

## Medical License Renewal – What You Need to Know

### Every 3 Years

Medical doctors are required to complete 150 hours of continuing education of which a minimum 75 hours of the required 150 hours must be earned in courses or programs designated as Category 1 programs. The remaining 75 hours may comprise of Category 1 & 2 credits within the maximums allowed. [Here is a description of each category and the number of allowable hours and acceptable documentation.](#)

Osteopathic physicians are required to complete 150 hours of continuing education of which a minimum of 60 hours must be in Category 1. [Here is a description of allowable hours and acceptable documentation.](#)

### Required CME

Within the 150 hours of continuing medical education, a minimum of one hour of continuing education must be in the area of medical ethics and three hours must be in the area of pain and symptom management (with at least one of the three hours specifically on controlled substance prescribing).

In addition, effective June 2022, a minimum of three hours every 3-year relicensing cycle is required in Implicit Bias education. Renewals from June 1, 2022 – May 31, 2023, need one hour; renewals from June 1, 2023 – May 31, 2024, need two hours; renewals from June 1, 2024 – May 31, 2025, need three hours. Then after, every 3-year renewal cycle will need to report three hours. (Any hours after June 2021 can be used.)

### One-Time Requirements

Effective January 4, 2019, the Michigan Department of Licensing and Regulatory Affairs (LARA) announced a one-time Opioids and Controlled Substances Awareness Training Standards for Prescribers and Dispensers of Controlled Substances. This is separate from continuing education for an individual seeking a controlled substance license or who is licensed to prescribe or dispense controlled substances.

es. Licensees that prescribe or dispense controlled substances who renewed in 2019 must complete training by January 31, 2022; renewals in 2020 by 2023; and renewals in 2021 by 2024.

### COVID-19 Emergency

Include your hours claimed on behalf of Executive Orders 2020-13, 2020-49, and 2020-82 which stated that LARA may recognize hours worked responding to the COVID-19 pandemic as hours toward continuing education courses or programs required for licensure. These orders were in effect from March 17 – June 9, 2020. Physician members were directed to submit hours to the MSMS Education Department for processing.

### Renewal Grace Period

There is a 60-day grace period in which you may renew your license without having to go through the relicensure process. If you renew during the 60-day grace period, there is an additional \$20.00 late fee when you renew your license.

However, 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. Please note that when your license lapses, you can no longer practice your profession, nor can you identify yourself as a licensed individual.

If you have not completed your CME requirements by your license renewal date, you are allowed to use this grace period to complete those credits. Do not submit your renewal prior to completing your CME but do not exceed the 60-day period.

### CME Waivers

The Board of Medicine may waive the continuing medical education requirements for a license renewal if the failure of the license was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the board considers sufficient.

To request a waiver, a written request must be submitted by mail to Bureau of Professional Licensing, Attn: Board of Medicine, P.O. Box 30670, Lansing, MI 48909, or by email to [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov) and will need to include supporting documentation for the reason for the waiver. A waiver cannot be requested after an application for renewal has been submitted. The Board cannot prospectively waive continuing education requirements.

### Renewing Your License

Physicians 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 LARA of any address change by submitting a MiPLUS modification. LARA states that it is the provider's responsibility as a licensed health professional to renew your license on time. Failure to receive the renewal postcard, email notification, or to notify the LARA Department of an address change does not exempt physicians from renewing their license on time.

To renew your license, go online to your MiPLUS account at [www.michigan.gov/MiPLUS](http://www.michigan.gov/MiPLUS). Renewal payments can be taken by using a debit or credit card containing a Visa, MasterCard, American Express, or Discover logo.

### CME Courses

[Information on MSMS CME courses \(online and in-person options\) including the required content areas can be found here.](#)

### For More Information

[Click here for details on the required and one-time CME.](#) Or contact:

- **Rebecca Blake at (517) 336-5729 or [rblake@msms.org](mailto:rblake@msms.org)**
- **Brenda Marenich at (517) 336-7580 or [bmarenich@msms.org](mailto:bmarenich@msms.org)**