

Bureau of Professional Licensing Residential Builder FAQs

1. How do I check to see if a person is licensed in a profession or occupation regulated by the Bureau of Professional Licensing?

Visit Check A License at www.michigan.gov/licenselookup, email the Licensing Division at BPLHelp@michigan.gov, or call the Licensing Division at (517) 373-8068, to verify the individual or business entity is licensed.

2. Can I request a written verification of licensure that will include a detailed status history of an individual's license?

The State of Michigan offers a detailed license report, which is a signed document providing the license history. To obtain a detailed history of a license, complete form [Detailed License Verification Request](#) along with the \$15.00 processing fee for each number of documents desired.

The State of Michigan also offers a license status only report, which is a signed document indicating the current status of the license. You may request a Status Only Verification Request form at BPLHelp@michigan.gov. The completed form along with a \$5.00 processing fee must be submitted for each number of documents desired.

3. How do I file a complaint?

You may file a complaint with the Department of Licensing and Regulatory Affairs (LARA) using the [Statement of Complaint](#) form.

4. How do I get licensed as a Residential builder or Residential Maintenance & Alteration (M&A) Contractor Salesperson?

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

5. How do I transfer my Salesperson's license to a different Residential Builder or Residential M&A Contractor?

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 Licensing Division a Salesperson Transfer Application. The transfer application form can be found under Licensing Applications and Forms.

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

If your license as a Salesperson expired less than three years ago, you may apply for relicensure online at www.michigan.gov/mylicense or you may download and submit the [Salesperson Relicensure Application](#). If it has been more than three years since you were licensed as a Salesperson, you will need to retake the Salesperson exam. Contact PSI Services LLC at (800)733-9267, or visit their website at www.psiexams.com, to register for the exam. Once an applicant has passed the salesperson exam, you may apply for relicensure online at www.michigan.gov/mylicense or you may download and submit the [Salesperson Relicensure Application](#).