

## Bureau of Professional Licensing Architect FAQs

### 1. When will I get my exam results?

It takes approximately four weeks from the date you sat for the exam to receive the exam results. The National Council of Architectural Registration Boards (NCARB) is responsible for collecting and reporting test results. NCARB may be contacted at (202) 879-0520.

### 2. How do I change my address on my license?

Address changes may be made to the Bureau of Professional Licensing by email at [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov), or in writing to the Licensing Division, PO BOX 30670, Lansing, MI 48909. A reprint of the license is not required; however, if you want the license to be reprinted, please state this in your correspondence and include a check or money order for \$10.00, payable to the State Of Michigan or submit the Request for Name and/or Address Update form.

### 3. How long does it take for my license to arrive?

Please allow 7-10 days to receive your license in the mail once all requirements for licensure have been met.

### 4. How do I notify the Department of a name change?

Name changes must be made in writing. You may submit the Request for Name and/or Address Update form along with the \$10.00 required reprint fee. Make the check or money order payable to the State Of Michigan.

### 5. I lost my license. How do I request a duplicate license?

All requests for duplicate licenses must be made in writing. You may submit the Request for Duplicate License form along with the \$10.00 required reprint fee. Make the check or money order payable to the State Of Michigan.

**6. Are temporary licenses available?**

No.

**7. When is my license up for renewal?**

Architect licenses expire October 31. Renewals are required to be completed online. A renewal notifications will be sent to you via email and postcard by mail, approximately three months prior to this date.

**8. Must I register my firm with the Department?**

Firms are not licensed by the Department, however, a firm offering services of architect, professional surveying and/or professional engineering may obtain approval under MCL 339.2010 (2). In order to obtain approval, please send an email to [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov) that contains the following:

- Name of the firm seeking approval
- Address of the firm
- Name of the person submitting the request
- A certification stating the following:

*"2/3 of the principals of <<YOUR FIRM NAME>> are licensed under Article 20 of the Occupational Code and the conduct of the firm and its principals complies with the law and rules promulgated by the Department."*

**9. How can I verify a person's license status?**

You may verify an individual's license on the Check A License website at [www.michigan.gov/licenselookup](http://www.michigan.gov/licenselookup).

**10. How do I file a complaint against an architect licensed by the Department?**

The Occupational Licensee Complaint form is located within the section "How to File an Allegation" under Licensing Information on the Architect website at [www.michigan.gov/Architects](http://www.michigan.gov/Architects).