

## MICHIGAN PERSONNEL AGENT LICENSING GUIDE FOR SKILLED IMMIGRANTS

1. How the Profession Is Organized in Michigan
2. Eligibility for Licensing
3. Tests
4. Other Careers and Credentials
5. Beyond Licensing
6. Important Links

### 1. HOW THE PROFESSION IS ORGANIZED IN MICHIGAN

#### OVERVIEW

This guide looks at things that you as a foreign-educated personnel agent must do to become eligible for a personnel agent license in Michigan. At the same time, it includes some background and tips on the larger personnel agency profession to give you an idea of the variety of opportunities available as you work to rebuild your career. The personnel agency profession encompasses the following:

- Personnel agency manager is the individual responsible for the operation of a personnel agency.

#### REGULATION OF THE PERSONNEL AGENT (AGENCY) PROFESSION IN MICHIGAN

The Bureau of Professional Licensing (BPL) within the Michigan Department of Licensing and Regulatory Affairs (LARA) regulates the personnel agency profession in Michigan. Before you can be eligible for licensure as a personnel agent, you must meet certain requirements and pass a state examination. The examination is administered by PSI Services LLC (PSI) through testing centers in Michigan.

## 2. ELIGIBILITY FOR LICENSING

The process for obtaining a personnel agency manager license:

- Has passed the examination approved by the department.
- Is at least 18 years of age
- Be of good moral character

## 3. TESTS

Before being allowed to sit for the state board examination administered through PSI, you must submit a Personnel Agency Employment or Consulting Agent license application to our office along with the required \$70 fee. Upon receipt of the application, a determination will be made as to whether requirements for licensure have been satisfied. If so, approval to sit for the examination will be sent to you providing the instructions of how to apply for the state licensing examination.

To determine what is covered on the examination, please visit PSI's website at [www.psiexams.com](http://www.psiexams.com) to download the appropriate Candidate Information Brochure (CIB). The CIB provides helpful information regarding the examination, such as an outline of the examination, suggested reference list, etc.

The cost to take the examination is \$56. In order to pass the exam, you must achieve a minimum score of 35 (70%).

## 4. OTHER CAREERS AND CREDENTIALS

A personnel agent must be employed by a personnel agency. Both the agent and agency must be licensed prior to agency offering services.

In order for a person to obtain a personnel agency license an application must be submitted to our office with the required \$350 fee and a surety bond in the amount of \$10,000. Before submitting the agency application to BPL, you will need to determine the type of agency you would like to apply for.

The Type A agency assists clients seeking employment or making basic career decisions, and puts a client in direct contact with employers, and receives a fee from the client for the services rendered.

The Type B agency assists or consults with a client to make basic career decisions and receives a fee from the client for the services rendered. The services of a Type B agency include: resume preparation, clearinghouse, personality evaluation testing, letter-writing services, providing lists of employers, or executive counseling.

The cost to renew a personnel agency license is \$125.00.

## 5. BEYOND LICENSING

A Personnel agent license is renewed every year and expires on December 31st. The cost to renew each license is \$50 and must be renewed online at BPL's website using the online payment system. LARA will send a notification reminding you to renew your license however, this is a courtesy reminder and it is the licensee's responsibility to renew the license in a timely manner. Be sure to keep your contact information up to date with the Licensing Division to ensure notices are received. If the license expires for more than 60 days, you will be required to apply for relicensure to activate the license.

### LICENSING MOBILITY (RECIPROCITY)

Michigan does not have a reciprocal agreement with any other state. However, a license may be granted to an applicant who has met substantially equal requirements in another state; otherwise, the applicant may have to obtain additional training or take an examination to meet requirements.

## 6. IMPORTANT LINKS

### LICENSING AND REGULATION:

The Bureau of Professional Licensing is the state regulatory agency for the Personnel Agency profession in Michigan. The website specifically for the personnel agency profession is [www.michigan.gov/personnelagencies](http://www.michigan.gov/personnelagencies), which includes links to the personnel agency's laws and administrative rules, applications, frequently asked questions, etc.

- Contact information:

Department of Licensing and Regulatory Affairs  
BPL-Licensing Division, PO Box 30670  
Lansing, MI 48909  
Telephone Number 517-241-9288; Fax: 517-373-7179  
Email: [bplhelp@michigan.gov](mailto:bplhelp@michigan.gov)

TESTING:

Candidate Information Bulletins are available on PSI's website at [www.psiexams.com](http://www.psiexams.com).