APPLYING FOR A MEDICAL LICENSE IN MICHIGAN
TYPES OF LICENSES AVAILABLE

- Educational limited - to practice in teaching hospital under supervision
- Clinical academic – to teach or do research in training program under supervision
- Full – to practice medicine in Michigan
- Limited – from Clinical Academic
- Special Volunteer
LIMITED MEDICAL LICENSES
EDUCATIONAL LIMITED LICENSE

- Application is valid for two years
- License is issued for one year
- May be held for a maximum of six years (5 total renewals) No extensions are available
- Application includes controlled substance license
EDUCATIONAL LIMITED LICENSE

- Application and $170
- Certification of medical education
- Certification of appointment to an active and ACGME accredited Michigan training hospital
- Verification of licensure status in other states
- Criminal Background Check
ECFMG certificate includes:

– Verification of medical school credentials
– Passage of USMLE Steps 1 & 2
– Passage of English proficiency exam

ECFMG certificate MUST be electronically submitted to the Michigan Board from the Certification Verification Service (CVS) of ECFMG.

[www.ecfmg.org](http://www.ecfmg.org)
ISSUES FOR EDUCATIONAL LIMITED LICENSEES

- What address to use for license – licenses returned/not received by hospital
- Certification of appointment form – must be to an active ACGME accredited program (AOA approval required for Osteopathic residents)
- Can only renew 5 times – no extension to take USMLE Step 3
- When to upgrade to full license
CLINICAL ACADEMIC LICENSE

• Practice medicine only in an academic institution – teaching or research
• Requires supervision by physician
CLINICAL ACADEMIC LIMITED LICENSE

- Renewable annually
- Controlled substance license is part of the clinical academic application
- Can renew clinical academic license only 5 times
CLINICAL ACADEMIC LICENSING REQUIREMENTS

- Application and $170
- Certification of medical education
- Certification of appointment
- Verification of licensure in other states
- Criminal Background Check
FULL MEDICAL LICENSE
ALL APPLICANTS

- Application and $150
- Certification of medical education
- Examination scores – USMLE
- Verification of licensure status in other states
- Certification of 2 years of Board approved postgraduate clinical training
- Criminal Background Check
ADDITIONAL REQUIREMENTS FOR FOREIGN GRADUATES

ECFMG certificate
- Verification of medical school credentials
- Passage of USMLE Steps 1 & 2
- Passage of English proficiency exam

ECFMG certificate MUST be electronically submitted to the Michigan Board from the Certification Verification Service (CVS) of ECFMG.

www.ecfmg.org
FULL MEDICAL LICENSE

- Application valid for 2 years
- First license valid for about 1 year
- Separate application for Controlled Substance License with fee of $85
- Subsequent licenses valid for 3 years
- Not required to complete CE in first year
- Once full license is issued, educational limited license is Null & Void
LIMITED LICENSE FROM CLINICAL ACADEMIC

- For individuals who have had a MI Clinical Academic license
- Clinical academic license has been renewed the maximum 5 times
- Continue to practice in clinical academic position in specific academic institution
LIMITED LICENSE REQUIREMENTS

- Application and $170
- Certification of Medical Education
- Certification of 3 yrs. Post-graduate training
- Certification of Practice in Academic Institution
- Certification of Appointment
- Criminal Background Check
CRIMINAL BACKGROUND CHECKS

• Now mandatory for all new applicants for licensure; not required for subsequent applications
• Livescan prints by contractor (L-1 Identity Solutions or Cogent) if you are physically in Michigan
• Cardstock/Ink prints sent to L-1 Identity Solutions if you are not in Michigan
• Contractor sends fingerprints to Michigan State Police who send report to licensing board; report includes a search of FBI records
• Any “hits” are reviewed by Bureau
Criminal Background Checks for Foreign-Educated Educational Limited or Clinical Academic Licensees

- If all required documentation has been received EXCEPT criminal background check, the Board can issue the educational limited or clinical academic license.
- Criminal background check MUST be completed and received prior to the first renewal of the educational limited or clinical academic license.
APPLICABLE TO ALL NEW LICENSEES

- Verification of licensure on website within 48 hours at www.michigan.gov/verifylicense
  - if license number appears, license valid
  - if says pending, not completed
- Physical copy of license should arrive in about 2 weeks
VERIFY A LICENSE/REGISTRATION

Person:  To search for a Person
Business: To search for a Business

Search by Last and First Name or D.B.A. or License Number (ie. 1234567890)
% can be used for partial names when searching.

Last Name: 
First Name: 
Profession: - any -
License Number: 

Search  Clear

You have selected a profession/occupation regulated by Bureau of Health Professions which contains 20 regulated professions. Additional information is available.

DISCLAIMER

Licensing and registration records are made available at this site by MDCH to provide immediate access to information for the convenience of interested persons. This information is updated on a daily basis. It is the practice of MDCH to obtain and verify information from the original source. MDCH assumes no responsibility for any errors or omissions, or for the use of information
## Search Results

To obtain the public information on a particular licensee, click on the permanent id# of your choice.

<table>
<thead>
<tr>
<th>Name</th>
<th>Profession</th>
<th>License Type</th>
<th>Permanent ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAROLD J SAUER</td>
<td>Medicine</td>
<td>Medical Doctor</td>
<td>4301042498</td>
</tr>
<tr>
<td></td>
<td>Pharmacy</td>
<td>CS - 3</td>
<td>4301042498</td>
</tr>
</tbody>
</table>

1 thru 2 of 2

New Search
### Name and Address

**Name:** HAROLD J SAUER  
**Address:** Lansing, MI 48912

### Profession and License/Registration Information

<table>
<thead>
<tr>
<th>Profession</th>
<th>Type</th>
<th>Permanent ID #</th>
<th>Status</th>
<th>Issue Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>Medical Doctor</td>
<td>4301042498</td>
<td>Active</td>
<td>07/21/1980</td>
<td>01/31/2008</td>
</tr>
</tbody>
</table>

### Complaint(s)

**Open Formal Complaints**  
None

### Disciplinary Action(s)

**Disciplinary Action**  
None  
**Date of Action**

The data on this web page is refreshed daily.
APPLICATION
PROCESSING
APPLICATION PROCESS

• Obtain Paper Application
  – Download application from www.michigan.gov/healthlicense
  – Email application request to bhpinfo@michigan.gov
• Cannot accept faxed documents for original file
• Must pay by check or money order
ONLINE APPLICATIONS

- [www.michigan.gov/mylicense](http://www.michigan.gov/mylicense)
- Currently available for MDs, clinical academic MDs, educational limited MDs, and educational limited DOs
- Submit application and make credit card payment
- Print supporting documents which must be submitted by mail from primary source
FILE SET-UP

- Supporting documents are filed alphabetically
- Application and fee start physical file folder
- Supporting documents are placed in folder
- Review by processor
- Identify missing elements
- Second review upon receipt of new material
- Periodic check on file status as time permits
Upon entry of application in database, letter is sent to applicant with customer number.

Check application status at [www.michigan.gov/appstatus](http://www.michigan.gov/appstatus) - need customer number to check.
Application(s) Status

It may take up to three weeks to review your application after the date we received it.

Click on the License Type below for any pending application to see the missing items.

If the application status shows that your verification website has been cleared, your license has been issued, license number can be found under the License Number.

Your Customer Number was not found. For additional information at (517) 335-0918 or by email at bhpinfo@michigan.gov
HEALTH LICENSING
APPLICATION STATUS LOOKUP

To access our computerized tracking system for information on the status of your application, enter your customer number.

This automated system is updated daily and can be accessed 24 hours a day.

CUSTOMER NUMBER

[Login Button] [Reset]

For Assistance
Application(s) Status

It may take up to three weeks to review your application after the date we received it.

Click on the License Type below for any pending application to see the missing items.
If the application status shows that your application is complete, you will be directed to our verification website [www.cis.state.mi.us/free](http://www.cis.state.mi.us/free) to verify that your license has been issued, license number, issue date, and expiration date.

<table>
<thead>
<tr>
<th>PROFESSION</th>
<th>LICENSE TYPE</th>
<th>APPLICATION STATUS</th>
<th>APPLICATION/PERMANENT ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>Medical Doctor</td>
<td>PENDING</td>
<td>1765094</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>CS - 3</td>
<td>PENDING</td>
<td>1765095</td>
</tr>
</tbody>
</table>

New Search
## Missing Items

### BHAN, URVASHI

<table>
<thead>
<tr>
<th>Items Requiring Completion</th>
<th>Process for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Scores (FLEX, USMLE, or Natl. Boards)</td>
<td>Verification of passing examination scores on the USMLE, FLEX, or National Board must be sent directly from the appropriate testing agency.</td>
</tr>
</tbody>
</table>

You can contact Customer Service for additional information at (517) 335-0918 or by email at [bhinfo@michigan.gov](mailto:bhinfo@michigan.gov)
PROCESSING TIME

- Average processing time is 6-8 weeks
- Weeks 1 & 2 application and fee received
- Weeks 3 & 4 application entered in database and reviewed; letter may be sent to applicant
- Weeks 5 & 6 final approval and paper license processed and mailed
FACTORS AFFECTING PROCESSING TIME

• Time of the year – higher number of new applications, slower process

• Timeliness of supporting documentation
  – Certification of education/appointment
  – Licensing jurisdictions
  – USMLE scores
COMMON PROBLEMS

- Wrong fee submitted
- Application not signed or incomplete
- Incorrect application submitted
- No social security number – must include foreign address for file
- License verifications not submitted
PREVENTING UNQUALIFIED OR PROBLEM PHYSICIANS FROM BECOMING MICHIGAN LICENSES
OPTIONS AVAILABLE

- Questions asked on application
- Verification of licensure status from other jurisdictions
- NPDB/HIPDB reports
- Credential auditing process
- Criminal Background Check
DISCLOSURES REQUIRED

- Felony conviction
- Misdemeanor conviction resulting in imprisonment
- Misdemeanor conviction involving illegal delivery, possession, use of alcohol or controlled substances.
- Loss of privileges
- Loss of license
- Malpractice (3 settlements or $200,000 in 5 years)
WHAT HAPPENS?

- Positive responses reviewed
- Documentation may be requested, such as court documents.
- Decisions:
  - Approved
  - Denied – not eligible for licensure
  - Notice of Intent to Deny (NOID)
    - hearing to determine fitness for licensure
    - Board makes final decision and can impose limitations
- If applicant has currently disciplinary sanctions on license in another state, not eligible for license until sanctions removed from license (probation, suspension, etc.)
CREDENTIALS
VERIFICATION
PROCESS
HOW DO WE VERIFY CREDENTIALS?

Documents must be submitted directly to us from:

- Educational institution
- Residency program
- USMLE/NBME
- Other state licensing boards
- AMA Physician Profile Service
- AOA Physician Profile Report
- ECFMG
RENEWAL PROCESSING
FULL LICENSE RENEWALS

- M.D. expires on January 31
- D.O. expires on December 31
- Initial license valid for about 1 year
- Subsequent licenses for 3 years
EDUCATIONAL LIMITED RENEWALS

- Educational Limited licenses expire on June 30 for either board
- Must renew on-line
- Require Updated Appointment to Training Program form before renewal processed.
RENEWAL NOTICES

- Sent at least 45 days prior to the expiration date
- Controlled substance renewal separate
- Mailed to last address on our database
- Responsibility for renewal lies with licensee
- CE completed before renewal fee submitted – only required of those who have held full license for 3 year cycle
PROCESSING TIME

• On-line renewal – typically next day for credit card payments
  – Requires correct date of birth and social security number on database
• Processing time may be longer if records need to be updated (i.e. name change, address change)
Welcome to Michigan's on-line license renewal service
Now, renewing your professional license has never been easier. We are pleased to present Internet license renewals for all of the professions which are licensed by the Bureau of Commercial Services or the Bureau of Health Professions.

Renew your license now.

Commercial Services License Look-up
Health Care License Look-up
Getting Started

Please enter your User ID and Password and click on the Login button.

Click here to create your User ID and Password.

UserID: 

Password: 

Login
GRACE PERIOD

- Michigan Public Health code allows for 60 day grace period after expiration date for same license type
- Can continue to practice in grace period
- If fail to renew, license officially lapses Dec 31 or Jan 31
  - April 1 for MD
  - March 1 for DO
- Have to apply for relicensure – not reimbursed during lapsed time
IMPORTANT

- Renew physician license first
- Controlled substance licenses and drug control licenses will not be processed until the physician license is renewed
RETURNED RENEWAL NOTICES

- If returned, staff check database to verify address

- If new address is available, renewal application is forwarded

- If new address is not available, wait for contact from the licensee
BULK RENEWALS FOR EDUCATIONAL LIMITED LICENSES

- Provide contact name and email
- Forms and format of file sent to contact
- Identify individuals to be renewed in Excel file
- Send computer file to Bureau
- Submit credit card info for payment
- Group by license address or program name
RENEWAL PROBLEMS

- Bulk renewals for full licensed individuals
- Missing appointment form
- Duplicate payments – paper and on-line
RENEWAL VS RELICENSURE

- **RENEWAL** - continuation of a license for a person based on completion of requirements for renewal within the time limits set by law.
- **RELICENSURE** - granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.
RELICENSURE
RELICENSURE PROCESS

- Application and $170
- Submit proof of 150 hours of CE with 75 hours in Category 1 earned within 3 years of relicensure application
- Verification of licensure in other states
- CS application separate
- Will issue license until next expiration date
LICENSING WEBSITE
www.michigan.gov/healthlicense

- Michigan Physician Training Module***
- Applications
- Public Health Code and Administrative Rules
- FAQ’s
- Board members and meeting dates
- CE information
- Health Alert/HeathLink
- Disciplinary Action Reports
- How to file a complaint
Bureau of Health Professions
Licensing for Health Care Professionals

Audiologist Licensing Update

Social Work Licensing Legislation Enacted

Respiratory Therapists Licensing Update

You will find all regulated professions with specific profession information including application packets for downloading along the left side of this page. If you'd like an application packet mailed to you, email us at bhpinfo@michigan.gov or call (517) 335-0918.

To change your name or address, you must provide written notification to this office. New licenses are not automatically issued for name and address changes. To receive a license with your new name or address, you must submit $10.00 per license with your request. You can download the Data Change/Duplicate License Request Form and fax it to (517) 373-2179 (no new license issued) or mail the form along with your payment to Bureau of Health Professions, PO Box 30670, Lansing, MI 48909.

To verify licensure in Michigan or if there has been disciplinary action taken on a license, go to verify a license or call (517) 241-9427.
ONE SOURCE CREDENTIALING

- Will include Audiologists, Chiropractors, Dentists, Medical Doctors, Nurses, Occupational Therapists, Osteopathic Physicians, Pharmacists, Physician’s Assistants, Physical Therapists, Podiatrists, and Psychologists
- Medversant has been selected as the contractor.
ONE SOURCE CREDENTIALING

- Contractor will verify credentials of the licensees
- Initially will be used by MI Medicaid Agency, Mental Health Hospitals, Military Affairs, and Corrections
- Utilization by other entities is optional
MiPCC Coming Soon

With MiPCC you will be able to:

- Apply for a new Michigan Health Professional License – all professions and license types
- Renew your current Michigan health professional license
- Update your information or order a duplicate license
- Online submission of primary source documentation including transcripts, certification/appointment forms

Web address: mipcc.providersource.com
CONTROLLED SUBSTANCE LICENSES
Do I need a controlled substance license for every location in which I practice?

- If a provider is only prescribing then only need one controlled substance license
- Either home or business address
- If receiving or storing controlled substances, a separate controlled substance license is required for each location
- If dispensing controlled substances to patients, a Drug Control License is also required for each physical location
- Must obtain controlled substance license prior to DEA license
GENERAL QUESTIONS

• Check website for information
• Call 517-335-0918 with questions regarding:
  – General application or renewal process
  – Application status of individual (need social security number)
  – How to get copy of applications, laws and rules, board meeting schedule, complaint form, FOIA request
  – Scope of practice issues
• Email us at bhpinfo@michigan.gov
LICENSING AND COMPUTER PROBLEMS!

Robert Kunkle
Manager, Computer Operations
(517) 241-4018
KunkleR@michigan.gov
LICENSING PROCESS

Lucinda Clark
Manager, Licensing Operations
(517) 373-2657
ClarkL10@michigan.gov
Board Issues, Scope of Practice & Legislative Issues

Rae Ramsdell, Director
Health Regulatory Division
(517) 335-7212
ramsdellr@michigan.gov
Melanie Brim
Bureau of Health Professions
(517) 373-8068
BrimM@michigan.gov
Freedom of Information Coordinator
Dept. of Community Health
Bureau of Health Professions
P.O. Box 30670
Lansing, Mi 48909
E-mail: BHP-FOIAINFO@michigan.gov
Fax: (517) 241-1212
NEW DEVELOPMENTS
New Department in April 2011

- The Bureau of Health Professions will become part of the Department of Licensing and Regulatory Affairs (LARA)
FUTURE LICENSING
BOARDS

- Acupuncture
- Dietetics & Nutrition
- Massage Therapy
- Speech-Language Pathology
QUESTIONS?
On-line Resources

- Main Website:  
  www.michigan.gov/healthlicense
- Application Status:  
  www.michigan.gov/appstatus
- Verify a License:  
  www.michigan.gov/verifylicense
- On-line Renewal:  
  www.michigan.gov/elicense
- Questions:  
  bhpinfo@michigan.gov
Verifications of Licensure to Other States

- The Michigan Bureau of Health Professions no longer provides verification of licensure to other states.
- MD and DO licensees must contact VeriDoc at www.veridoc.org.
- Fee will be paid to VeriDoc.
- Questions to VeriDoc at 701-319-6500.
More Online Resources

- Michigan Physician Training Module on licensure, professionalism, and regulation
  - www.michigan.gov/healthlicense

- Health Professional Recovery Program:
  - www.hprp.org

- Patient Safety:
  - www.michigan.gov/patientsafety

- Pain & Symptom Management:
  - www.michigan.gov/pm

- Michigan Medical Marihuana Program:
  - www.michigan.gov/mmp