MICHIGAN VETERINARIAN CLINICAL ACADEMIC LIMITED LICENSING GUIDE

OVERVIEW:

The veterinarian clinical academic limited license type allows a licensee to engage in the practice of veterinary medicine only in connection with the licensee's employment or contractual relationship with an academic institution.

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 Veterinarian Clinical Academic Limited License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting www.michigan.gov/miplus
- ☐ Application Fee + 1 year license fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

  Veterinarian Clinical Academic Limited: $52.00 (Valid for 1 year from date issued)
  Controlled Substance License: $93.70 (Valid for 1 year from date issued.)

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THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ 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).

- ☐ 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.

- ☐ 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.

- ☐ A letter from an American Veterinary Medical Association (AVMA) Council on Education (COE) accredited college or school of veterinary medicine verifying that the applicant has been appointed to its academic faculty submitted directly to this office from the Michigan college. The letter should include a statement that the applicant will not be practicing veterinary medicine independently or outside of the position as a clinical instructor. The letter can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- ☐ 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 in your initial application, you must wait for the veterinarian clinical academic license to be issued before applying 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 Rule 338.3135 prior to being issued a license.

- ☐ 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.

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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**. Once logged in, select "**Modification**" next to your license number and then select **"Relicensure."**

- ☐ Relicensure Application and Fee (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card):
  Veterinarian Clinical Academic Limited Relicensure: $72.00 (Valid for 1 year from date issued)
  Controlled Substance License: $93.70 (Valid for 1 year from date issued.)

RENEWAL REQUIREMENTS CHECKLIST

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

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

  Veterinarian Clinical Academic Limited Renewal Application Fee: $26.00
  Controlled Substance Renewal Application Fee: $82.70

- ☐ Renewal Cycle: 1 year

- ☐ 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.

- ☐ A completed Clinical Academic Limited Renewal Certification of Appointment to a Veterinary Academic Position form must be received directly from the college of veterinary medicine you are employed by.

- ☐ Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met all of the Veterinarian Clinical Academic Limited License renewal requirements and all information provided on your renewal application is true and correct.

- ☐ Your controlled substance licenses will renew along with the veterinarian clinical academic limited license unless you uncheck 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.

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HELPFUL RESOURCES AND FORMS

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

  Resources:
  - Michigan Public Health Code
  - Administrative Rules for Veterinary Medicine

FREQUENTLY ASKED QUESTIONS

1. How can I contact the Board of Veterinary Medicine, 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 Veterinary Medicine
PO Box 30670
Lansing, MI 48909

2. How do I verify my Michigan Veterinarian Clinical Academic Limited license?

Certified license verification requests must be obtained from the Michigan Board of Veterinary Medicine. 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.

3. How long are Veterinarian Clinical Academic Limited license types valid?

Veterinarian Clinical Academic Limited licenses are valid for 1 year and can be renewed annually.

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. 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.

8. I need to change my program on my Clinical Academic Limited license. How can I do that?

If you need to change your program prior to the renewal of your license, you will need to have the new institution fill out a Clinical Academic Limited Renewal Certification of Appointment to a Veterinary Academic Position form signed by the Diretor of Veterinary Education and them email it to BPLData@michigan.gov. Updated licenses will be sent to the email address on record once processed.

If you are changing programs during your renewal period, you will need to have the new institution fill out a Clinical Academic Limited Renewal Certification of Appointment to a Veterinary Academic Position form signed by the Director of Veterinary Education and them email it to BPLData@michigan.gov. Updated licenses will be sent to the email address on record once processed.

If you are not changing your program during your renewal period, you will need to have the current institution fill out a Clinical Academic Limited Renewal Certification of Appointment to a Veterinary Academic Position form signed by the Director of Vetrinary Education and them email it to BPLData@michigan.gov. Updated licenses will be sent to the email address on record once processed.

9. 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.

10. 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.

11. 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.

12. 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. Please note, 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.

13. 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.

14. 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.