

1) State License

a) For a Michigan license

- i) There is a 26 page licensure form for on the web at the following site:
  - (1) [https://www.michigan.gov/documents/lara/Optomtry\\_Examination\\_App\\_450003\\_7.pdf](https://www.michigan.gov/documents/lara/Optomtry_Examination_App_450003_7.pdf)
- ii) This 26 page form includes:
  - (1) Application
  - (2) Management and Emergency Plan
  - (3) Verification of Therapeutic Pharmaceutical Agents (TPA) training
  - (4) Verification of Diagnostic Pharmaceutical Agents (DPA) training
  - (5) Michigan Laws and rules Examination
  - (6) Criminal Background Check Instructions and Form
- iii) You must complete and submit the application for licensure with the appropriate fee (\$170.00), as well as arrange for supporting documents to be sent to the Michigan Board of Optometry.
- iv) Applicants for an optometrist license in Michigan are required to undergo a Criminal Background Check (CBC) and provide evidence of fingerprint processing from an authorized agency. You should make contact with an approved agency within 7-10 days after application submission. Additional documentation is included in the packet offering detailed instruction on the CBC and fingerprinting process.
- v) A controlled substance license is required for every person who manufactures, distributes, prescribes, or dispenses any controlled substance in Michigan. A separate controlled substance license is required for each business location from which you manufacture, distribute, or dispense controlled substances. If you just prescribe controlled substances at more than one location, you only need one controlled substance license.
- vi) Arrange for a verification and/or certification of your license status to be sent directly to the Michigan Board of Optometry from any state or province where you currently hold or have ever held a permanent license or registration. **Copies of licenses are not acceptable.**
- vii) Arrange for final, official transcripts from your optometry school that shows your doctor of optometry degree and the date it was conferred. The transcript must be submitted directly to the Board office from your school.
- viii) Applicants are required to pass Parts I, II and III of the National Board of Examiners in Optometry (NBEO) examination. Michigan accepts the same overall passing scores that are established by the NBEO. Request the NBEO ([www.optometry.org](http://www.optometry.org)) to send your examination scores directly to this office.
- ix) All applicants for optometry licensure must take and pass the 32-question jurisprudence examination. The passing score on the exam is 75% (24/32). The jurisprudence examination is included in the application packet and must be completed and returned with your application and fee. The jurisprudence examination covers material that can be found in the Administrative Rules of the Michigan Board of Optometry and in Article 15, parts 161 and 174 of the Michigan Public Health Code.

b) Applicants seeking diagnostic pharmaceutical agents (DPA) and therapeutic pharmaceutical agents (TPA) certification must submit

- i) A copy of your current certificate showing successful completion of a course in advanced cardiac life support or a course in basic life support.
- ii) The completed Management and Emergency Plan form. Be sure to make a photocopy of this form to keep permanently in your office. Submit the ORIGINAL, signed plan with the application.

- iii) The Verification of Diagnostic Pharmaceutical Agents (DPA) Training Form. Section I of the form must be completed and returned to this office by the Director of the DPA educational program or the Registrar of the institution where the training was completed.
      - iv) The Verification of Therapeutic Pharmaceutical Agents (TPA) Training Form. Section I of the form must be completed and returned to this office by the Director of the TPA educational program or the Registrar of the institution where the training was completed.
      - v) You must have a DPA certification to obtain a TPA certification.
    - c) Sending in your application for license
      - i) Print out the Application (page 5-7), the Management and Emergency Plan form (if applicable, page 8), the Verification of Therapeutic Pharmaceutical Agents form (TPA) Training (if applicable, page 9), the Verification of Diagnostic Pharmaceutical Agents (DPA) Training form (if applicable, page 10), the Michigan Law and Rules Examination (pages 11-17), and the LiveScan Fingerprint Request Form (pages 20).
      - ii) Sign and date your application
      - iii) Give Colleen your DPA and TPA forms (page 9 and 10)
        - (1) We need to send the original forms in with the College seal.
      - iv) Submit the remainder of the application along with your check or money order made payable to the "State of Michigan" to:
        - (1) Michigan Department of Licensing and Regulatory Affairs Bureau of Health Care Services  
Board of Optometry PO Box 30670 Lansing MI 48909
      - v) Schedule your fingerprints to be taken 7-10 business days AFTER you have mailed your application to our office.
    - a) Other procedures you need to accomplish
      - i) On the Saturday after graduation, the MCO Associate Dean will notify the NBEO that you graduated.
      - ii) Once the State of Michigan Department of Licensing and Regulatory Affairs (LARA) has your application, LARA goes onto the NBEO portal and will check your NBEO scores.
      - iii) In order for LARA to check your scores, they will need your OE tracker number.
      - iv) You need to call LARA at (517) 335-0918 and give them your OE tracker number and/or place it on the application form.
      - v) There isn't a place for it on the form; however, you can place your OE tracker number in section 4. License(s) in Other State(s) and/or Province(s) box.
        - (1) In that box, put in OE Tracker Number followed by the number.
      - vi) You will get your Michigan license sometime in June.
    - b) Other state licenses
      - i) The other states normally want MCO to verify the dates of graduation.
      - ii) MCO may need to verify hours of therapeutics/pharmacology, etc.
      - iii) Each state is different
      - iv) If you are applying to another state, please send Colleen the appropriate form for MCO to fill out.
- 2) National Provider Identifier (NPI)
  - a) The NPI is part of the National Plan & Provider Enumeration System (NPPES)
  - b) You can apply online or you can download the NPI form.
  - c) For the online version for NPI, visit <https://nppes.cms.hhs.gov>
  - d) For a downloadable form for applying for a NPI, visit:
    - i) <http://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/CMS10114.PDF>
  - e) The NPI has 5 sections
    - i) Basic Information

- ii) Identifying Information
  - iii) Business Addresses and Other information
    - (1) Business addresses
    - (2) Medicare PIN – Need to have your license to apply for Medicare
    - (3) Medicaid – Need to have your license to apply for Medicaid
    - (4) Provider Taxonomy
  - iv) Certifying Statement
  - v) Contact Person
  - f) You will need the correct “Provider Taxonomy” when filling out either forms
    - i) You can find the provider taxonomy at [www.wpc-edi.com/codes/reference](http://www.wpc-edi.com/codes/reference)
      - (1) On the above web page, you will find the Health Care Provider Taxonomy Code Set
      - (2) Under individual or groups, you will find Eye and Vision Services Providers
        - (a) Taxonomy 152W00000X-Optometrist [\[definition\]](#)
          - (i) Corneal and Contact Management - 152WC0802X [\[definition\]](#)
          - (ii) Low Vision Rehabilitation - 152WL0500X [\[definition\]](#)
          - (iii) Occupational Vision - 152WX0102X [\[definition\]](#)
          - (iv) Pediatrics - 152WP0200X [\[definition\]](#)
          - (v) Sports Vision - 152WS0006X [\[definition\]](#)
          - (vi) Vision Therapy - 152WV0400X [\[definition\]](#)
- 3) Application for controlled substance license
  - a) Can be found on the Drug Enforcement Administration, Office of Diversion Control web site
    - i) <http://www.dea.gov/diversion/index.html#regapps>
    - ii) Click on the new applications
    - iii) You will want the DEA Form 224 which is for practitioners.
      - (1) <https://www.dea.gov/webforms/newAppLogin.do;jsessionid=BDCB06845093E370E3C9E62FFD324B01>
    - iv) It will cost \$731 for 3 years.