

MICHIGAN OSTEOPATHIC PHYSICIAN LICENSING GUIDE

OVERVIEW:

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

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.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST.....	1
APPLICATION AND FEES	1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS.....	2
ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM.....	3
ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT	3
ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS	4
ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE	4
RENEWAL REQUIREMENTS CHECKLIST	5
HELPFUL RESOURCES AND FORMS.....	6
FREQUENTLY ASKED QUESTIONS.....	7

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for an Osteopathic Physician 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 + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
 - Osteopathic Physician License by Exam or Endorsement: \$375.00
 - Controlled Substance License: \$259.10

MICHIGAN OSTEOPATHIC PHYSICIAN LICENSING GUIDE

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ If you will be prescribing, dispensing, manufacturing, or distributing controlled substances, you must apply for both an osteopathic physician 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 osteopathic physician application, you must wait for the osteopathic physician 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.
- ☐ 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 – Completion of a training to identify victims of human trafficking is required for an individual seeking licensure or registration that meets the standards of Administrative Rule 338.120.
- ☐ Implicit Bias Training – 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 sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as an osteopathic physician. Verification includes, but is not limited to, showing proof that the applicant’s license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. 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, the applicant’s credentials and English proficiency have been evaluated and determined to be equivalent to the credentials required in this state by a board-approved credentialing agency or that the applicant obtained a passing

MICHIGAN OSTEOPATHIC PHYSICIAN LICENSING GUIDE

score on an approved English proficiency exam as established by the department under R 338.7002b(2) of the Public Health Code – General Rules.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

(These are in addition to the requirements stated above that apply to All applicants)

- ☐ COMLEX Scores - Verification of having passed all parts to the COMLEX must be submitted directly to this office from the National Board of Osteopathic Medical Examiners (NBOME) by visiting their website at www.nbome.org. Verification of scores can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ☐ Official transcripts confirming degree awarded in osteopathic medicine and date conferred must be submitted directly to this office from a school of osteopathic medicine approved by the board. 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 1-year Board approved postgraduate clinical training. The Medical Director or Superintendent where you completed your postgraduate clinical training must submit the Certification of Completion of Postgraduate Training form 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

(These are in addition to the requirements stated above that apply to All applicants)

An applicant applying by endorsement must meet ONE of the following requirements:

- ☐ Has first been licensed in good standing in another state or in a province of Canada and actively engaged in the practice of osteopathic medicine and surgery for at least 5 years before the filing of an application:
- ☐ Verification of the completion of the educational requirements for an osteopathic physician license in a province of Canada or another state to obtain license as an osteopathic physician in a province of Canada or another state. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ☐ Has first been licensed in good standing in another state or province of Canada and actively engaged in the practice of osteopathic medicine and surgery less than 5 years before the date of application and satisfies both of the following requirements:
 - Passed all parts of the COMLEX - Verification must be submitted directly to this office from the National Board of Osteopathic Medical Examiners (NBOME) by visiting their website at www.nbome.org. Verification of scores can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
 - Completed a minimum of 1 year of Board approved postgraduate clinical training. The Medical Director or Superintendent where you completed your postgraduate clinical training must submit the Certification of Completion of Postgraduate Training form directly to this office by email to

MICHIGAN OSTEOPATHIC PHYSICIAN LICENSING GUIDE

bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- If licensed in a province of Canada as a Doctor of Osteopathic Medicine and surgery – verification of the completion of the educational requirements for an osteopathic physician license in a province of Canada or another state to obtain licensure as an osteopathic physician in a province of Canada or another state. 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 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)

- ☐ Those trained in foreign countries are required to meet the requirements for licensure listed above.

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 this will start the relicensure process.
- ☐ Application Fee +1 year license fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
 - Osteopathic Physician Relicensure: \$395.00
 - Controlled Substance License: \$259.10

All relicensure applicants must complete the following:

- ☐ Submit proof to the department of accumulating not less than 150 hours of Board approved continuing education during the 3 years immediately preceding the date of the application for relicensure. Of the 150 hours a minimum of 1 hour in medical ethics must be earned. A minimum of 3 hours in pain and symptom management and at least 1 of the 3 hours must include controlled substances prescribing.

Applicants for relicensure whose license has lapsed for more than 3 years but less than 5 years preceding the date of application for relicensure must complete the above requirement listed for all relicensure applicants along with ONE of the following requirements:

- ☐ Presents proof to the department that the applicant is actively licensed and in good standing as an osteopathic physician in another state.
- ☐ Completes 1 of the following during the 3 years immediately preceding the date of the application for relicensure:
 - Takes and passes the Comprehensive Osteopathic Medical Variable-Purpose Examination (COMVEX) offered by the NBOME.
 - Successfully completes a Board approved postgraduate training program. *

MICHIGAN OSTEOPATHIC PHYSICIAN LICENSING GUIDE

- Successfully completes a physician re-entry program that is accredited by the Coalition for Physician Enhancement or affiliated with an osteopathic medical school accredited by the Commission on Osteopathic College Accreditation. *

Applicants for relicensure whose license has lapsed for 5 years or more preceding the date of application for relicensure must complete the above requirement listed for all relicensure applicants along with ONE of the following requirements:

- ☐ Presents proof to the department that the applicant is actively licensed and is in good standing as an osteopathic physician in another state.
- ☐ Successfully completes BOTH of the following requirements during the 3 years immediately preceding the date of the application for relicensure:
 - i. Takes and passes the COMVEX offered by the NBOME.
 - ii. Successfully completes 1 of the following training options:
 - a. A Board approved post-graduate training program.*
 - b. A physician re-entry program that is accredited by the Coalition for Physician Enhancement.*
 - c. A physician re-entry program affiliated with an osteopathic medical school accredited by the Commission on Osteopathic College Accreditation.*

* If you are an applicant for relicensure and need to complete a board approved post-graduate training program or physician re-entry program, you may apply and be granted an educational limited license for the sole purpose of completing that training.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Osteopathic Physician License Renewal and Controlled Substance License Renewal must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
 - Osteopathic Physician Renewal Application Fee: \$314.40
 - Controlled Substance Renewal Application Fee: \$248.10
(Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- ☐ 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.

MICHIGAN OSTEOPATHIC PHYSICIAN LICENSING GUIDE

- ☐ 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 338.120.
- ☐ 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.
- ☐ 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 substance awareness that meets the standards established in Administrative Rule 338.3135.
- ☐ 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.
- ☐ Continuing education requirements for renewal:
 - 150 hours of continuing education in activities approved by the board of which a minimum of 60 hours of the required 150 hours must be earned through Category 1 programs.
 - A minimum of 3 hours of continuing education earned in the area of pain and symptom management. At least 1 of the 3 hours must include controlled substance prescribing.
 - A minimum of 1 hour of continuing education earned in the area of medical ethics is required for all renewal cycles that began on or after 04/26/2021.

HELPFUL RESOURCES AND FORMS

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

Resources:

- ☐ [Public Health Code](#)
- ☐ [Administrative Rules for Osteopathic Medicine and Surgery](#)

Forms:

- ☐ Certification Completion of Postgraduate Training
- ☐ Certification of Medical Education of Medical Schools in the U.S.
- ☐ 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](#).

MICHIGAN OSTEOPATHIC PHYSICIAN LICENSING GUIDE

FREQUENTLY ASKED QUESTIONS

1. How long is the full Osteopathic Physician license type valid?

Osteopathic physician licenses are valid for 3 years.

2. How many continuing education hours are required?

Michigan osteopathic physicians are required to earn 150 hours of continuing education within the 3-year period immediately preceding the application for renewal. A minimum of 3 hours must be earned in the area of pain and symptom management with at least 1 of the 3 hours must include controlled substance prescribing. A minimum of 1 hour must be earned in medical ethics.

3. 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)**

4. Where can I find approved CE courses?

The Administrative Rules for Osteopathic Medicine and Surgery located on the Bureau website at www.michigan.gov/bpl addresses acceptable continuing education requirements, and limitations under R 338.143. 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.

5. 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.

6. 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.

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

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

MICHIGAN OSTEOPATHIC PHYSICIAN LICENSING GUIDE

- 8. If applying by endorsement, do the National exam scores need to come to your office directly from National Board of Osteopathic Medical Examiners (NBOME)?**

Yes. You will need to contact the NBOME to have your exam scores sent to the State of Michigan, Board of Osteopathic Medicine and Surgery directly from the NBOME by email or mail.

- 9. 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.