

# CONTINUING EDUCATION REQUIREMENTS FOR MICHIGAN MEDICAL DOCTORS

Authority: Public Act 368 of 1978, as amended

This form is for information only

This document has been developed to explain the requirements and the license renewal process to physicians licensed to practice medicine in Michigan.

The Michigan Public Health Code and board administrative rules requires every medical doctor to complete, during the 3-year period prior to the date of application for renewal of the license, at least 150 hours of continuing education in courses or programs approved by the Board of Medicine (Board). Pursuant to this requirement, the board has promulgated rules to establish specific criteria for the board's approval of continuing medical education courses and programs.

## **REQUIREMENTS FOR RENEWAL**

The continuing education requirements apply to every physician renewing a Michigan medical license who has been licensed in the 3-year period immediately preceding the application for renewal. The requirements apply whether or not the physician is actively engaged in the practice of medicine. No one, including medical school faculty and resident physicians, is exempt from this requirement.

Each medical doctor is required to complete 150 hours of continuing education in courses or programs approved by the board of which a minimum 75 hours of the required 150 hours must be earned in courses or programs designated as Category 1 programs. A minimum of 1 hour of continuing education must be earned in the area of medical ethics. Effective December 6, 2017 a minimum of 3 hours of continuing education must be earned in the area of pain and symptom management.

Every medical doctor who is renewing his/her license should retain records documenting the completion of continuing education. Those documents must be retained for 4 years from the date of applying for license renewal.

**DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS** along with the license renewal application. The Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing will conduct an audit at the conclusion of the renewal period. Physicians chosen for an audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of 150 hours of continuing education.

**DO NOT RENEW YOUR LICENSE IF YOU DONOT HAVE THE REQUIRED 150 HOURS OF CONTINUING MEDICAL EDUCATION.**

A medical doctor who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

## **REQUIREMENT FOR RELICENSURE**

“Relicensure” means the granting of a license to an individual whose license has lapsed for failure to renew the license within 60 days after the expiration date.

**ALL RELICENSURE APPLICANTS MUST HAVE EARNED 150 HOURS APPROVED CONTINUING MEDICAL EDUCATION CREDITS DURING THE 3-YEARS IMMEDIATELY PRECEDING THE DATE OF THE APPLICATION FOR RELICENSURE.**

### **CATEGORIES OF CONTINUING MEDICAL EDUCATION**

The Board of Medicine has established 2 categories of approved continuing medical education. The following is a brief description of each category, the number of allowable hours that may be earned in each category during the 3 years immediately preceding the application for renewal, and examples of acceptable documentation:

#### **Category 1**

- A. Maximum: 150 hours** - Attendance at or participation in a continuing education program or activity related to the practice of medicine, which includes but is not limited to, live in-person programs, interactive or monitored teleconference, audio-conference, or web-based programs, online programs, and journal articles with a self-study component or other self-study programs approved or offered by any of the following:
- American Medical Association.
  - Michigan State Medical Society.
  - Accreditation Council for Continuing Medical Education.
  - American Osteopathic Association.
  - Michigan Osteopathic Association.
- **Letter or certificate of completion.**
- B. Maximum: 50 hours** - Taking and passing a specialty board certification or recertification examination for a board recognized by the American Board of Medical Specialties. - **Certificate of successful completion.**
- C. Maximum: 30 hours** - Successfully completing an activity that is required for maintenance of a specialty certification for a board recognized by the American Board of Medical Specialties that does not meet the requirements of subdivision (A) or (B) listed above. – **Letter from specialty board.**
- D. Maximum: 150 hours** - Participation in a board approved clinical training program. To receive credit, the licensee shall be enrolled for a minimum of 5 months in a 12-month period. – **Letter from program director.**

## Category 2

- A. Maximum: 48 hours** - Serving as a clinical instructor for medical students engaged in a board approved postgraduate training program. To receive credit, the clinical instructorship shall not be the licensee's primary employment function. – **Letter from program director and proof of scheduled instructional hours.**
- B. Maximum: 24 hours** - Initial presentation of a scientific exhibit, poster, or paper to a professional medical organization. - **Copy of the document presented with evidence of presentation or a letter from the program sponsor.**
- C. Maximum: 24 hours** - Publication of a scientific article relating to the practice of medicine in a peer-reviewed journal or periodical. - **Copy of the publication that identifies the licensee as the author or a publication acceptance letter and documentation of the peer-review process.**
- D. Maximum: 24 hours** - Initial publication of a chapter or a portion of a chapter related to the practice of medicine in either of the following:
- A professional health care textbook.
  - A peer-reviewed textbook.
- **Copy of the publication that identifies the licensee as the author or a publication acceptance letter.**
- E. Maximum: 18 hours** - Participating on any of the following:
- A peer review committee dealing with quality of patient care as it relates to the practice of medicine.
  - A committee dealing with utilization review as it relates to the practice of medicine.
  - A health care organization committee dealing with patient care issues related to the practice of medicine.
  - A national or state committee, board, council, or association related to the practice of medicine.
- **Letter from an organization official verifying the licensee's participation in at least 50% of the regularly scheduled meetings of the committee, board, council, or association.**
- F. Maximum: 36 hours** - Until December 6, 2019, attendance at or participation in a continuing education program that had been approved by the board prior to December 6, 2016, but does not satisfy the requirements of Category 1, subdivision (A) listed above. – **Letter or certificate of completion.**
- G. Maximum: 18 hours** - Independently reading a peer-reviewed journal that does not satisfy the requirements of Category 1, subdivision (A) listed above. The reading must have been completed prior to December 6, 2016. - **Bibliography listing the journal, article, authors, publication date, and date read.**
- H. Maximum: 18 hours** - Prior to December 6, 2016, completing a multi-media self-assessment program that does not meet the requirements of Category 1, subdivision (A) listed above. The self-assessment program shall improve the licensee's knowledge and understanding of the practice of medicine. - **Certificate of self-assessment provided by the program sponsor.**

Accredited sponsors are required to provide a letter or certificate of completion showing the licensee's name, number of continuing education hours earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date on which the program was held or the activity completed.

## **RENEWAL PROCEDURES**

Medical licenses are renewed every 3 years by January 31. Submission of the renewal application form certifies that the continuing education requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. Licenses can be renewed during the 60-day grace period after completion of continuing education requirements, with the renewal fee and the additional \$20.00 late fee. If a waiver is requested, the application for a waiver may be made 90 days prior to expiration of the license, but must be received prior to the January 31 expiration date. Licensees who have not been granted waivers should allow their licenses to expire. Application for relicensure may be made upon completion of the 150-hour requirement during the 3 years immediately preceding the date of the application for relicensure.

**Continuing Medical Education Waivers** The Michigan Public Health Code authorizes the Board of Medicine to waive the continuing medical education requirements for a license renewal applicant if, upon written application, the board finds the failure of the licensee to attend the required board-approved courses or programs were 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.

A written request for a waiver must be submitted by mail to Bureau of Professional Licensing, Attn: Board of Medicine, P.O. Box 30670, Lansing, MI or by email to [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov) and shall 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.

To summarize:

- \* All Michigan licensed Medical Doctors must complete 150 hours of board approved CE during the 3 years immediately preceding the application for renewal. Of the 150 hours, at least 75 hours must be in Category 1.
- \* Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- \* Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs know to this agency.