

FREQUENTLY ASKED QUESTIONS – Salesperson License Information

Q: Do our Salespersons have to be licensed?

A: An individual who for a salary, wage, fee, percentage, commission, or other consideration, sells or attempts to sell, negotiates or attempts to negotiate, solicits for or attempts to solicit for, obtains or attempts to obtain a contract or commitment for, or furnishes or attempts or agrees to furnish, the goods and services of a Residential Builder or Residential Maintenance & Alteration Contractor is required to be licensed as a builder salesperson.

There is a separate license and examination for a builder salesperson. This is not the same license as a real estate salesperson's license; the real estate salesperson works for a real estate broker, selling properties listed with that broker. The Builder Salesperson sells the construction projects and completed homes of a Residential Builder or Residential Maintenance & Alteration Contractor. A licensed builder (or the qualifying officer of a corporate builder licensee) may become a Salesperson for another company, but they do not need a Salesperson license to sell for themselves.

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

The first step in obtaining a license as a Salesperson is to contact PSI Services LLC at 1-800-733-9267, or visit their website at www.psiexams.com, to register for the examination. Once an applicant has passed the salesperson examination, PSI will mail a license application with pre-printed examination information to the applicant. The salesperson application must then be completed and submitted to the Builders Unit by the Salesperson and the employing Residential Builder or M&A Contractor.

Q: How do I transfer my Salesperson's license to a different Residential Builder or Residential Maintenance & Alteration Contractor?

A: A Salesperson may work for only one licensed Residential Builder or Residential Maintenance & Alteration Contractor at a time. If a Salesperson is discharged or otherwise terminates employment with a builder or contractor under whom he or she is licensed, the employer shall return the wall license, and the Salesperson shall return the identification card to the Builders Unit within five days from the date of discharge or termination. If a licensed Salesperson transfers employment from the builder or contractor under which he or she is presently licensed to a new employer, the Salesperson and new employer shall submit to the Builders Unit a [Salesperson Transfer Application](#), which may be obtained on the Builders website at www.michigan.gov/builders under "Forms & Publications."

Q: I used to be licensed as a Salesperson, but the license has expired. What do I do now?

A: If your license as a Salesperson expired **less** than three years ago you do not need to repeat the licensing examination. You may submit a [Salesperson Relicensure Application](#) which can be found under "Form and Publications" on this website. If it has been **more** than three years since you were licensed as a Salesperson, you will need to retake the Salesperson examination. Contact PSI Services LLC at 1-800-733-9267, or visit their website at www.psiexams.com, to register for the examination. Once you pass the required Salesperson examination, PSI will send you a license application that must then be submitted to the Builders Unit.