



BUREAU OF PROFESSIONAL LICENSING

**Michigan Professional Licensure User System
(MiPLUS)**

How to Apply for an **Architect,
Professional Engineer, or
Professional Surveyor License in
MiPLUS**

August 2020

Apply for an Architect, P.E., or P.S. License in MiPLUS

Proceed to the MiPLUS website at: 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

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 2

Above the welcome message, select the **Licenses** tab.

The screenshot displays the MiPLUS user interface. At the top, there is a navigation menu with three tabs: "Home", "Licenses", and "Enforcement". A red arrow points to the "Licenses" tab. Below this menu is a secondary navigation bar with four options: "Dashboard", "My Records", "My Account", and "Advanced Search".

Below the navigation bars is a white box containing a welcome message: "Welcome, John Smith". Underneath, it says: "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." Below this is a section titled "What would you like to do today?" with a red instruction: "Select one of the services listed below or if you need to renew your license click on the words 'My Records' listed above."

Below the white box is a dark blue/black section titled "General Information". In the center of this section is a magnifying glass icon and the text "Search for a Licensee".

At the bottom of the screenshot, there is a white box with the word "Licenses" centered in blue text.

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 3

Select **Apply for a License** or **Submit a Request**.

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

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

Records

Showing 0-0 of 0

Action	Record Number	Record Type	Status	Expiration Date	Name
No records found.					

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 4

Read the **General Disclaimer**, then check the box next to "I have read and accepted the above terms." Select **Continue Application**.

Online License Application

Welcome to MiPLUS. Using this system you can submit and update information, pay fees, track the status of your day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before

General Disclaimer

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

I have read and accepted the above terms.

Continue Application »



Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 5

Select arrow for **Architect, Professional Engineer, or Professional Surveyor** and then circle for applicable profession and select **Continue Application**.

- ▶ Acupuncture
- ▶ Applied Behavior Analysis
- ▶ Architect
- ▶ Athletic Trainer
- ▶ Audiology
- ▶ Barbers
- ▶ Clone From Related Records Real Estate
- ▶ Clone the following from Related Records tab ONLY
- ▶ Controlled Substance
- ▶ Cosmetology
- ▶ Dentistry
- ▶ FOR TESTING ONLY
- ▶ 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
- ▼ Professional Surveyor
 - Firm Approval
 - Professional Surveyor Application
- ▶ Program Review
- ▶ Psychology
- ▶ Real Estate
- ▶ Sanitarian
- ▶ Speech - Language Pathologist
- ▶ Temporary Military Spouse
- ▶ Veterinary Medicine

Continue Application »



Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 6

Click **Select from Account** to add your contact information to your license application record.

Step 1: Contact Information > Applicant Information

You must download the [SOCIAL SECURITY NUMBER EXPLANATION FORM](#), complete it, and upload it as a supporting documentation attachment to your application if you have a social security number and did not provide the number during registration, OR if you are exempt under law from obtaining or disclosing your social security number.

Non-Michigan residents must submit a Consent to Service of Process form. This form may be found under License Applications & Forms at www.michigan.gov/realestate. If a Consent to Service of Process is required of you, please complete the form and upload it as an attachment on the Supporting Documentation page of this application.

* indicates a required field.

Applicant

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



Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 7

You will see your contact address from your previously created account. Select **Continue**.

Select Contact from Account

John Smith
Applicant

Select contact addresses for this contact to attach to the record.

Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		123 Main Street

Continue

Discard Changes



Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 8

Use the drop-down list to select the **County** applicable to your license address. Select **Continue Application**.

Applicant

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.

John Smith

allekat21@hotmail.com

Primary Phone: 5175551212, Extension:

Secondary Phone: , Extension:

Birth Date: 10/30/1980

Edit Remove

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Address	Action	Primary	Start Date	End Date
Mailing	123 Main Street	Actions ▼	No	07/01/2020	

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:

Save and resume later



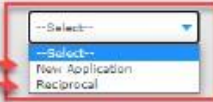
Continue Application »

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 9

Obtained by: Select New Application or Reciprocal.

Obtained By

Obtained By Method

* Obtained by: 

Good Moral Character: Read the Good Moral Character statement and select appropriate answer.

Good Moral Character

Good Moral Character

* 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: Yes No

Armed Forces Fee Waiver: If requesting a fee waiver as an individual who served in the armed forces, check the box under **Armed Forces Fee Waiver**.

Armed Forces Fee Waiver

Armed Forces Fee Waiver

If requesting a fee waiver as an individual who served in the armed forces you will need to attach a form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions(general) character of service. If you have this form and wish to use the fee waiver, please select this box:

Select **Continue Application**.

Save and resume later



Continue Application »

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 10

Surveyors Only: All applicants must pass the PSI Michigan Professional Surveyor Exam and can contact PASI at www.psiexams.com or 855-579-4635 to schedule. Applicants do not need department-approval to take the exam.

Architects and P.E. go to next pages of this guide.

Home **Licenses** Enforcement

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

Professional Surveyor Application

1 Contact Information	2 Application Information	3 Educational Information	4 Supporting Documentation	5 Review	6	7
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Step 3: Educational Information > Educational Information

* indicates a required field.

Part IIB Exam

Part IIB Exam

* Have you passed the Part IIB – Michigan Principles & Practice of Professional Surveying Examination: Yes No

Save and resume later



Continue Application »

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 11

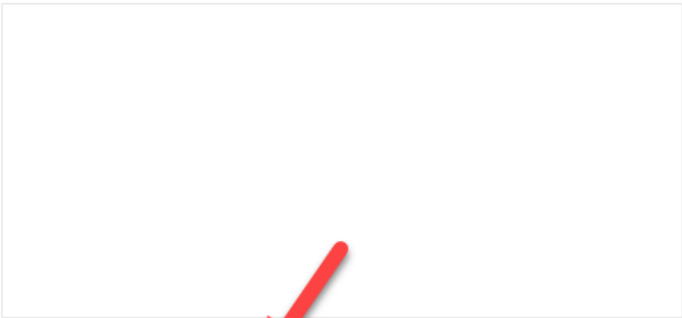
Select **Add** to upload documentation to support your application such as:
Social Security Affidavit (required for applicants that do not have a U.S. Social Security Number)
DD214 or DD215 (required for applicants requesting the Armed Forces Fee Waiver)
Copy of Official Transcripts

Upload directions below. Upload pages for Architect, P.E. and P.S. on following pages.

Select **Add** in the **File Upload** box.

File Upload

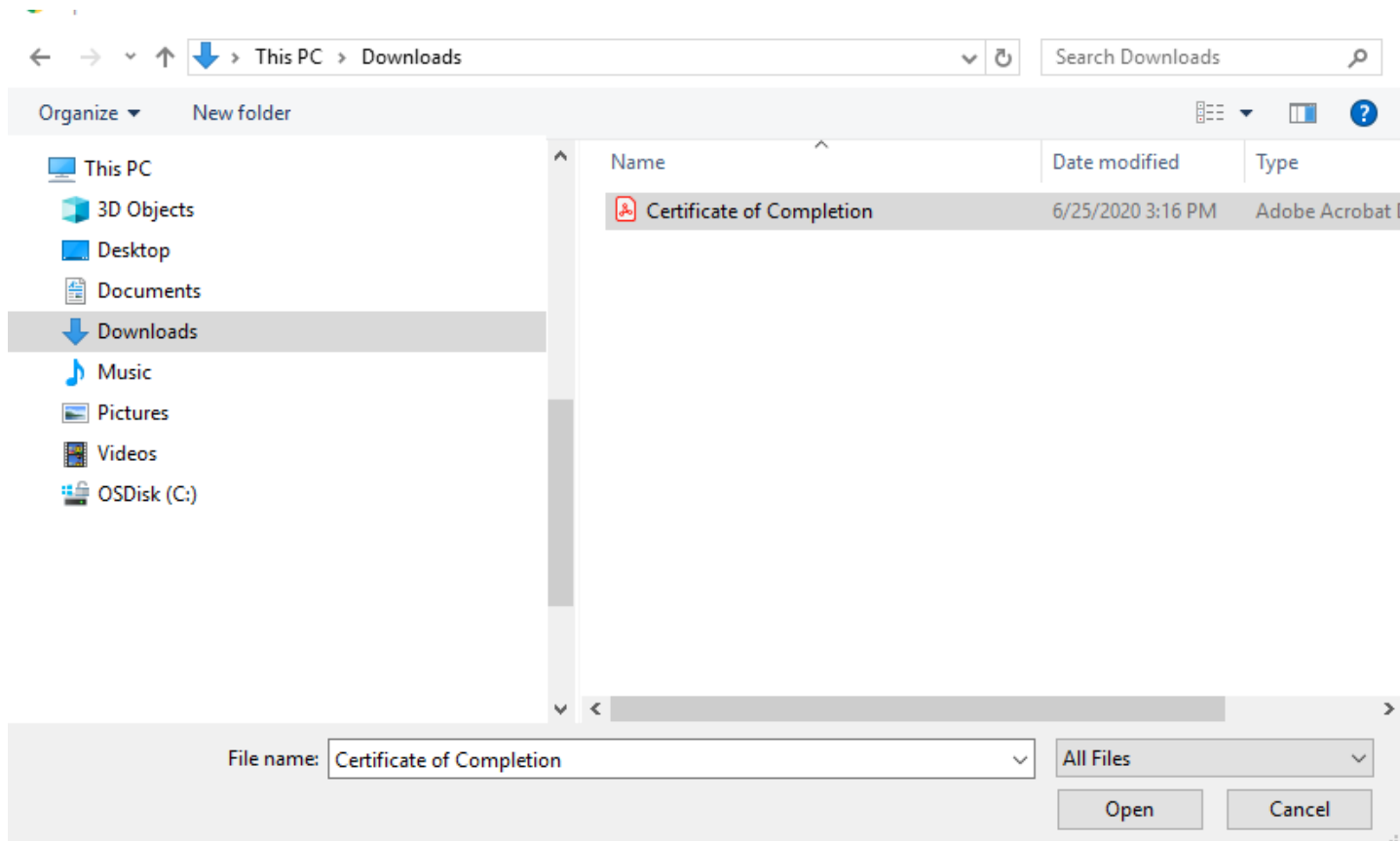
The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpt; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.



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

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 12

Navigate to your document(s) where saved on your personal device. **PLEASE NOTE:** Example below may be different from your computer or electronic device.




Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 13

After adding the supporting document(s), click **Continue** to complete the file upload.

File Upload ×

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.

Certificate of Completion.pdf	100%
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Continue **Add** **Remove All** Cancel

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 14

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

ARCHITECT UPLOAD PAGE: Architects new and reciprocal applicants must request transmittal of the NCARB record. Although options for uploading documents are available, we will not accept them at this time. Transcripts are the exception, which official copies can be uploaded.

Architect Application



Step 3: Supporting Documentation > Supporting Documentation

* indicates a required field

Attachments

If you do not possess a social security number in the US you must also upload a [Social Security Number Affidavit for Licensure](#).
 All applicants must contact NCARB at 1-202-879-0520 or www.ncarb.org to request an electronic transmittal of your record to Michigan.
 For additional information regarding licensure eligibility, review the [Michigan Architect Licensing Guide](#).

The maximum file size allowed is 150 MB.
 ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; lsp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; plf; 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: Remove

- Select--
- General Correspondence
- NCARB Certificate for Internship Program
- NCARB Exam Results
- Official Transcript
- SSI Statement
- Description:

spell check



Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 15

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

ENGINEER UPLOAD PAGE: We will pull information from the NCEES record that is available. You can upload official copies of transcripts and experience forms. Experience forms are posted to our website at www.michigan.gov/engineers.

Attachments

If you do not possess a social security number in the US you must also upload a [Social Security Number Affidavit for Licensure](#).

Those applying by *NEW APPLICATION* must upload the following documents for licensure; official transcript(s), qualifying experience document(s), official National Council of Examiners for Engineering and Surveying (NCEES) results of your Fundamentals of Engineering (FE) exam, and Principles and Practices of Engineering (PE) exam/Structural Exam.

Those applying by *RECIPROCITY* must contact NCEES to request an electronic transmittal of your council record to Michigan *OR* upload the following documents for licensure; official transcript(s), qualifying experience document(s), official NCEES results of your FE and PE/SE exams. If you wish to waive your FE and/or PE exam please submit qualifying documents as outlined in the [Administrative Rules](#).

For additional information regarding licensure eligibility, review the [Michigan Professional Engineer Licensing Guide](#).

The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; plf; 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: Remove

--Select--

- Select--
- General Correspondence
- NCEES Exam Results
- Official Transcript
- Qualifying Experience Form
- SSN Statement

Description:

spell check

Save
Add
Remove All

Save and resume later
Continue Application »

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 16

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

SURVEYORS UPLOAD PAGE: We will pull information from the NCEES record that is available. You can upload official copies of transcripts and experience forms. Experience forms are posted to our website at www.michigan.gov/surveyors.

Attachments

If you do not possess a social security number in the US you must also upload a [Social Security Number Affidavit](#) for Licensure.

Those applying by NEW APPLICATION must upload copies of official transcript(s) and completed qualifying experience document(s). Links to the experience forms can be found in the licensing guide below.

Those applying by RECIPROCITY must contact NCEES to request an electronic transmittal of your council record to Michigan OR upload copies of official transcript(s) and completed qualifying experience document(s).

ALL APPLICANTS must pass the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Surveying (FS) exam and Principles and Practice of Land Surveying (PS) exam administered by NCEES, and the Michigan Professional Surveying Examination administered by PSI. You do not need to obtain department-approval before scheduling any of the exams. You may contact PSI at 1-800-733-9267 or www.psiexams.com and NCEES at 1-800-250-3196 or www.ncees.org. You do not need to upload exam results. The department will obtain your exam results from NCEES and PSI.

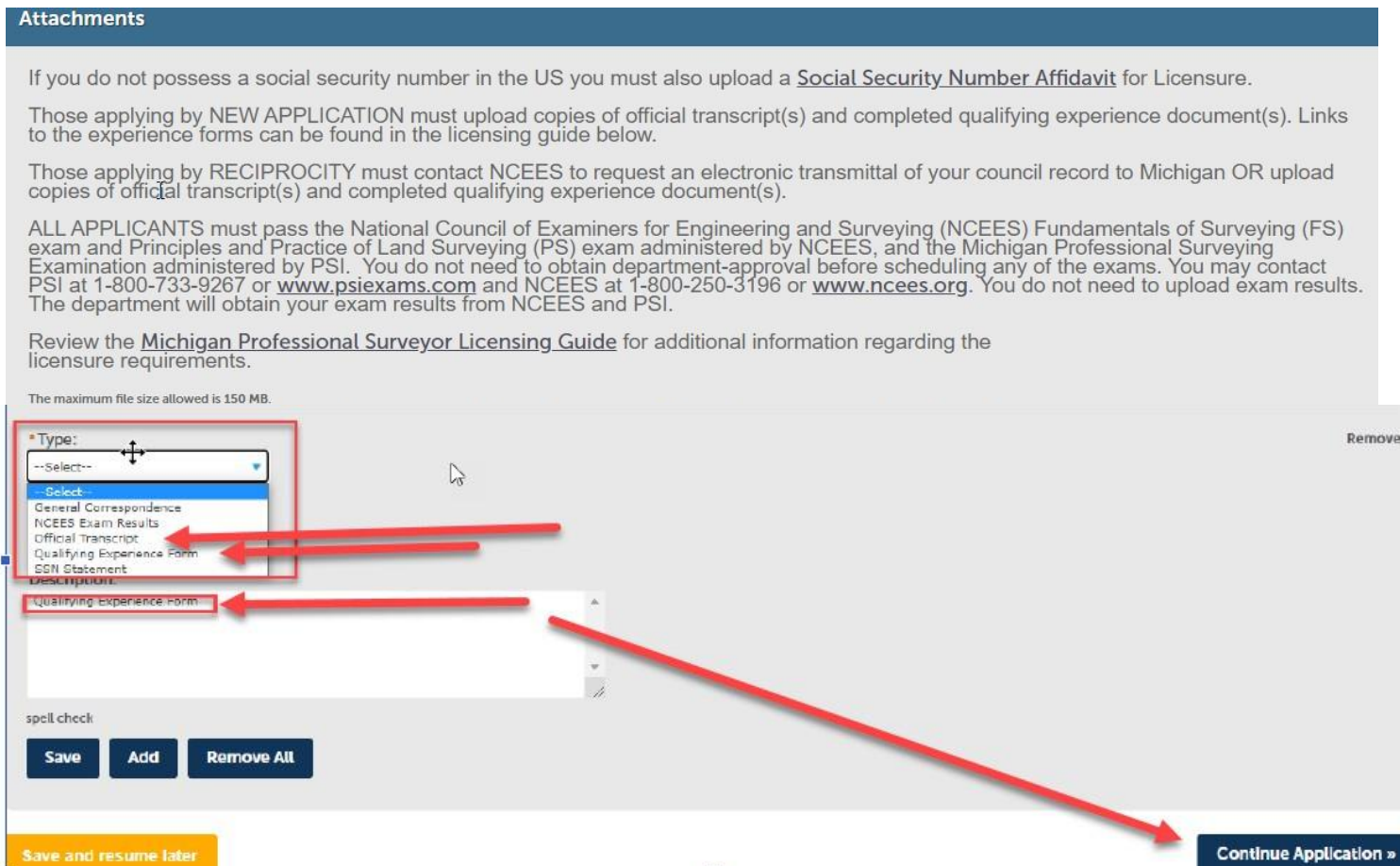
Review the [Michigan Professional Surveyor Licensing Guide](#) for additional information regarding the licensure requirements.

The maximum file size allowed is 150 MB.

* Type: Remove

- Select--
- General Correspondence
- NCEES Exam Results
- Official Transcript
- Qualifying Experience Form
- SSN Statement
- Description

spell check



Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 17

After you have successfully added your supporting documentation. Select **Continue Application**.

Name	Type	Size	Latest Update	Action
Weston, Kasey - BACB Primary.pdf	Qualifying Experience Form	369.86 KB	08/25/2020	Actions ▾

[Add](#)

[Save and resume later](#)

[Continue Application »](#)

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 18

Review your application information. Read the certification statement, then check the box next to **"By checking this box, I agree to the above certification."** Select **Continue Application**.

Attachments

[Edit](#)

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
Weston, Kasey - BACB Primary.pdf	Qualifying Experience Form	369.86 KB	08/25/2020	Actions ▼

I certify that the statements in the application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I agree that the Department is required by law to obtain my social security number pursuant to MCL 338.3434a.

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


Date: 08/25/2020

Save and resume later

Continue Application »

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 19

Review the fee payment information. Additional **Requirements** for licensure will also be listed on this page. Select **Continue Application ARCHITECT FEE PAGE:**

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

Architect Application

1

2 Application Information

3 Supporting Documentation

4 Review

5 Pay Fees

6 Record Submitted

Step 5: 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 Application Fee	1	\$30.00
Architect Per Year License Fee	2	\$70.00

TOTAL FEES: \$100.00

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

Listed below are requirements that will be applied once you submit this record. These requirements must be resolved or met before approval.

Requirements

Showing 1-1 of 1

Licensing - 1 Pending Architect
 NCARB Record - Pending
Contact NCARB at 1-202-879-0520 or www.ncarb.org to request a transmittal of your NCARB record. [... more](#)

Continue Application »

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 20

Review the fee payment information. Additional **Requirements** for licensure will also be listed on this page. Select **Continue Application ENGINEER FEE PAGE:**

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

Professional Engineer Application



Step 5: 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
Professional Engineer Application Fee	1	\$35.00
Professional Engineer Per Year License Fee	2	\$80.00

TOTAL FEES: \$115.00

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

Listed below are requirements that will be applied once you submit this record. These requirements must be resolved or met before approval.

Requirements

Showing 1-3 of 3

Licensing - 3 Pending

Professional Engineers

Official Transcript - Pending

Submit copies (front and backside) of official transcripts confirming the completion of a bachelor's degree in engineering from an ABET-EAC or CEAB-accredited program. ETAC-accredited programs are not... [more](#)

Qualifying Experience - Pending

Submit completed experience forms documenting professional experience acceptable under administrative rule R 339.16022. Four years of experience is granted for possession of an acceptable bachelor's d... [more](#)

NCEES Exam Results - Pending

Submit official copies of your NCEES exam results. Do NOT provide the NCEES Result Notice. If you took the exam in Michigan, you may provide the month and year of passing the exams in place of submit... [more](#)

[Continue Application »](#)

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 21

Review the fee payment information. Additional **Requirements** for licensure will also be listed on this page. Select **Continue Application**
SURVEYORS FEE PAGE:

License-Related Fees

Fees	Qty.	Amount
Professional Surveyor Application Fee	1	\$35.00
Professional Surveyor Per Year License Fee	2	\$100.00

TOTAL FEES: \$135.00 ←

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

Listed below are requirements that will be applied once you submit this record. These requirements must be resolved or met before approval.

Requirements

Showing 1-4 of 4

Licensing - 4 Pending

Professional Surveyors

Official Transcript - Pending

Submit copies (front and backside) of official transcripts confirming the completion of your degree that satisfies the requirements under administrative rule R 339.17201. Applicants without an accredit... [more](#) ←

NCEES Exam Results - Pending

Submit official copies of your NCEES exam results. Do NOT provide the NCEES Result Notice. If you took the exam in Michigan, you may provide the month and year of passing the exams in place of submitt... [more](#) ←

State Exam - Pending

Submit proof of passing the Michigan Professional Surveying Examination.

Qualifying Experience - Pending

Submit completed experience forms documenting professional experience acceptable under administrative rule R 339.17202. Four years of experience is granted for possession of an acceptable bachelor's d... [more](#) ←

Continue Application » ←

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 22

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

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, Discover, or American Express).

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

* Indicates required field

Choose method of payment

Pay by credit card

VISA MasterCard DISCOVER

Back Next Exit



Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 23

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:	88.00 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"/> What's This?
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 24

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

Address
Billing Address: rick j. rose rose st lansing, MI 85284 (517) 241-9288 rosey@michigan.gov
Payment Method
Credit Card  rosey x6909 11/21
Payment Amount
Amount: 135.00 USD
Total: 135.00 USD
Back Pay Now Exit

Apply for an Architect, P.E., or P.S. License in MiPLUS Pt 25

You will now see confirmation that your application was submitted successfully. Applicants can click print/view receipt to obtain a receipt. After your application is reviewed and approved, you will be notified by email with your license or if additional information is required.

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

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

Professional Surveyor Application

1	2	3 Educational Information	4 Supporting Documentation	5 Review	6 Pay Fees	7 Record Submitted
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Step 7: Record Submitted



Your record has been successfully submitted.

Thank you for using MiPLUS.

Your record number for this transaction is: 4001000015APP20.



This record was locked by REQUIREMENT on 08/25/2020.
Condition: State Exam Severity: Required
Total Conditions: 4 (Required: 4)

[View additional details](#)

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

[Print/View Receipt](#)

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

[View Record Details »](#)