



Michigan Professional Licensure User System  
(MiPLUS)

# How to Renew an Architect License in MiPLUS

September 2020

## Architect Renewal in MiPLUS

Proceed to the MiPLUS website at: [www.michigan.gov/miplus](http://www.michigan.gov/miplus). Please use the username/email and password you created.

**Home** Licenses Enforcement

Advanced Search

User Name or E-mail:  Password:  **Login »**

Remember me on this computer    I've forgotten my password    New Users: Register for an Account

**Please Login**  
Many online services offered by MiPLUS require login for security reasons. If you are an existing user, please enter your user name and password in the box above.

**New Users**  
If you are a new user, you may register for a MiPLUS account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, paying fees, checking on the status of pending activities, and more.

**What would you like to do today?**  
To get started, select one of the services listed below:

**General Information**



Search for a Licensee

## Architect Renewal in MiPLUS

Login and click on **Licenses** at the top.



**Welcome, Art John VanDelay**

You are now logged in. If you have any questions regarding MiPLUS and how to link your existing license to your account, please visit our FAQ's page.

**What would you like to do today?**

Select one of the services listed below or if you need to renew your license click on the words **"My Records"** listed above.

**General Information**



**Search for a Licensee**

## Architect Renewal in MiPLUS

Click on **Click here to Renew License**.

**Note:** If you have changes to your address, contact information, or name, you may submit those changes with your renewal application during the steps that follow.

**NOTE:** If you would like to Renew your license follow these instructions:

- You must use a desktop or laptop computer to complete the registration and renewal process.
- Login to MiPLUS.
- Click on the "Licenses" tab.
- Find your License Number under the "Record Number" column. Click on the "Renew License" link located under the "Action" column.

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)

## Records

Showing 1-20 of 57 |

<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>	<a href="#">Click here to Renew License Modification</a>	1301000022	Architect License	Active	08/31/2020	VanDelay, Art John
<input type="checkbox"/>	<a href="#">Click here to Renew License Modification</a>	6201000025	Professional Engineer License	Active	08/31/2020	VanDelay, Art John
<input type="checkbox"/>	<a href="#">Click here to Renew License Modification</a>	4001000016	Professional Surveyor License	Active	08/31/2020	VanDelay, Art John

## Architect Renewal in MiPLUS

Use the drop down menu to select the Michigan county applicable to your license address and click **Continue Application**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

### Architect Renewal

1 Contact Information    2 Supporting Documentation    3 Review    4 Pay Fees    5 Record Submitted

### Step 1: Contact Information > Contact Information

\* indicates a required field

**County**

County

\* If you are an Individual, select the County applicable to your license address; If you are a Business, select the County applicable to the PHYSICAL location of your business:

Ingham 

Save and resume later



Continue Application »

## Architect Renewal in MiPLUS

Select **Yes** to enter any contact information updates if needed or scroll down to proceed.

1 Contact Information	2 Supporting Documentation	3 Review	4 Pay Fees	5 Record Submitted
-----------------------	----------------------------	----------	------------	--------------------

### Step 1: Contact Information > Contact Verification

\* indicates a required field

#### Name Modification

Name Modification

Current Name:

\* Update Name:  Yes  No

Select Yes to update your name or scroll down to proceed.

#### Mailing Address Modification

Mailing Address Modification

Current Mailing Address:

\* Update Mailing Address:  Yes  No

Select Yes to update mailing address or scroll down to proceed.

#### Phone and Email Modification

## Architect Renewal in MiPLUS

Make any needed name, address, or contact modifications, then click **Continue Application**.

**Phone and Email Modification**

Phone and Email Modification

Current Primary Phone:

Update Primary Phone:  Yes  No

Current Secondary Phone:

Update Secondary Phone:  Yes  No

Current E-mail:

Update E-mail:  Yes  No

Current Preferred Channel:

Update Preferred Channel:  Yes  No

[Save and resume later](#)  [Continue Application »](#)

**Select Yes to make any necessary changes or click **Continue Application** to proceed.**

## Architect Renewal in MiPLUS

You do **NOT** need to upload continuing education documents for renewal. You must retain documentation for up to 4 years from your renewal application in the event you are selected for audit.

If you provided a name change in the previous steps, you can click **Add** to upload the required proof of legal name change as shown on the follow pages.

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Architect Renewal

1 Contact Information | 2 Supporting Documentation | 3 Review | 4 Pay Fees | 5 Record Submitted

Step 2: Supporting Documentation > Supporting Documentation

\* indicates a required field.

### Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.  
 ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

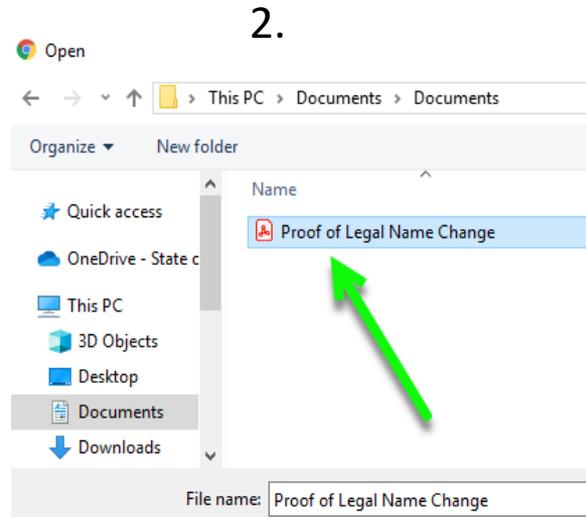
**Add** ←

Save and resume later

Continue Application »

## Architect Renewal in MiPLUS

Click **Add**. Locate the file on you computer that you wish to upload. After upload is at 100%, click **Continue Application**.



## Architect Renewal in MiPLUS

Click the drop-down list to select the **Type** of document attached, enter a **Description** as applicable and click **Save**.

### Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.  
ade; adp; bat; chm; cmd; com; cpt; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\*Type: Proof of Legal Name Remove

File:  
Proof of Legal Name Change.pdf  
100%

Description:  
Proof of legal name change.

spell check

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

**Continue Application »**

Click **Continue Application** after saving any uploaded documents or if no documents were uploaded

Save and resume later

## Architect Renewal in MiPLUS

**Carefully read and review** the Renewal Application Certification Statement. Do NOT submit a renewal application if you have not met all of the continuing education requirements at the time of submitting the application.

Click **Continue Application** and proceed to the payment screens for payment.

### Attachments Edit

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Proof of Legal Name Change.pdf	Proof of Legal Name	581.03 KB	08/31/2020	Actions ▼

By submitting this application, I certify that I have fulfilled the continuing education (CE) requirements in accordance with the Occupational Code, PA 299 of 1980, as amended, and Administrative Rules for my profession. I certify all information to be true and correct and understand that any misrepresentation or fraud may be cause for disciplinary action. I understand all licensees may be subject to an audit of CE records by the Department and failure to properly maintain records or provide evidence of compliance may be cause for disciplinary action.

By checking this box, I agree to the above certification.

Date: 08/31/2020

Save and resume later

Continue Application »

## Architect Renewal in MiPLUS

Click **Continue Application** and proceed to the payment screens for payment.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

### Architect Renewal

1 Contact Information    2 Supporting Documentation    3 Review    **4 Pay Fees**    5 Record Submitted

### Step 4 : Pay Fees

Listed below are the license fees based upon the information you've entered.

The application processing fee is a one-time fee for each license type you have applied for. A license fee will be assessed for each year your license will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. For eligible professionals the quantity listed for the controlled substance and/or drug control license fee may differ from your primary license, however both the primary and controlled substance and/or drug control licenses will be renewed for the same length of time.

#### License-Related Fees

Fees	Qty.	Amount
Architect Renewal Fee	1	\$70.00

**TOTAL FEES: \$70.00**

Note: Click Continue Application to proceed to our payment processor.

**Continue Application »**



## Architect Renewal in MiPLUS

Application fees may be paid using a **credit/debit card** with the **VISA, MasterCard or DISCOVER** symbol. Click **Next** to proceed to payment.

### Payment Method

#### MI Professional Licensing

Welcome to the CEPAS Credit Card Processing Payment Module for MI Professional Licensing.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

\* Indicates required field

**Choose method of payment**

Pay by credit card



## Architect Renewal in MiPLUS

Enter the **Billing Address** information and **Payment Method** information as required. Click **Next**.

\* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	Select State <input type="button" value="v"/>
*Zip:	<input type="text"/>
*Country:	UNITED STATES <input type="button" value="v"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 70.00 USD	
Payment Method	
*Name on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	* Month <input type="button" value="v"/> * Year <input type="button" value="v"/>
*Card Verification Value(CVV2):	<input type="text"/> <a href="#">What's This?</a>
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	



## Architect Renewal in MiPLUS

Review the the payment information entered and then click **Pay Now**.

Address		
<b>Billing Address:</b> John Smith 123 Main St Lansing, MI 85284 (517) 555-1212 johnsmith48917@gmail.com	Processing Request, please wait...	
Payment Method		
Credit Card		
John Smith x1111 02/21		
Payment Amount		
<b>Amount:</b> 70.00 USD		
<b>Total:</b> 70.00 USD		
<a href="#">Back</a>	<a href="#">Pay Now</a>	<a href="#">Exit</a>

## Architect Renewal in MiPLUS

You will now see confirmation that your renewal application was submitted successfully. After your application is reviewed and approved, you will be notified by email with your if additional information is required.

[Home](#) **Licenses** [Enforcement](#)

 [Apply for a License or Submit a Request \(Certified License Verification\)](#)

### Architect Renewal

1 Contact Information    2 Supporting Documentation    3 Review    4 Pay Fees    5 Record Submitted

#### Step 5 : Record Submitted



Your application has been successfully submitted for review.  
Please print and retain a copy of this page for your records.

Thank you for using MiPLUS.

Your renewal number is 1301000022REN20.

Your application for the renewal of this license has been successfully submitted. The license will be issued after the application is processed. You will be notified if any additional information is required.

[Print/View Receipt](#)