

MICHIGAN PODIATRIC MEDICINE AND SURGERY LICENSING GUIDE

OVERVIEW:

The podiatric medicine and surgery license type allows a licensee to engage in the unrestricted practice of podiatric medicine and surgery.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Public Health Code and Administrative Rules for this profession can be found at the end of this guide.

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Podiatric Medicine and Surgery 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
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- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
 Podiatric Medicine by Exam and Endorsement \$341.90
 Controlled Substance \$259.10

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- If you will be prescribing, dispensing, manufacturing, or distributing controlled substances, you must apply for both a podiatric medicine and surgery license 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 podiatric medicine and surgery application, you must wait for the podiatric medicine and surgery license to be issued before you may apply for a controlled substance license.
- Opioids and Controlled Substances Awareness Training - Effective September 1, 2019, an individual seeking a controlled substance license or who is licensed to prescribe or dispense controlled substances must have completed a one-time 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.

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- ❑ 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, for a license that expired within the last three years).
- ❑ Good Moral Character Questions – Documentation and explanation 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.
- ❑ Human Trafficking Training – Beginning January 6, 2022, completion of a one-time training to identify victims of human trafficking is required for individuals seeking licensure that meets the standards of Administrative Rule 338.8102.
- ❑ Implicit Bias Training– Beginning June 1, 2022, completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required.
- ❑ 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 you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ❑ Verification of Licensure – Verification of licensure must be submitted 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.
- ❑ Professional Education – Name of school attended, and name of educational program completed.
- ❑ Hospital Affiliations – Name of each hospital where you are employed or under contract along with the name of each hospital in which you are allowed to practice.
- ❑ 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(2) of the Public Health Code – General Rules.
- ❑ Certification of having achieved a converted score of not less than 75 on the podiatric jurisprudence examination submitted directly to this office from PSI. 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 the Michigan Public Health Code Article 1 and Article 15, parts 161, 177 and 180. You may contact PSI to schedule your exam by visiting www.psiexams.com or by calling PSI at 800-733-9267.

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ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

(These are in addition to the requirements stated above that apply to ALL Applicants)

- ❑ Official transcripts confirming completion of a program of study offered by a Board approved school of podiatric medicine submitted directly to this office. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ APMLE Scores (Passing Scores on Part I, Part II, written portion only and Part III) - Contact the Federation of Podiatric Medical Boards (FPMB) at (202) 810-3762 or visit their website at www.fpmb.org to request to have your exam scores sent directly to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ Certification of satisfactory completion of not less than 2 years of a Board approved postgraduate residency training submitted not more than 15 days before the scheduled completion of the training. Certification must be submitted directly to this office by the director of the training program by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN ANOTHER STATE FOR A MINIMUM OF 5 YEARS AT THE TIME OF APPLICATION

(These are in addition to the requirements stated above that apply to ALL Applicants)

- ❑ Must hold an active license in another state to engage in the practice of podiatric medicine for a minimum of 5 years before the date of application. Verification of Licensure – Verification of licensure must be submitted 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN ANOTHER STATE FOR LESS THAN 5 YEARS AT THE TIME OF APPLICATION

(These are in addition to the requirements stated above that apply to ALL Applicants)

- ❑ Official transcripts confirming graduation from a Board approved school of podiatric medicine submitted directly to this office. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ Certification of satisfactory completion of not less than 2 years of a Board approved postgraduate residency training submitted not more than 15 days before the scheduled completion of the training. Certification must be submitted directly to this office by the director of the training program by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ❑ APMLE Scores ((Passing Scores on Part I, Part II, written portion only and Part III) - Contact the Federation of Podiatric Medical Boards (FPMB) at (202) 810-3762 or visit their website at www.fpmb.org to request to have your exam scores sent directly to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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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)

- Verification of the completion of the educational requirements for a podiatrist license in Canada or in the United States to obtain licensure as a podiatrist in Canada or in the United States. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- Verification of Licensure – Verification of licensure must be submitted 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.
- APMLE Scores (Passing Scores on Part II, written portion only and Part III) - Contact the Federation of Podiatric Medical Boards (FPMB) at (202) 810-3762 or visit their website at www.fpmb.org to request to have your exam scores sent directly to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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 this will start the relicensure process.
- Podiatry Relicensure: \$361.90 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Controlled Substance: \$259.10

All relicensure applicants must complete the following:

- Complete 150 hours of continuing education pursuant to R 338.8127 including not less than 3 hours in pain and symptom management. Not less than 2 of the 3 hours must include controlled substance prescribing and at least 1 hour in medical ethics. The applicant must submit proof of having completed the required continuing education within the 3-year period immediately preceding the date of the application for relicensure.

Applicants for relicensure whose license has lapsed for MORE than 3 years preceding the date of application for relicensure and are NOT currently licensed in another state or Canada, must have completed the following requirements in addition to the above requirements listed for all relicensure applicants:

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- Examination – Achieve a passing score on part III of the APMLE sponsored by the NBPME or its successor within 3 years of the application for relicensure. Contact the Federation of Podiatric Medical Boards (FPMB) at (202) 810-3762 or visit their website at www.fpmb.org to request to have your exam scores sent directly to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Podiatric Medicine and Surgery License Renewal and Controlled Substance License Renewal – Can be completed by visiting www.michigan.gov/miplus
- Podiatric Medicine & Surgery License Renewal Application Fee: \$314.40 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
- Controlled Substance Renewal Application Fee: \$248.10 (if applicable)
- Renewal Cycle: 3 years
- Good Moral Character Questions – Documentation and explanation 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 – Beginning in 2017 and all renewals thereafter, 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 338.8102.
- Implicit Bias Training – For initial renewals completed after June 1, 2021, completion of one hour of implicit bias training is required for each year of licensure since June 1, 2021. If renewing prior to June 1, 2022 implicit bias training is not required for that renewal. Once the initial renewal is completed, then 1 hour of implicit bias training will be required for each year of the current license cycle going forward. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.
- Opioids and Controlled Substances Awareness Training - Beginning with the 2022 renewal cycles and all renewal cycles thereafter, controlled substance licensees or individuals who are licensed to prescribe or dispense controlled substances must certify on their renewal application that prior to renewing their license they have completed a 1-time training in opioids and controlled substance awareness that meets the standards established in Administrative Rule 338.3135.

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- Hospital Affiliations – Name of each hospital where you are employed or under contract along with the name of each hospital in which you are allowed to practice.
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met the continuing education requirements during the renewal period and all information provided on your renewal application is true and correct:
 - If licensed during the full 3-year renewal cycle:
 - 150 hours of continuing podiatric medical education in activities approved by the board.
 - Not less than 3 continuing podiatric medical education hours in pain and symptom management. Not less than 2 of the 3 hours must include controlled substances prescribing.
 - At least 1 continuing podiatric medical education hour in medical ethics.

HELPFUL RESOURCES AND FORMS

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

Resources:

- [Public Health Code](#)
- [Administrative Rules for Podiatric Medicine and Surgery](#)
- 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](#).

Forms:

- Certification of Completion of Postgraduate Training