

MICHIGAN ARCHITECT LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain an architect license)

APPLICATION AND FEES

- Online Application for an Architect License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus
- 2 year license fee – (Must be paid by Visa, Mastercard, or Discover credit or debit card)
 - o Architect New Application – \$100.00
 - o Relicensure Application – \$120.00
 - o Renewal Fee – \$70.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Good Moral Character Questions** – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- 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 a SSN or you do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

ADDITIONAL REQUIREMENTS FOR LICENSURE

- NCARB Council Record** – You may either contact NCARB to request a transmittal of your NCARB Council Record or arrange to have the required professional education documents submitted to our office. You may contact NCARB at 1-202-879-0520 or by visiting www.ncarb.org.

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- **Professional Education** – Current administrative rules require one of the following:
 - Official copies of transcripts verifying a first professional degree from an architectural program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB). You may upload official copies of transcripts during *Step 3: Supporting Documentation* of the online application.
 - An Educational Evaluations Services for Architects-National Council of Architectural Registration Boards (EESA-NCARB) evaluation that states the NCARB Education Standard under the NCARB Education Guidelines is met. Contact NCARB at 1-202-879-0520 or by visiting www.ncarb.org for information on obtaining an evaluation. You cannot upload copies of evaluations. Evaluations must be received by our office from EESA-NCARB.
 - A National Association of Credential Evaluation Services (NACES) evaluation that verifies your education satisfies all of the categories, subject areas, and semester credit hour requirements under the NCARB Education Standard found in the NCARB Education Guidelines. Visit www.naces.org for a list of NACES members. You cannot upload copies of evaluations. Evaluations must be received by our office from the evaluation service.
- **Experience Requirement** – Satisfy One of the following:
 - A valid certificate of completion of any internship program from NCARB.
 - Proof of current and continuous licensure in another state for at least 5 years.
- **Examination Requirement** – Proof of obtaining a passing score as determined by NCARB on the NCARB Architectural Registration Examination must be received by our office from NCARB.

RELICENSURE (REQUIREMENTS FOR A LAPSED MICHIGAN ARCHITECT LICENSE)

- **Lapsed for less than 3 years** after the expiration date of the license must submit the following:
 - Relicensure application and fee. Relicensure Application – \$120.00
 - Proof of at least 24 hours of continuing education that was completed during the 2-year period immediately preceding the date of the relicensure application. Continuing education must be in activities and subjects approved under current administrative rules.
- **Lapsed for 3 years or more** after the expiration date of the license must submit the following:
 - Relicensure application and fee. Relicensure Application – \$120.00
 - Proof that you meet current licensure requirements by arranging for the transmission of your NCARB Council Record.

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- Proof of at least 24 hours of continuing education that was completed during the 2-year period immediately preceding the date of the relicensure application. Continuing education must be in activities and subjects approved under current administrative rules.

RENEWAL REQUIREMENTS CHECKLIST

Online Application for Architect License Renewal – Can be completed by visiting www.michigan.gov/miplus.

- Architect Renewal Application Fee – \$70* (Must be paid by Visa, Mastercard, or Discover credit or debit card).
- Renewal Cycle – 2 years.

*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.

- Continuing Education** – You **MUST** complete the continuing education requirements **BEFORE** completing the online renewal application. You must have completed 24 hours of continuing education that was completed during the 2-year period immediately preceding the license expiration date. Continuing education must be in activities and subjects approved under current administrative rules.
- Accept Renewal Attestation**

If you have not met the continuing education requirements and cannot certify to the above statement at the time of your renewal application, you should not submit the online renewal application.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the architects link you can access the following helpful resources and forms:

Resources:

- [Michigan Occupational Code](#)
- [Administrative Rules for Architects](#)