

MICHIGAN ARCHITECT LICENSING GUIDE

OVERVIEW:

The architect license allows a licensee to engage in the unrestricted practice of architecture.

NOTE: *The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.*

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for an Architect License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus

- 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Architect New Application: \$100.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Good Moral Character Questions – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- Social Security Number (SSN) – An individual applying for a permit is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

ADDITIONAL REQUIREMENTS FOR LICENSURE

(This is in addition to the requirements stated above that apply to ALL Applicants)

- NCARB Council Record – You may either contact NCARB to request a transmittal of your NCARB Council Record or arrange to have the required professional education documents submitted to our office. You may contact NCARB at 1-202-879-0520 or by visiting www.ncarb.org.

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- Qualifying Education – Provide proof verifying ONE of the following:
 - Official copies of transcripts verifying a first professional degree from an architectural program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB). You may upload official copies of transcripts during *Step 3: Supporting Documentation* of the online application.
 - An Educational Evaluations Services for Architects-National Council of Architectural Registration Boards (EESA-NCARB) evaluation that states the NCARB Education Standard under the NCARB Education Guidelines is met. Contact NCARB at 1-202-879-0520 or by visiting www.ncarb.org for information on obtaining an evaluation. You cannot upload copies of evaluations. Evaluations must be received by our office from EESA-NCARB.
 - A National Association of Credential Evaluation Services (NACES) evaluation that verifies your education satisfies all of the categories, subject areas, and semester credit hour requirements under the NCARB Education Standard found in the NCARB Education Guidelines. Visit www.naces.org for a list of NACES members. You cannot upload copies of evaluations. Evaluations must be received by our office from the evaluation service.
- Experience – Provide proof verifying ONE of the following:
 - A valid certificate of completion of any internship program from NCARB.
 - Current and continuous licensure in another state or a province of Canada for at least 5 years.
- Examination – Proof of receiving a passing score on the NCARB Architectural Registration examination must be received by our office from NCARB.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All Applicants)

- Online Application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, click on the “**Licenses**” tab, select “**Modification**” next to your license number and then select “**Relicensure**.”
- 2 year Application Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
Architect Relicensure: \$120.00

Applicants for relicensure whose license has lapsed for less than 3 years after the expiration date of the license must submit the following:

- Continuing Education – Proof of at least 24 hours of continuing education that was completed during the 2-year period immediately preceding the date of the relicensure application. Continuing education must be in activities and subjects approved under current administrative rules.

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Applicants for relicensure whose license has lapsed for 3 years or more after the expiration date of the license must submit the following:

- NCARB Council Record - Proof that you meet current licensure requirements by arranging for the transmission of your NCARB Council Record.
- Continuing Education – Proof of at least 24 hours of continuing education that was completed during the 2-year period immediately preceding the date of the relicensure application. Continuing education must be in activities and subjects approved under current administrative rules.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Architect Renewal – Must be completed by visiting www.michigan.gov/miplus.
- Architect Renewal Application Fee – \$70.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card.)
- Renewal Cycle: 2 years
- Continuing Education – You **MUST** complete the continuing education requirements **BEFORE** completing the online renewal application. You must have completed 24 hours of continuing education that was completed during the 2-year period immediately preceding the license expiration date. Continuing education must be in activities and subjects approved under current administrative rules.
- Accept Renewal Attestation – If you have not met the continuing education requirements and cannot certify to the above statement at the time of your renewal application, you should not submit the online renewal application.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the Architect link you can access the following helpful resources and forms:

Resources:
 - [Michigan Occupational Code](#)
 - [Administrative Rules for Architects](#)
- Track continuing education using CE Broker – The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).