

**Michigan Professional Licensure User System
(MiPLUS)**

**Instructions: Uploading
Apprenticeship Documents**


August 13, 2019

**First, sign into the Establishment's MiPLUS account and choose "Licenses"

Documents for Apprenticeship programs are to be uploaded to the Apprentice Registration record. In the Establishment's MiPLUS account, click on the apprentice PERMIT record number.

- Find your License Number under the Record Number column. Click on the Mark as Read the Action column.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request

Records

Showing 1-20 of 201

<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>		2765196726PER	Cosmetology Apprentice Registration	Permit Issued	06/27/2019	
<input type="checkbox"/>		1702258901APP19	Barbershop Application	License Issued	06/19/2019	
<input type="checkbox"/>	Modification	1702258901	Barbershop License	Active	06/19/2021	Jareds Barbeshop
<input type="checkbox"/>		2765196721PER	Cosmetology Apprentice Registration	Permit Issued	06/19/2019	



CUSTOMER DRIVEN. BUSINESS MINDED.

Click "Record Info" dropdown then – click "Attachments"

License 2765196726PER:

Cosmetology Apprentice Registration

Record Status: Permit Issued
Expiration Date: 06/27/2019

Record Info ▾ Payments ▾

- License Details
- Processing Status
- Related Records
- Attachments

▶ More Details



Click “Add” button for the File Upload box to appear then click “Add” again.

Attachments

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml are disallowed file ty

Name
BPL_EXT_CosApprentice_REC_SGL_CRY\$

Add

File Upload

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Add Remove All Cancel

Then select the file to be uploaded, then save. Once the upload reaches 100% the file has successfully uploaded, click continue.

File Upload ×

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml are disallowed file types to upload.

AccelaError.png 100%

Continue **Add** **Remove All** Cancel

Click the "Type" dropdown

Attachments

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Record Type
BPL_EXT_CosApprentice_REC_SGL_CRY5_20190627_152303.pdf	2765196726PER	Cosmetology # Registration

*Type:
--Select--

File:
AccelaError.png
100%

Description:

spell check

Save **Add** **Remove All**



Select a document type from the “Type” dropdown, then click “Save” and the document will attach.

*Type:

--Select--

01 - January - Apprentice Time Reporting Sheet

02 - February - Apprentice Time Reporting Sheet

03 - March - Apprentice Time Reporting Sheet

04 - April - Apprentice Time Reporting Sheet

05 - May - Apprentice Time Reporting Sheet

06 - June - Apprentice Time Reporting Sheet

07 - July - Apprentice Time Reporting Sheet

08 - August - Apprentice Time Reporting Sheet

09 - September - Apprentice Time Reporting Sheet

10 - October - Apprentice Time Reporting Sheet

11 - November - Apprentice Time Reporting Sheet

12 - December - Apprentice Time Reporting Sheet


Apprentice Score Sheet

Apprenticeship Certification of Completion

General Correspondence

SSN Statement

Save **Add** **Remove All**



If you have multiple Time Reporting Sheets to add, each month must be uploaded individually. Once the upload is complete, our office will review your document(s).