

FREQUENTLY ASKED QUESTIONS – How do I get a license? What is required to get a license?

Q: How do I get licensed as a Residential Builder or Maintenance & Alteration Contractor?

A: The first step in becoming licensed in Michigan as a Residential Builder or Residential Maintenance & Alteration Contractor is to complete 60 hours of approved precicensure education prior to submitting a license application to the Builders Unit or taking the required examination. All precicensure education courses must be approved by the Department. A list of approved courses is available on the Builders website at www.michigan.gov/builders under the section called "Spotlight."

The 60 hours of approved precicensure courses must include at least six (6) hours in each subject below:

- 1) Business Management, Estimating, and Job Costing (6 hours);
- 2) Design and Building Science (6 hours);
- 3) Contracts, Liability, and Risk Management (6 hours);
- 4) Marketing and Sales (6 hours);
- 5) Project Management and Scheduling (6 hours);
- 6) The Michigan Residential Code (6 hours);
- 7) MIOSHA Construction Safety Standards (6 hours); and
- 8) The rest of the 18 hours may come from other topics on the approved course list.

After an applicant has met the 60 hour precicensure education requirement, an Individual Residential Builder and Maintenance & Alteration Contractor License Application may be downloaded from the Builders website at www.michigan.gov/builders under "Forms & Publications." The license application must be completed and submitted with the application fee, and a copy of each official certificate(s) of completion given to you by each course provider. A course will not be accepted without the certificate attached.

Once the Department receives the application, it will be reviewed to ensure that the applicant meets all licensing requirements. The requirements for licensure include:

- 1) 60 hours of approved precicensure education courses
- 2) Be at least 18 years of age
- 3) Be financially stable
- 4) Be of good moral character
- 5) Submit any required documentation requested by the Department (i.e. copy of drivers license or state ID card, certificate of assumed name, etc.)
- 6) Pass the required examination.

An applicant must meet all requirements for licensure before receiving approval from the Department to take the examination required for a Residential Builder or Maintenance & Alteration Contractor license. Once the applicant receives approval from the Department to take the examination, the applicant may contact PSI Services LLC, the exam provider, at 1-800-733-9267, or go to their website at www.psiexams.com to register for the examination.

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Q: Prelicensure education is required to obtain a license as a Residential Builder or Residential Maintenance & Alteration Contractor. Where can I find a place to take prelicensure courses?

A: All prelicensure education courses must be approved by the Department. To view an [approved list](#) of prelicensure education courses, you may visit the Builders website at www.michigan.gov/builders under the section called "Spotlight."

Q: Where do I get books to study for the examination?

A: A list of suggested study materials is included in the Candidate Information Bulletin that is available on PSI Services LLC's website at www.psiexams.com. PSI will send an applicant a free copy of the Laws & Rules for Builders once he or she registers for the examination. The source of the other materials is listed in the bulletin -- for some, there is only a small charge, others are more expensive. You might consult your public library to see if they have, or can borrow for you, the books suggested.

Q: How long does it take to process my license application?

A: Please allow approximately 3 weeks for processing of properly submitted applications. If the proper documentation or information is not submitted, your application will be considered incomplete until all required information/documentation is submitted. All requirements for licensure must be completed within one year of the filing of the application.