

**Bureau of Professional Licensing
Architect FAQs**

1. How can I contact the Licensing Division?

Email:	Questions	BPLHelp@michigan.gov
	Submit Documents	BPLData@michigan.gov
Phone:	(517) 241-9288	
Mailing Address:	Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909	

2. Do I need to contact the department to take the NCARB exam?

No. Exam-related questions should be directed to the exam administrator, NCARB. Please contact NCARB at (202) 879-0520 or by visiting www.ncarb.org.

3. Will I be given a wall certificate?

No. The department does not provide wall certificates. The license you receive is all that is provided.

4. Will I receive a seal? What are the seal requirements?

No. The department does not provide seals. The seal must contain your 10-digit architect license number, full name as shown on your architect license, and indicate “State of Michigan” and “Licensed Architect” in the legend surrounding the seal. Review [administrative rule R 339.15404](#) for the sample seal design and requirements.

Additional requirements pertaining to use of the seal, acceptability of electronic seals, and use of signatures can be found under [Article 20](#) of the Michigan Occupational Code under MCL 339.2007 and MCL 339.2008.

5. How do I change my name or address?

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver’s license, marriage certificate, divorce decree, or court order for all name changes.

When updating your name and/or address in MiPLUS you can also request to have a license mailed to you with the updated information. There is a \$10.00 fee per license to have it mailed.

MICHIGAN ARCHITECT FAQs

6. How will I know when I need to renew? Can I renew my license early?

You will be sent a renewal notification to both your mailing and email address on record approximately 90 days prior to the expiration date of your license. You will not be able to renew before that time. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed professional to renew your license on time. **Failure to receive the renewal postcard, email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.**

You can renew online by logging into your MiPLUS account at www.michigan.gov/MiPLUS. You may pay your renewal fee by using a debit or credit card containing a Discover, MasterCard, Visa, or American Express logo.

7. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional \$20.00 late fee.

8. I have not completed my continuing education and my license is about to expire. What should I do?

[Administrative rule R 339.15501](#) requires an applicant who has been licensed during the 2-year period immediately preceding the expiration date to obtain qualifying continuing education during the 2-year period immediately preceding the expiration date. If you have not met the continuing education requirements before the expiration date of the license, you will need to submit an application for relicensure.

9. My license has expired but it is within the 60-day late renewal period during which I may renew the license with a \$20 late fee. Can I complete continuing education during this 60-day renewal period?

No. [Administrative rule R 339.15501](#) requires an applicant who has been licensed during the 2-year period immediately preceding the expiration date to obtain qualifying continuing education during the 2-year period immediately preceding the expiration date. If you have not met the continuing education requirements before the expiration date of the license, you will need to submit an application for relicensure.

10. How do I apply for a retired or emeritus license? Do I need to notify the department if I am retiring and no longer wish to practice?

The [Michigan Occupational Code](#) does not authorize the department to grant retired or emeritus status. Licensees can either renew the license at the time of renewal or allow the license to lapse by electing not to renew the license. Licensees do not need to notify the department if they do not intend to renew the license. If the license has lapsed and you wish to make the license active again, you will need to submit an application for relicensure.

MICHIGAN ARCHITECT FAQs

11. Do I need a license or approval from the department if my firm seeks to engage in the practice of architecture?

Firms seeking to engage in the practice of architecture must submit an application for firm approval at www.michigan.gov/miplus. Approval by the department is required under MCL 339.2010; however, there is no firm license under the Michigan Occupational Code.

12. Two-thirds (2/3) of my firm's principals are licensed architects in other states but not Michigan. Can I obtain firm approval from the department?

No. The department does not consider requests for firm approval if 2/3 of the firms principals do not hold Michigan licenses under Article 20 of the Michigan Occupational Code.

13. How do I verify my Michigan Architect license?

[Certified license verification](#) requests must be submitted through the MiPlus system. There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged \$30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

14. How do I file a complaint against an occupational professional?

Visit the Bureau of Professional Licensing's website at www.michigan.gov/bpl for information on how to File a Complaint Against an Occupational Licensee.