



BUREAU OF PROFESSIONAL LICENSING

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

How to Renew a Professional Surveyor License in MiPLUS

September 2020

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?

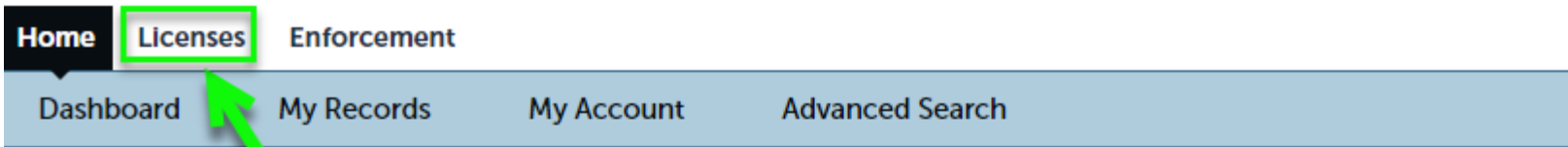
To get started, select one of the services listed below:

General Information



Search for a Licensee

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

Click on **Click here to Renew License**.

Note: If you have changes to your address, contact information, or name, you may submit those changes with your renewal application during the steps that follow.

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.

Home **Licenses** Enforcement

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

Records

Showing 1-20 of 57 |

<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>	Click here to Renew License Modification	1301000022	Architect License	Active	08/31/2020	VanDelay, Art John
<input type="checkbox"/>	Click here to Renew License Modification	62010000	Professional Engineer License	Active	08/31/2020	VanDelay, Art John
<input type="checkbox"/>	Click here to Renew License Modification	4001000016	Professional Surveyor License	Active	08/31/2020	VanDelay, Art John

Use the drop-down menu to select the Michigan county applicable to your license address and click **Continue Application**.

Home **Licenses** Enforcement

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

Professional Surveyor Renewal

1 Contact Information

2 Supporting Documentation

3 Review

4 Pay Fees

5 Record Submitted

Step 1: Contact Information > Contact Information

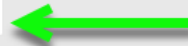
* indicates a required field

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:

Ingham



Save and resume later



Continue Application »

Select **Yes** to enter any contact information updates if needed or scroll down to proceed.

1 Contact Information	2 Supporting Documentation	3 Review	4 Pay Fees	5 Record Submitted
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Step 1: Contact Information > Contact Verification

* indicates a required field

Name Modification

Name Modification

Current Name:

* Update Name: Yes No

Select Yes to update your name or scroll down to proceed.

Mailing Address Modification

Mailing Address Modification

Current Mailing Address:

* Update Mailing Address: Yes No

Select Yes to update mailing address or scroll down to proceed.

Phone and Email Modification

Make any needed name, address, or contact modifications, then click **Continue Application**.

Phone and Email Modification

Select Yes to make any necessary changes or click **Continue Application** to proceed.

Phone and Email Modification

Current Primary Phone:

Update Primary Phone: Yes No

Current Secondary Phone:


Update Secondary Phone: Yes No

Current E-mail:

Update E-mail: Yes No

Current Preferred Channel:

Update Preferred Channel: Yes No

[Save and resume later](#)  [Continue Application »](#)

You do **NOT** need to upload continuing education documents for renewal. You must retain documentation for up to 4 years from your renewal application in the event you are selected for audit.

If you provided a name change in the previous steps, you can click **Add** to upload the required proof of legal name change as shown on the follow pages.

Home **Licenses** Enforcement

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

Professional Surveyor Renewal

1 Contact Information	2 Supporting Documentation	3 Review	4 Pay Fees	5 Record Submitted
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Step 2: Supporting Documentation > Supporting Documentation

* indicates a required field.

Attachments

Documentation to support your application may be uploaded here.

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.

Name	Type	Size	Latest Update	Action
No records found.				

Add



Save and resume later

Continue Application »

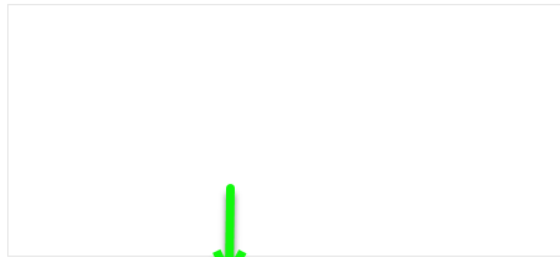
Click **Add**. Locate the file on you computer that you wish to upload. After upload is at 100%, click **Continue Application**.

1.

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; lnl; 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

2.

Open

This PC > Documents > Documents

Organize New folder

Quick access

OneDrive - State c

This PC

3D Objects

Desktop

Documents

Downloads

Name

Proof of Legal Name Change



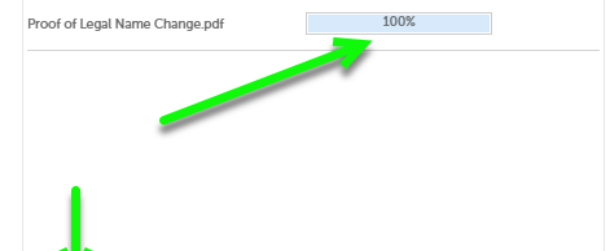
File name: Proof of Legal Name Change

3.

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; lnl; 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

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

Attachments

Documentation to support your application may be uploaded here.

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.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove

Proof of Legal Name

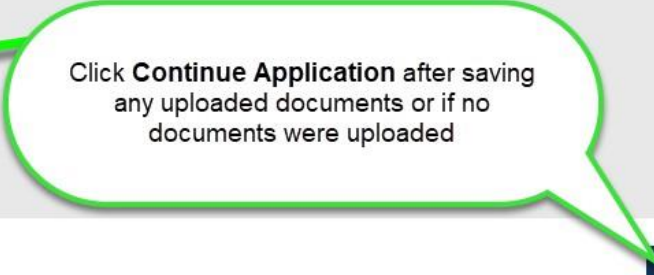
File:
Proof of Legal Name Change.pdf
100%

Description:
Proof of legal name change.

spell check

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

Continue Application »



Save and resume later

Carefully read and review the Renewal Application Certification Statement. Do NOT submit a renewal application if you have not met all of the continuing education requirements at the time of submitting the application.

Click **Continue Application** and proceed to the payment screens for payment.

Attachments

[Edit](#)

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.

Name	Type	Size	Latest Update	Action
Proof of Legal Name Change.pdf	Proof of Legal Name	581.03 KB	08/31/2020	Actions ▼

By submitting this application, I certify that I have fulfilled the continuing education (CE) requirements in accordance with the Occupational Code, PA 299 of 1980, as amended, and Administrative Rules for my profession. I certify all information to be true and correct and understand that any misrepresentation or fraud may be cause for disciplinary action. I understand all licensees may be subject to an audit of CE records by the Department and failure to properly maintain records or provide evidence of compliance may be cause for disciplinary action.

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

Date: 08/31/2020

Save and resume later

Continue Application »

Click **Continue Application** and proceed to the payment screens for payment.

Home **Licenses** Enforcement

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

Professional Surveyor Renewal



Step 4 : 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 Surveyor Renewal Fee	1	\$100.00

TOTAL FEES \$100.00

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

Continue Application »



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

Payment Method

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, or Discover).

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

* Indicates required field

Choose method of payment

Pay by credit card



Enter the **Billing Address** information and **Payment Method** information as required. Click **Next**.

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 70.00 USD


Payment Method

*Name on Card:

*Card Number:

*Expiration Date: * Month
* Year

*Card Verification Value(CVV2): [What's This?](#)



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

Address		
Billing Address: John Smith 123 Main St Lansing, MI 85284 (517) 555-1212 johnsmith48917@gmail.com	Processing Request, please wait...	
Payment Method		
Credit Card		
John Smith x1111 02/21		
Payment Amount		
Amount: 100.00 USD		
Total: 100.00 USD		
Back	Pay Now	Exit

You will now see confirmation that your renewal application was submitted successfully. After your application is reviewed and approved, you will be notified by email with your if additional information is required.

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

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

Professional Surveyor Renewal

1 [Contact Information](#) 2 [Supporting Documentation](#) 3 [Review](#) 4 [Pay Fees](#) 5 [Record Submitted](#)

Step 5: Record Submitted



Your application has been successfully submitted for review.
Please print and retain a copy of this page for your records.

Thank you for using MiPLUS.

Your renewal number is **4001000016REN20**

Your application for the renewal of this license has been successfully submitted. The license will be issued after the application is processed. You will be notified if any additional information is required.

[Print/View Receipt](#)