



Michigan Professional Licensure User System
(MiPLUS)

**How to Request Approval for an
Architect,
Professional Engineer, or
Professional Surveyor
Firm in MiPLUS**

October 2020

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

Proceed to the MiPLUS website at: <https://aca-prod.accela.com/MILARA>. If you have not registered for an account, you will need to register. You do not need to be a licensee to register for a MiPLUS account.

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:

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request 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



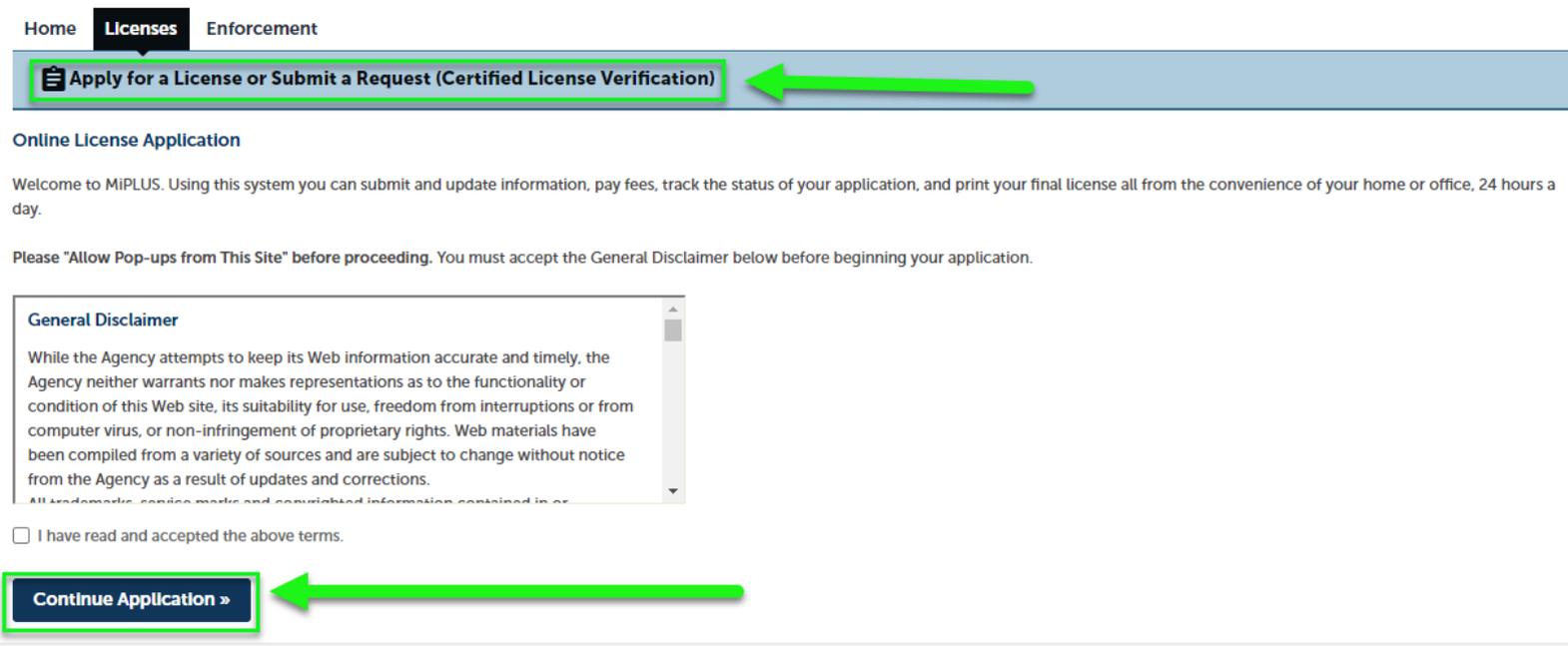
Search for a Licensee

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

Click on **Apply for a License or Submit a Request (Certified License Verification)**.
After reviewing the disclaimer, you may check the box and click **Continue Application**.

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.



The screenshot shows the MiPLUS website interface. At the top, there are navigation tabs: "Home", "Licenses", and "Enforcement". The "Licenses" tab is selected and highlighted. Below the navigation tabs is a horizontal menu with a button labeled "Apply for a License or Submit a Request (Certified License Verification)". A green arrow points to this button. Below the menu is the "Online License Application" section. It contains a welcome message: "Welcome to MiPLUS. Using this system you can submit and update information, pay fees, track the status of your application, and print your final license all from the convenience of your home or office, 24 hours a day." Below this is a disclaimer: "Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your application." A scrollable box titled "General Disclaimer" contains the following text: "While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections. All trademarks, service marks and copyrighted information contained in or..." Below the disclaimer is a checkbox labeled "I have read and accepted the above terms." At the bottom of the page is a button labeled "Continue Application »". A green arrow points to this button.

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

Click on the applicable profession (Architect, Professional Engineer, or Professional Surveyor) to expand options. Then fill in the circle for Firm Approval and click **Continue Application**.

Select a License or Request Type

First select the category of license you are applying for, then choose one of the listed available license application types. Or, choose the category of the request type you wish to make; License Link, License Verification, Program Review, and Temporary Military Spouse are available for all license categories listed below.

Not all professions are available on MiPLUS. If the license type is not listed below, visit our website at www.michigan.gov/bpl for instructions on how to apply.

- ▶ Acupuncture
- ▶ Applied Behavior Analysis
- ▼ Architect
 - Architect Application
 - Firm Approval
- ▶ Athletic Trainer
- ▶ Audiology
- ▶ Barbers
- ▶ Clone the following from Related Records tab ONLY
- ▶ Controlled Substance
- ▶ Cosmetology
- ▶ Dentistry
- ▶ Good Moral Character Preliminary Determination
- ▶ License Link
- ▶ License Verification
- ▶ Marriage and Family Therapy
- ▶ Massage Therapy
- ▶ Medicine
- ▶ Midwifery
- ▶ Nursing
- ▶ Nursing Home Administrator
- ▶ Optometry
- ▶ Osteopathic Medicine & Surgery
- ▶ Pharmacy
- ▶ Physician's Assistant
- ▶ Podiatric Medicine & Surgery
- ▼ Professional Engineers
 - Firm Approval
 - Professional Engineer Application
- ▼ Professional Surveyor
 - Firm Approval
 - Professional Surveyor Application
- ▶ Program Review
- ▶ Psychology
- ▶ Real Estate
- ▶ Sanitarian
- ▶ Speech - Language Pathologist
- ▶ Temporary Military Spouse
- ▶ Veterinary Medicine

Continue Application »

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

Select **Add New** to add the firm's business contact information. You may click Select from Account in the event the business information was previously entered.

Home **Licenses** Enforcement

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

Firm Approval

1 Contact Information

2 Step 2

3 Review

4 Record Issuance

Step 1: Contact Information > Business Information

* indicates a required field.

Business Information

To add contact information, click Select from Account. To edit the contact information, click on the Account Management link at the top of the page and find the Contact Section. To remove the contact information, click the Remove link.

Select from Account

Add New

Save and resume later

Continue Application »

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

Complete the required and applicable fields and then click **Add Contact Address** to fill in the firm's contact information.

Contact Information

* Legal Business Structure:

* Name of Business:

DBA/Trade Name:

FEIN:

* Primary Phone:

Primary Extension:

Secondary Phone:

Secondary Extension:

* E-mail:

▼ Contact Addresses

Add Contact Address

To add a new contact address, click Add Contact Address. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click the Remove link.

Required contact address type(s): Physical

Showing 0-0 of 0

Address Type	Address	Action	Primary	Start Date	End Date
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Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

After adding the contact address, click **Continue**.

Contact Information ✕

FEIN:

* Primary Phone: Primary Extension:

Secondary Phone: Secondary Extension:

* E-mail:

▼ Contact Addresses

Add Contact Address

To add a new contact address, click Add Contact Address. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click the Remove link.
Required contact address type(s): Physical

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address	Action	Primary	Start Date	End Date
Physical	611 W. Ottawa St.	Actions ▼	No		

Continue **Clear** Discard Changes

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

Click **Continue Application**.

Home **Licenses** Enforcement

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

Firm Approval

1 Contact Information 2 Step 2 3 Review 4 Record Issuance

Step 1: Contact Information > Business Information

* indicates a required field.

Business Information

To add contact information, click Select from Account. To edit the contact information, click on the Account Management link at the top of the page and find the Contact Section. To remove the contact information, click the Remove link.

✔ Contact added successfully.

guide

bp|help@michigan.gov
Primary Phone: 5172419288, Extension:
Secondary Phone: , Extension:
Birth Date:

Edit Remove

▼ Contact Addresses

Add Contact Address

To add a new contact address, click Add Contact Address. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click the Remove link.
Required contact address type(s): Physical

Showing 1-1 of 1

Address Type	Address	Action	Primary	Start Date	End Date
Physical	611 W. Ottawa St.	Actions ▼	No		

Save and resume later

Continue Application »

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

Provide the first, middle, and last name of the individual submitting the request and click **Continue Application**.

Home **Licenses** Enforcement

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

Firm Approval

1 Contact Information 2 Step 2 3 Review 4 Record Issuance

Step 2: Step 2 > Requestor

* indicates a required field.

Person Submitting

Person Submitting Request

* First Name:

Middle Name:

* Last Name:

Save and resume later



Continue Application >

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

All firms must certify that two thirds or more of the principals of the firm are licensed in Michigan under Article 20 of the Occupational Code and the conduct of the firm and its principals complies with rules promulgated by the department.

After reviewing and agreeing to the certification, you may check the box and click **Continue Application**.

Home Licenses Enforcement

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

Firm Approval

1 Contact Information 2 Step 2 3 Review 4 Record Issuance

Step 3: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Firm Approval

Business Information Edit

guide
12345689
Primary Phone: 5172419288
E-mail: tpsihelp@michigan.gov
Legal Business Structure: Corporation

Person Submitting Edit

Person Submitting Request

First Name: Bureau
Middle Name: Professional
Last Name: Licensing

I certify that two thirds or more of the principals of this firm are licensed in Michigan under Article 20 of the Occupational Code and the conduct of the firm and its principals complies with rules promulgated by the department.

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

Date: 10/16/2020

Save and resume later

Continue Application >

Architect, Professional Engineer, or Professional Surveyor Firm Approval Request in MiPLUS

Once submitted, you will receive an email of the firm approval. Firms do not receive a firm license in Michigan. The email confirming the firm approval is all that is provided for under Article 20 of the Michigan Occupational Code.

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

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

Firm Approval

1 [Contact Information](#) 2 [Step 2](#) 3 [Review](#) 4 [Record Issuance](#)

Step 4: Record Issuance



Your record has been successfully submitted.

Thank you for using MIPLUS.

Your record number for this transaction is: NLP000024.

You will need this number to check the status of your application.

To review information submitted on this record, click [View Record Details](#) below.

[View Record Details »](#)