

Bureau of Professional Licensing Podiatric Medicine and Surgery FAQs

1. How can I contact the Board of Podiatric Medicine and Surgery, Licensing Division?

Email:	Questions	BPLHelp@michigan.gov
	Submit Documents	BPLData@michigan.gov
Phone:	(517) 335-0918	
Mailing Address:	Bureau of Professional Licensing Board of Podiatric Medicine and Surgery PO Box 30670 Lansing, MI 48909	

2. What license types are available?

Doctor of Podiatric Medicine and Surgery: This is a full license granted to an individual qualified to engage in the practice of podiatric medicine and surgery.

- **Podiatrist by Examination:** You have never held a full podiatrist license in Michigan or any other state.
- **Podiatrist by Endorsement:** You hold an active full podiatrist license in another state, and you wish to become licensed in Michigan.
- **Relicensure:** If you have ever held a Michigan podiatrist license, but your Michigan podiatrist license has expired, you must apply for relicensure.

Educational Limited Podiatrist: This is a license granted to a qualified individual that has been accepted into a postgraduate training program accredited by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association (APMA).

Special Volunteer Podiatrist: This is a license granted to an individual who is retired from engaging in the active practice as a podiatrist and who wishes to donate his or her expertise for the health care and treatment of indigent and needy individuals in Michigan or for the health care and treatment of individuals in medically underserved areas of Michigan without payment or compensation.

3. How do I verify my Michigan Podiatrist license?

Certified license verification requests must be obtained from the Michigan Board of Podiatric Medicine and Surgery. You must submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address 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.

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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 long are Podiatry license types valid?

Podiatrist licenses are valid for 3 years. Podiatrist Educational Limited licenses are valid for 1 year and can only be renewed 5 times.

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

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.**

You can renew online by logging into your MiPLUS account at www.michigan.gov/MiPLUS. You may pay your renewal fee by using a debit or credit card containing a Visa, MasterCard, American Express, or Discover logo.

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 when you renew your license.

7. How many continuing education hours are required?

Michigan podiatrists are required to earn 150 hours of continuing education within the 3-year period immediately preceding the application for renewal. At least 3 of these hours must be in pain and symptom management, at least 1 hour in medical ethics, and at least 2 hours in controlled substances prescribing.

8. 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 conducts 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 your originals)**

9. Where can I find approved CE courses?

The Administrative Rules for Podiatric Medicine and Surgery located on the Bureau website at www.michigan.gov/bpl addresses acceptable continuing education, requirements, and limitations under R 338.8127. The Department does not approve CE courses. It is your responsibility to make sure the CE you complete meets the requirements outlined in the administrative rules.

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10. There have been changes to the Public Health Code and Administrative Rules that require licensees and individuals seeking licensure to complete human trafficking training. When does this take effect?

Beginning with licensees renewing in 2017 and all renewal cycles thereafter, licensees must have completed training in identifying victims of human trafficking that meet the standards established in Administrative Rule 338.8102.

Beginning January 6, 2022, individuals seeking initial licensure in Michigan must have completed human trafficking training prior to obtaining a podiatrist license.

The human trafficking training is a one-time training and is not part of the continuing education requirement but may be satisfied via a continuing education activity. The Board conducts a random audit after each renewal period. At that time, a percentage of all licensees renewing will be randomly selected and notified by mail that they must submit evidence of having obtained their human trafficking training. If you are selected in an audit, then you will be required to submit a **copy** of your human trafficking training documentation. **(Retain your original)**

11. 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.

12. Do I need to demonstrate a working knowledge of the English language to be licensed in Michigan? How can I prove I have a working knowledge of the English language?

All individuals 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.

13. 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](#).

14. Where can I find a copy of the administrative rules pertaining to Podiatric Medicine and Surgery?

You can access the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing (BPL) administrative rules and proposed revisions on the BPL website at www.michigan.gov/bpl by selecting *Laws, Rules, and Other Resources*.

15. How can I change my name or 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.

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If you hold a controlled substance (CS) license you must email the name and/or address change to BPLData@michigan.gov so your CS license can be updated. Modifications on a CS license cannot be completed through MiPLUS.

When updating your name and/or address in MiPLUS you can also request to have a license mailed to you with the updated information. There is a \$10.00 fee per license to have it mailed. An email copy can be requested free of charge.

16. 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.

It is your responsibility to make sure your license is current and valid. We send renewal information to the last address on record 90 days prior to the expiration date of the license. If we have incorrect contact information and you do not receive the renewal reminder, you are still responsible for making sure your license has been renewed timely.

17. 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.

18. If I'm licensed in more than one state do you need verification from all states I have ever held a license in?

Yes, we need verification from all states where you have ever held a license (active or inactive).

19. I need to change my program on my Educational Limited license. How can I do that?

If you are not changing programs during your renewal period you will need to have the hospital fill out a new Certificate of Appointment to a Michigan Training Hospital form signed by the Director of Medical Education and email it to BPLData@michigan.gov. If a mailed copy of the license showing the new appointment information is needed, you can request a reprint of the license through your MiPLUS account after the change has been processed.

If you are changing your program at renewal, this will be completed as part of the renewal process by uploading your complete Educational Limited Renewal Certification form to your renewal application.

20. 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 date order received. Processing time typically varies from 6 to 8 weeks from the date your application is received. Once all the required information is submitted and accepted your license will be issued. If all licensure requirements are not met upon

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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. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

21. If applying by endorsement, do the National exam scores need to come to your office directly from the examination agency?

Yes. You will need to contact the National Board of Podiatric Medicine Examiners (NBPME) and/or the Federation of Podiatric Medical Board (FPMB) to have your exam scores sent to the State of Michigan, Board of Podiatric Medicine and Surgery. Exam scores will be accepted directly from the examination agency by email or mail.

22. 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 license prior to a DEA license.

If you wish to dispense prescription drugs you must obtain a drug control license for each location in which the storage and dispensing of prescription drugs occur.

23. How do I apply for a (Drug Enforcement Administration) DEA license?

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 license, you should visit their website at www.dea.gov or contact them directly at (800) 882-9539.

24. 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.

25. Can I renew my license for a shortened period if I do not need the license for the full license cycle?

No. When you renew your license, it can only be renewed for the full license cycle.

26. How can I request a reprint of my license?

You can request a reprint of your license by logging into your MiPLUS account where you will select "Modification" from your records list. There is a \$10.00 fee per license to have it mailed. An email copy can be requested free of charge.

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27. When is the opioid and other controlled substance awareness training required?

Individuals seeking a controlled substance (CS) license must complete a 1-time training in opioids and controlled substances awareness that meets the standards of R 338.3135 of the Administrative Rules for Pharmacy. Beginning September 1, 2019 individuals applying for licensure must complete the training as a requirement for initial license issuance. Current licensees must have the training completed at renewal as outlined below if initially licensed prior to September 1, 2019.

	Renewed or will renew:	Training must be completed by renewal in:
Podiatrist	2019	2022
	2020	2023
	2021	2024

28. Is the jurisprudence exam required for licensure? Where do I schedule and take the exam?

All applicants for full podiatry licensure must take and pass the jurisprudence examination before a license can be issued. The passing score on the exam is 75%. The jurisprudence examination covers material that can be found in the Administrative Rules of the Michigan Board of Podiatric Medicine and Surgery, the Bureau of Professional Licensing General Administrative Rules and Article 1, Article 15, parts 161, 177 and 180 of the Michigan Public Health Code.

You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.