



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Professional Licensure User System (MiPLUS)

How to Upload Apprenticeship Documents

February 2022

How to Upload Apprenticeship Documents

Proceed to the MiPLUS website at: www.michigan.gov/miplus. Please use the username/email and password you created for the Barbershop.

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](#)

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

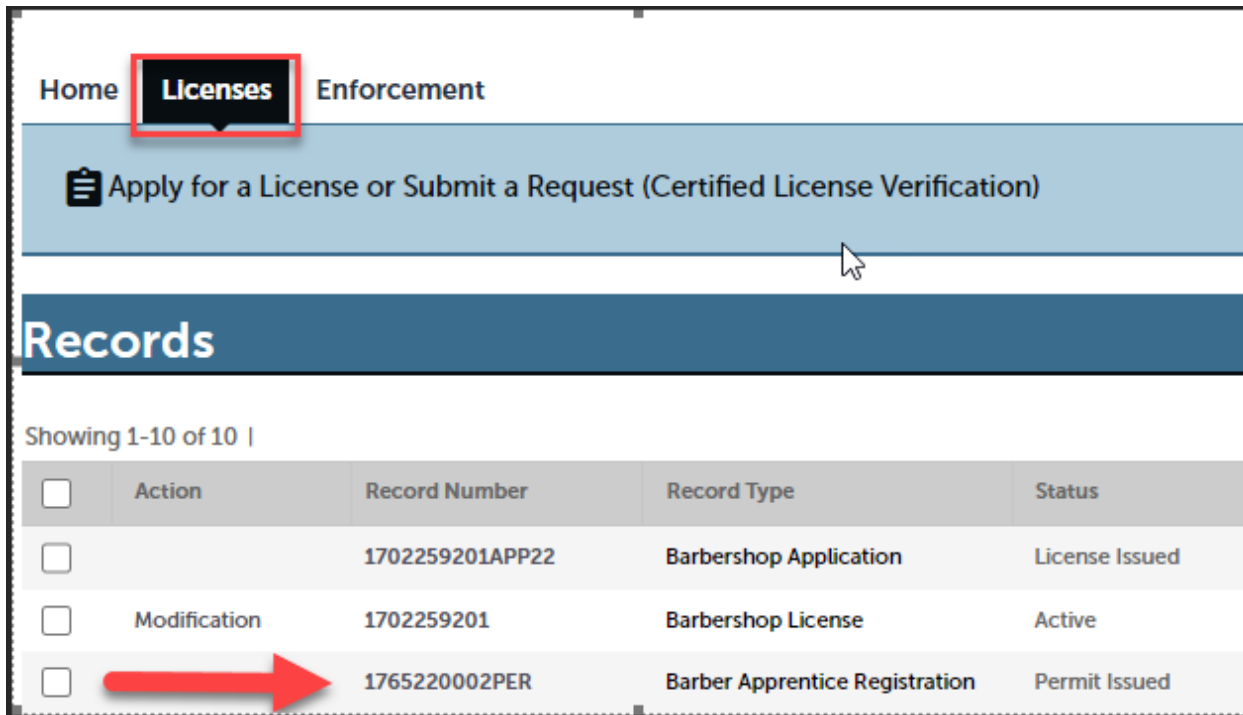
General Information



Search for a Licensee

How to Upload Apprenticeship Documents Pt 2

Documents for Apprenticeship programs are to be uploaded to the Apprentice Registration record. In the Barbershop's MiPLUS account, click on the "Licenses" tab, then click on the record number for the Barber Apprentice Registration. **Make sure you have saved the document to your computer.**

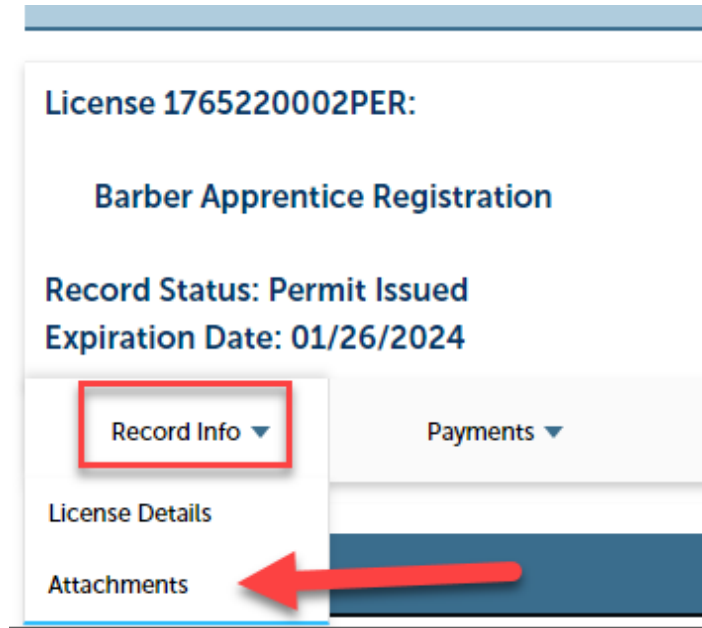


The screenshot shows the MiPLUS interface with the "Licenses" tab selected. Below the navigation bar, there is a blue bar with a clipboard icon and the text "Apply for a License or Submit a Request (Certified License Verification)". Below this is a dark blue bar with the word "Records" in white. Underneath, it says "Showing 1-10 of 10 |". A table with the following columns is displayed: Action, Record Number, Record Type, and Status. The table contains three rows of data. A red arrow points to the first checkbox in the third row, which corresponds to the "Barber Apprentice Registration" record.

<input type="checkbox"/>	Action	Record Number	Record Type	Status
<input type="checkbox"/>		1702259201APP22	Barbershop Application	License Issued
<input type="checkbox"/>	Modification	1702259201	Barbershop License	Active
<input type="checkbox"/>		1765220002PER	Barber Apprentice Registration	Permit Issued

How to Upload Apprenticeship Documents Pt 3

Click on the down arrow next to “Record Info” and in the drop down menu click on “Attachments”.



How to Upload Apprenticeship Documents Pt 4

Under attachments, click the “Add” button for the “File Upload” box to appear and then click “Add” again.

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;

Name	Record ID	Record Type
No records found.		

Add

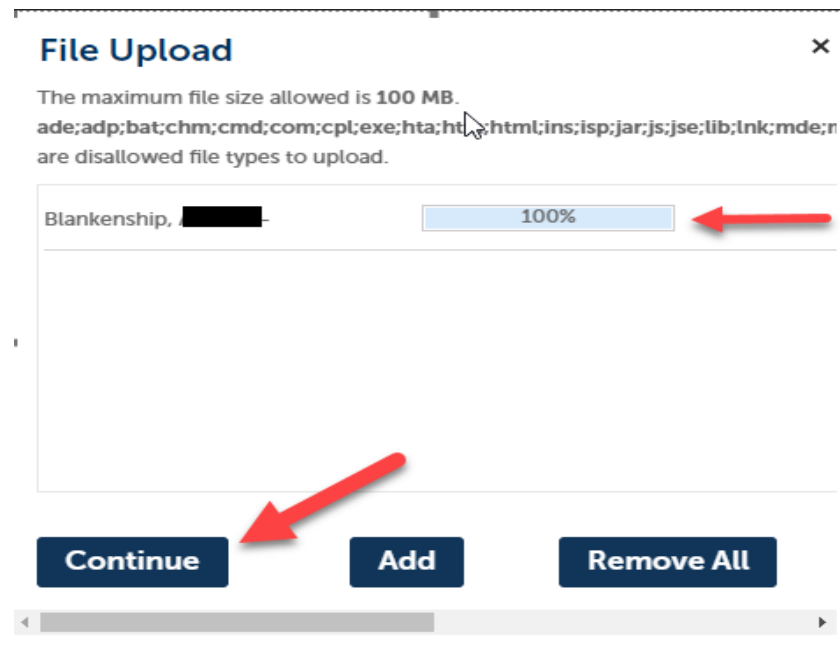
File Upload

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

Continue **Add** **Remove All**

How to Upload Apprenticeship Documents Pt 5

Select the apprenticeship file that you have saved on your computer to be uploaded and click “Save”. Once the upload reaches 100% the file has successfully uploaded, click “Continue”.



How to Upload Apprenticeship Documents Pt 6

Select a document type from the “Type” dropdown, then click “Save” and the document will attach. **You can enter a description if you feel it is needed/necessary.**

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pi

Name	Record ID	Record Type	Entity Type
No records found.			

* Type:
Apprenticeship Certification of Compl

File:
Blankenship, [REDACTED] - Transcripts1.pdf
100%

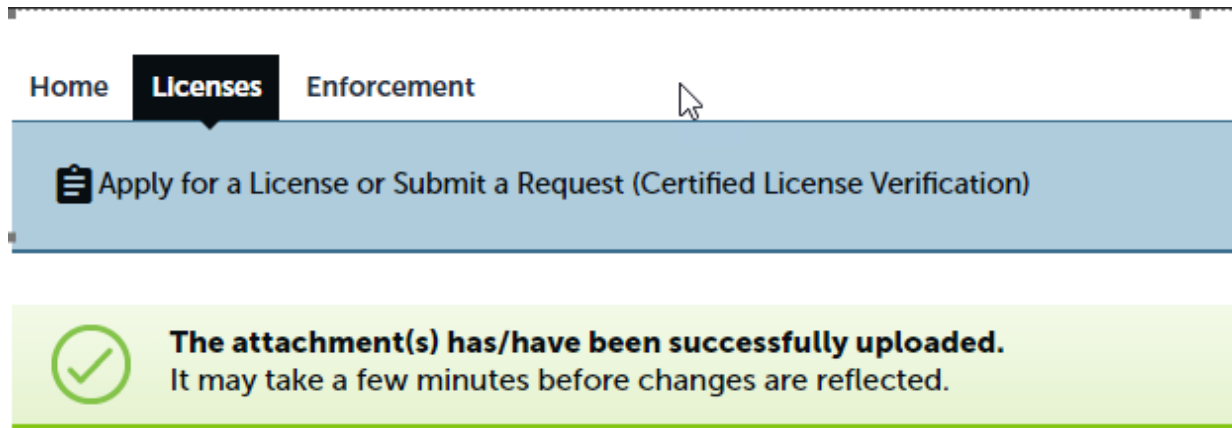
Description:

spell check

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

How to Upload Apprenticeship Documents Pt 7

Once the upload is complete, you will receive the below message and our office will be notified of the upload.



The screenshot shows a navigation menu with three items: 'Home', 'Licenses', and 'Enforcement'. The 'Licenses' item is highlighted with a black background and white text. Below the menu is a light blue box containing a clipboard icon and the text 'Apply for a License or Submit a Request (Certified License Verification)'. Below that is a light green box with a green checkmark icon and the text: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.'