and address changes must be completed through your MiPLUS account by submitting a modification. 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 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 for each license type when you renew your license(s).

7. Do I need to submit proof of my continuing education (CE)?

The Board does not maintain a record of CE earned. You are required to maintain your own records and keep documentation on hand for a minimum of 4 years from the date of applying for license renewal. You are not required to submit CE information when you renew your license. The Board conduts a random audit after each renewal period. At that time, a percentage of all licensees who renewed will be randomly selected and notified by mail that they must submit evidence of having earned the required CE. If you are selected for the audit, then you will be required to submit copies of the CE certificates you earned. **(Retain the originals)**

8. Where can I find appproved CE courses?

You may find a list of courses that have been approved by the board and will be updated after each Board of Pharmacy meeting. The list of approved CE programs may be located on the pharmacy page at www.michigan.gov/pharmacy under Licensing Information. For complete information on continuing education, please refer to the Board of Pharmacy – Continuing Education rules located on the Bureau website at www.michigan.gov/bpl. It is your responsibility to make sure the CE you complete meets the requirements outlined in the administrative rules.

9. Does my training on Identifying Victims of Human Trafficking count towards my CE hours?

No. However, if the training also satisfies the Board's requirements for CE, then the training may be applied toward your CE requirement.

10. Does my training on Implicit Bias Training count towards my CE hours?

No. However, if the training also satisfies the Board's requiements for CE, then the training may be applied toward your CE requirement.

11. 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.

When your license lapses, you can no longer practice your profession, nor can you identify yourself as a licensed individual.

12. 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.

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

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

14. 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.

15. Do I need a controlled substance license for every location in which I practice?

A pharmacist needs only one controlled substance license to dispense from any licensed pharmacy.

16. 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.

17. 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.

18. How do I file a complaint against a health care professional?

Visit the Bureau of Professional Licensing's website at www.michigan.gov/bpl for information on how to File a Complaint Against a Health Care Licensee.