



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Apply for Relicensure in MiCLEAR

(Fees are Non-Refundable. If you question whether you are submitting the correct application type, please call (517) 241-9221 before making a payment.)

*Presented by:
Corporations, Securities and Commercial Licensing Bureau
Department of Licensing and Regulatory Affairs
CSCLOnline@Michigan.gov
(517) 241-9221*

January 2023

Welcome to **MiCLEAR!** LARA's registration and renewal system for licensed professionals in Michigan.

This presentation will walk you through how to apply for relicensure in Michigan.

Please make sure you have registered with a MiCLEAR account and have linked your license to your MiCLEAR account before starting this process. (*Look for instructional guides titled "How to Register an Account in MiCLEAR" and "How to Link Your License in MiCLEAR".*)

Important Note for Using MiCLEAR:

- ✓ You must use a desktop or laptop computer to complete the application process. You will NOT be able to use a mobile device (i.e., Smartphone, iPad, etc.).

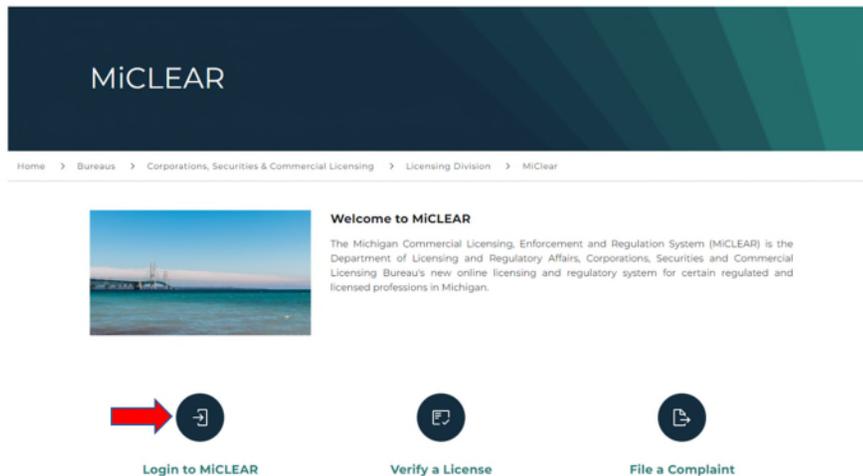
HOW TO APPLY FOR RELICENSURE IN MiCLEAR:

GETTING STARTED:

- ✓ Fees are non-refundable. Please call us at (517) 241-9221 before you submit a payment to ensure you have completed the proper application type or with any questions you might have.

STEP 1:

- ✓ Proceed to the MiCLEAR website at www.michigan.gov/miclear.
- ✓ Scroll down and click “Login to MiCLEAR”.



STEP 2:

- ✓ Log in to your account with the username/email and password you created when registering for MiCLEAR.
- ✓ Click “Sign In”.

Home Search + New License + Existing License + Complaints Help

Register for an Account Login

NOTE:

- o It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
- o Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.

Home Licenses Enforcement

Advanced Search

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

Forgot Password?

Sign In

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

STEP 3:

- ✓ Click on the “Licenses” tab. Your license should reflect a lapsed status. Next to your license number, you will find the words “Additional Actions”. Click directly on the words “Additional Actions”. **Do not** click on your license number.

https://aca-prod.accela.com/MICLEAR/Cap/CapHome.aspx?module=Licenses&TabName=Licenses&TabList=Home%7C0%7CLicenses%7C1%7CEnforce...
 Logged in as: mstestcase ACCC

NOTE:
 o It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
 o Please visit www.michigan.gov/MICLEAR for detailed instructions on using MICLEAR.

Home Licenses Enforcement

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

Records

Showing 21-30 of 34 |

Action	Record Number	Record Type	Expiration Date	Status
<input type="checkbox"/>	60	Public Polygraph Examiner License	12/31/2022	Lapsed
<input type="checkbox"/>	PP22	Public Polygraph Examiner Application		License Issued
<input type="checkbox"/> Additional Actions	60	Public Polygraph Examiner License	12/31/2022	Active
<input type="checkbox"/>	48	Mortuary Science License Application		Authorized to Take Exam
<input type="checkbox"/>	15	Amateur Mixed Martial Artist Application		License Issued
<input type="checkbox"/> Renew License Additional Actions	15	Amateur Mixed Martial Artist License	08/31/2022	Active
<input type="checkbox"/>	48	Mortuary Science License Application		Issued
<input type="checkbox"/> Additional Actions	48	Mortuary Science License	10/31/2023	Lapsed
<input type="checkbox"/>	37	Professional Investigator Agency Application		License Issued
<input type="checkbox"/>	EP	License Linking		Complete

< Prev 1 2 3 4 Next >

STEP 4:

- ✓ Clicking on the words “Additional Actions” will take you directly to the Relicensure Application. **We license/register many different professions. The screenshots are only from one license type. You may find questions that are different, but you must answer any questions that are asked in your relicensure application. (Before you proceed, make sure you are completing a **relicensure** application. See green arrow below.)**

https://aca-prod.accela.com/MiCLEAR/Cap/CapEdit.aspx?Module=Licenses&stepNumber=2&pageNumber=1&isFeeEstimator=&TabName=Licenses&FilterName=...

Department of Licensing and Regulatory Affairs

Home Search + New License + Existing License + Complaints Help

Logged in as Imastestcase Account Management Logout

NOTE:

- It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
- Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.

Home Licenses Enforcement

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

Mortuary Science License Relicensure

1 Contact Information 2 Relicensure Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 1: Contact Information > Applicant Information * indicates a required field.

County

County Information

* 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:

Cass

Save and resume later Continue

STEP 5:

- ✓ Once in the Relicensure Application. Verify that your physical location (if applicable to your license type) and county are still correct, then click "Continue".

https://aca-prod.accela.com/MICLEAR/Cap/CapEdit.aspx?Module=Licenses&stepNumber=2&pageNumber=1&isFeeEstimator=&TabName=Licenses&FilterName=...

Department of Licensing and Regulatory Affairs

Home Search + New License + Existing License + Complaints Help

Logged in as: imastestcase Account Management Logout

NOTE:

- It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
- Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.

Home Licenses Enforcement

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

Mortuary Science License Relicensure

1 Contact Information 2 Relicensure Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 1: Contact Information > Applicant Information * indicates a required field.

County

County Information

* 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:

Cass

Save and resume later Continue



STEP 6:

- ✓ If you have any changes to your name or mailing address, please update here by selecting “yes”.
- ✓ Note: Proof of legal name change is required to be uploaded, later, to the “Supporting Documentation” section of this application.

https://aca-prod.accela.com/MICLEAR/Cap/CapEdit.aspx?stepNumber=2&pageNumber=2¤tStep=0¤tPage=1&Module=Licenses&isRenewal=N&isFro... A[®] ☆ ⌵

Home Licenses Enforcement

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

Mortuary Science License Relicensure

1 Contact Information 2 Relicensure Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 1: Contact Information > Contact Verification * Indicates a required field.

Name

Name Modification

Current Name:

*Update Name: Yes No

Address

Mailing Address Modification

Current Mailing Address:

*Update Mailing Address: Yes No

STEP 7:

- ✓ If you have any changes to your phone number or email address, please update. If you do not see a phone number or email address, please add.
- ✓ Once you have finished, click on the “Continue” button.

The screenshot shows a web browser window with the URL: <https://aca-prod.accela.com/MICLEAR/Cap/CapEdit.aspx?stepNumber=2&pageNumber=2¤tStep=0¤tPage=1&Module=Licenses&isRenewal=N&isFro...>

Mailing Address Modification

Current Mailing Address: 744 [Redacted] [Redacted]

* Update Mailing Address: Yes No

Phone and Email Modification

Phone and Email Modification

Current Primary Phone: 313 [Redacted]

* Update Primary Phone: Yes No

Current E-mail: [Redacted]@[Redacted].m

* Update E-mail: Yes No

Current Preferred Channel: Email

* Update Preferred Channel: Yes No

Buttons: Save and resume later, Continue

Footer: Copyright 2021 State of Michigan Policies

STEP 8:

- ✓ We license/register many different professions. The screenshots are only from one license type. You may find questions that are different, but you must answer any questions that are asked in your relicensure application. Select “Continue” to move forward.

https://aca-prod.accela.com/MICLEAR/Cap/CapEdit.aspx?stepNumber=3&pageNumber=1¤tStep=1¤tPage=0&Module=Licenses&isRenewal=N&isFro...

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

Mortuary Science License Relicensure

1 Contact Information 2 Relicensure Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 2: Relicensure Information > Relicensure Information * indicates a required field.

Good Moral Character

Good Moral Character

* I have the ability and will serve the public in a fair, honest and open manner. If Yes No
 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:

Disciplinary Action

Disciplinary Action

* Do you have any unsatisfied penalties and conditions imposed by disciplinary Yes No action in this state or any other jurisdiction:

Save and resume later Continue

Copyright 2021 State of Michigan Policies

STEP 9:

- ✓ You must upload all required supporting documentation. Be sure to read the last bullet point to determine if there is any additional required documentation other than what is listed on the “Supporting Documentation” section. These documents can be uploaded by clicking the “Add” button. (There is a separate instructional guide that will show you how to upload a document to a record, if needed. Visit www.michigan.gov/miclear.)
- ✓ Once all documents have been uploaded, click on the “Continue” button to proceed to the “Review” section.
- ✓ Note: If you do not include all required documentation, your application will be deemed incomplete, and you will be sent an incomplete notice.

https://aca-prod.accela.com/MICLEAR/Cap/CapEdit.aspx?stepNumber=4&pageNumber=1¤tStep=2¤tPage=0&Module=Licenses&isRenewal=N&isFrom...

MORTUARY SCIENCE LICENSE REnewal

1 Contact Information 2 Education Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 3: Supporting Documentation > Supporting Documentation

The following required documents may be uploaded to your record.

- Contact The Conference to submit your passing National Arts and Sciences exam scores to our office.
- Provide your Official Transcripts.
- Provide your Final "Embalming and Resident Trainee Rating Report".
- Provide a certified statement from the examining board of the state in which you hold a license that shows the basis on which the license was granted and whether the board has suspended, revoked, or limited that license. (for reciprocal applicants only)
- 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 You must download the [SOCIAL SECURITY NUMBER EXPLANATION FORM](#), complete it, and upload it as a supporting documentation attachment to your application.
- Proof of legal name change, if applicable
- Please click on [this link](#) to complete any additional required documentation. In order to complete this application, you must upload all required, and completed, documents in MICLEAR.

* indicates a required field.

Attachments

The maximum file size allowed is 100 MB.
edc,adp,dat,chem,cmd,com,cpl,exe,hta,htm,html,isp,jar,jis,lib,lnk,mdc,mht,mhtml,mnc,mpg,msi,php,pif,szr,scr,shb,sys,vb,vsbc,vbc,ved,wsc,wst,wh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

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

Copyright 2021 State of Michigan Policies

STEP 10:

- ✓ At the "Review" section, please ensure that all information is correct. If there are any items that need to be changed, click "Edit" next to each section that requires a change.
- ✓ Then, click on the checkbox at the bottom of page that reads "By checking this box, I agree to the above certification."
- ✓ Then, click "Continue", to proceed to the "Pay Fees" section.

Mortuary Science License Relicensure

1	2 Relicensure Information	3 Supporting Documentation	4 Review	5 Pay Fees	6 Record Issuance
---	---------------------------	----------------------------	----------	------------	-------------------

Step 4: Review

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to move on. If a certification clause is present on the screen, you must check the box to agree to the certification at the bottom of

the page before you can continue.

Record Type

Mortuary Science License Relicensure

County

County Information

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:

[Edit](#)

Name

Name Modification

Current Name: Ima Test Case
Update Name: No

[Edit](#)

Address

Mailing Address Modification

Edit

Current Mailing Address:

[Redacted]

Update Mailing Address:

No

Phone and Email

Phone and Email Modification

Edit

Current Primary Phone:

[Redacted]

Update Primary Phone:

No

Current E-mail:

[Redacted]

Update E-mail:

No

Current Preferred Channel:

Email

Update Preferred Channel:

No

Good Moral Character

Good Moral Character

Edit

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

Disciplinary Action

Disciplinary Action

Edit

Do you have any unsatisfied penalties and conditions imposed by disciplinary action in this state or any other jurisdiction: No

Attachments

Edit

The maximum file size allowed is 100 MB.
ade,adp,bat,chg,cmd,com,cpl,exe,hta,html,ins,isp,jar,jse,jlb,lnk,mde,mht,mhtml,msc,msp,mst,php,pif,scr,scf,shb,sys,vb,vcbe,vbs,vxd,wsc,wst,wsn are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

By checking the box, you are certifying the statements made 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 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:

Save and resume later

Continue

STEP 11:

- ✓ At the “Pay Fees” section, you can view the total fee due.
- ✓ To proceed, click “Continue Application”.

Mortuary Science License Relicensure

1	2 Relicensure Information	3 Supporting Documentation	4 Review	5 Pay Fees	6 Record Issuance
---	---------------------------	----------------------------	----------	------------	-------------------

Step 5: Pay Fees

The application processing fee is a one-time fee for the license/registration type you have applied for. A license/registration fee will be assessed for each year your license/registration will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. Application, renewal, reinstatement, relicensure, and event fees are nonrefundable.

If you choose to leave this page, without continuing on to make payment, your work will be saved to resume at a later time.

License Fees

Fees	Qty.	Amount
Mortuary Science License Application Fee	1	\$20.00
Mortuary Science Relicensure Fee - Even Year	1	\$77.50
Mortuary Science License Late Renewal Fee	1	\$20.00

TOTAL FEES: \$117.50

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before you can get approval from the agency.

Requirements

Showing 1-1 of 1

Licensing - 1 Pending
License General
SSN Affidavit

If you do not possess a US social security number, or if you did not provide it in your registration, you must upload a Social Security Number Affidavit for Licensure.

Continue Application »

STEP 12:

- ✓ Click "Next" to continue onto the payment screen to enter credit card information.

LARA
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Website

Payment Method

MICLEAR Licensing Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module for MICLEAR.
This process is being used as a secure means of processing credit card authorizations.
Payment may be made with a valid Visa, MasterCard, Discover, or American Express.
To begin the payment process, click the "Next" button in the box below.

* Indicates required field

Choose method of payment

Pay by credit card





STEP 13:

- ✓ Fill out the credit card information and then click next to proceed with payment.

Payment Information

MiCLEAR Licensing Payment Request

To continue the payment process, complete the required fields and click the "Next" button in the box below.

If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

* 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: 300.00 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"/>	



STEP 14:

- ✓ Read the disclaimer. Then, click "I Agree" in the box.
- ✓ Click on "Pay Now" to complete your renewal payment.

Payment Review

MICLEAR Licensing Payment Request

To confirm your payment information, click on "Pay Now" in the box below.

If you have entered a valid email address, the confirmation email will be received from noreply@fiscv.com.

I

By checking this box, I accept the payment terms and conditions of the State of Michigan Corporations, Securities, & Commercial Licensing Bureau for the amount noted. Fees paid are NON-REFUNDABLE and due at the time of submission.



I Agree

Address	
Billing Address:	
tar	
12	
ra	
Payment Method	
C	
Tr	
x	
Payment Amount	
Amount:	USD
Total:	USD
Back Pay Now Exit	



STEP 15:

- ✓ Once payment is accepted, the record issuance screen will appear, letting you know that your relicensure has been finalized. We see many relicensure applications started but not submitted so if you do not see confirmation that your application has been successfully submitted, please contact us. (Records beginning with TMP have not been submitted to us for review by you yet.)
- ✓ Receipts-A payment confirmation email will be sent to the email address entered during the billing address section. No additional receipt is provided.

QUESTIONS?

Email: CSCLOnline@Michigan.gov

Phone: (517) 241-9221

