



Michigan Professional Licensure User System
(MiPLUS)

How to Apply for a Real Estate Salesperson License in MiPLUS

August 2020

Apply for a Real Estate Salesperson License in MiPLUS

Proceed to the MiPLUS website at: www.michigan.gov/miplus. Please use the username/email, and password you created.

Home Licenses Enforcement

Advanced Search

User Name or E-mail: Password: **Login »**

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Many online services offered by MiPLUS require login for security reasons. If you are an existing user, please enter your user name and password in the box above.

New Users

If you are a new user, you may register for a MiPLUS account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, paying fees, checking on the status of pending activities, and more.

What would you like to do today?

To get started, select one of the services listed below:

General Information



Search for a Licensee

Apply for a Real Estate Salesperson License in MiPLUS

Above the welcome message, select the **Licenses** tab.

The screenshot displays the MiPLUS user interface. At the top, there is a navigation menu with three tabs: **Home**, **Licenses**, and **Enforcement**. A red arrow points to the **Licenses** tab. Below the navigation menu is a secondary menu with four items: **Dashboard**, **My Records**, **My Account**, and **Advanced Search**. Below the navigation menu is a white box containing a welcome message: **Welcome, John Smith**. Below the welcome message is a paragraph of text: "You are now logged in. If you have any questions regarding MIPLUS and how to link your existing license to your account, please visit our FAQ's page." Below the paragraph is a section titled **What would you like to do today?** with a red instruction: "Select one of the services listed below or if you need to renew your license click on the words **'My Records'** listed above." Below the white box is a dark blue section titled **General Information**. In the center of this section is a magnifying glass icon and the text **Search for a Licensee**. Below the dark blue section is a white box with the text **Licenses** centered.

Apply for a Real Estate Salesperson License in MiPLUS

Select **Apply for a License** or **Submit a Request**.

[Home](#) **Licenses** [Enforcement](#)

 [Apply for a License or Submit a Request \(Certified License Verification\)](#)

Records

Showing 0-0 of 0

Action	Record Number	Record Type	Status	Expiration Date	Name
No records found.					

Apply for a Real Estate Salesperson License in MiPLUS

Read the **General Disclaimer**, then check the box next to **"I have read and accepted the above terms."** Select **Continue Application**.

Online License Application

Welcome to MiPLUS. Using this system you can submit and update information, pay fees, track the status of your day.

Please **"Allow Pop-ups from This Site"** before proceeding. You must accept the General Disclaimer below before

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

All trademarks, service marks and copyrighted information contained in or

I have read and accepted the above terms.

Continue Application »



Apply for a Real Estate Salesperson License in MiPLUS

Select **Real Estate** and then click **Real Estate Salesperson** from the list of License or Request Types. Select **Continue Application**.

- ▶ Acupuncture
- ▶ Applied Behavior Analysis
- ▶ Architect
- ▶ Athletic Trainer
- ▶ Audiology
- ▶ Barbers
- ▶ Clone From Related Records Real Estate
- ▶ Clone the following from Related Records tab ONLY
- ▶ Controlled Substance
- ▶ Cosmetology
- ▶ Dentistry
- ▶ FOR TESTING ONLY
- ▶ Good Moral Character Preliminary Determination
- ▶ License Link
- ▶ License Verification
- ▶ Marriage and Family Therapy
- ▶ Massage Therapy
- ▶ Medicine
- ▶ Midwifery
- ▶ Nursing
- ▶ Nursing Home Administrator
- ▶ Optometry
- ▶ Osteopathic Medicine & Surgery
- ▶ Pharmacy
- ▶ Physician's Assistant
- ▶ Podiatric Medicine & Surgery
- ▶ Professional Engineers
- ▶ Professional Surveyor
- ▶ Program Review
- ▶ Psychology
- ▼ **Real Estate**
 - Real Estate Broker Company Application
 - Real Estate Broker Individual Application
 - Real Estate Non Principal Associate Broker Application
 - Real Estate Principal Associate Broker Application
 - Real Estate Salesperson Application**
- ▶ Sanitarian
- ▶ Speech - Language Pathologist
- ▶ Temporary Military Spouse
- ▶ Veterinary Medicine

Continue Application »



Apply for a Real Estate Salesperson License in MiPLUS

Click **Select from Account** to add your contact information to your license application record.

Step 1: Contact Information > Applicant Information

You must download the [SOCIAL SECURITY NUMBER EXPLANATION FORM](#), complete it, and upload it as a supporting documentation attachment to your application 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.

Non-Michigan residents must submit a Consent to Service of Process form. This form may be found under License Applications & Forms at www.michigan.gov/realestate. If a Consent to Service of Process is required of you, please complete the form and upload it as an attachment on the Supporting Documentation page of this application.

* indicates a required field.

Applicant

To add contact information, click Select from Account. To edit the contact information, click on the Account Management link at the top of the page and find the Contact Section. To remove the contact information, click the Remove link.

Select from Account



Apply for a Real Estate Salesperson License in MiPLUS

You will see your contact address from your previously created account. Select **Continue**.

Select Contact from Account

John Smith
Applicant

Select contact addresses for this contact to attach to the record.

Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		123 Main Street

Continue

Discard Changes



Apply for a Real Estate Salesperson License in MiPLUS

Use the drop-down list to select the **County** applicable to your license address. Select **Continue Application**.

Applicant

To add contact information, click Select from Account. To edit the contact information, click on the Account Management link at the top of the page and find the Contact Section. To remove the contact information, click the Remove link.

✔ Contact added successfully.

John Smith

allekat21@hotmail.com
Primary Phone: 5175551212, Extension:
Secondary Phone: , Extension:
Birth Date: 10/30/1980

Edit Remove

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Address	Action	Primary	Start Date	End Date
Mailing	123 Main Street	Actions ▼	No	07/01/2020	

County

County

*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:

Save and resume later



Continue Application »

Apply for a Real Estate Salesperson License in MiPLUS

Step 2: Application Information > Application Information

* indicates a required field.

Good Moral Character:
Read the Good Moral Character statement and select appropriate answer.

Good Moral Character

Good Moral Character

* 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 No

Armed Forces Fee Waiver: If requesting a fee waiver as an individual who served in the armed forces, check the box under **Armed Forces Fee Waiver**.

Armed Forces Fee Waiver

Armed Forces Fee Waiver

If requesting a fee waiver as an individual who served in the armed forces you will need to attach a form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions(general) character of service. If you have this form and wish to use the fee waiver, please select this box:

Select **Continue Application**.

Save and resume later

Continue Application »

Apply for a Real Estate Salesperson License in MiPLUS

Use the drop-down list to select the name of the **Prelicensure School** attended and enter the **Date of Completion**. Select **Continue Application**.

Step 3: Education Information > Education Information

* indicates a required field.

Education Information

Prelicensure Information

* School Name:

* Date of Completion:

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

Apply for a Real Estate Salesperson License in MiPLUS

Select **Add** to upload documentation to support your application such as:

Prelicensure course completion certification (required for **ALL APPLICANTS**)

Consent to Service of Process (required for non-Michigan residents)

Social Security Affidavit (required for applicants that do not have a U.S. Social Security Number)

DD214 or DD215 (required for applicants requesting the Armed Forces Fee Waiver)

Step 4 : Supporting Documentation > Supporting Documentation

* indicates a required field.

Attachment

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Prelicensure Certificate

Name	Type	Size	Latest Update	Action
No records found.				



Save and resume later

Continue Application »

Apply for a Real Estate Salesperson License in MiPLUS

Select **Add** in the **File Upload** box.

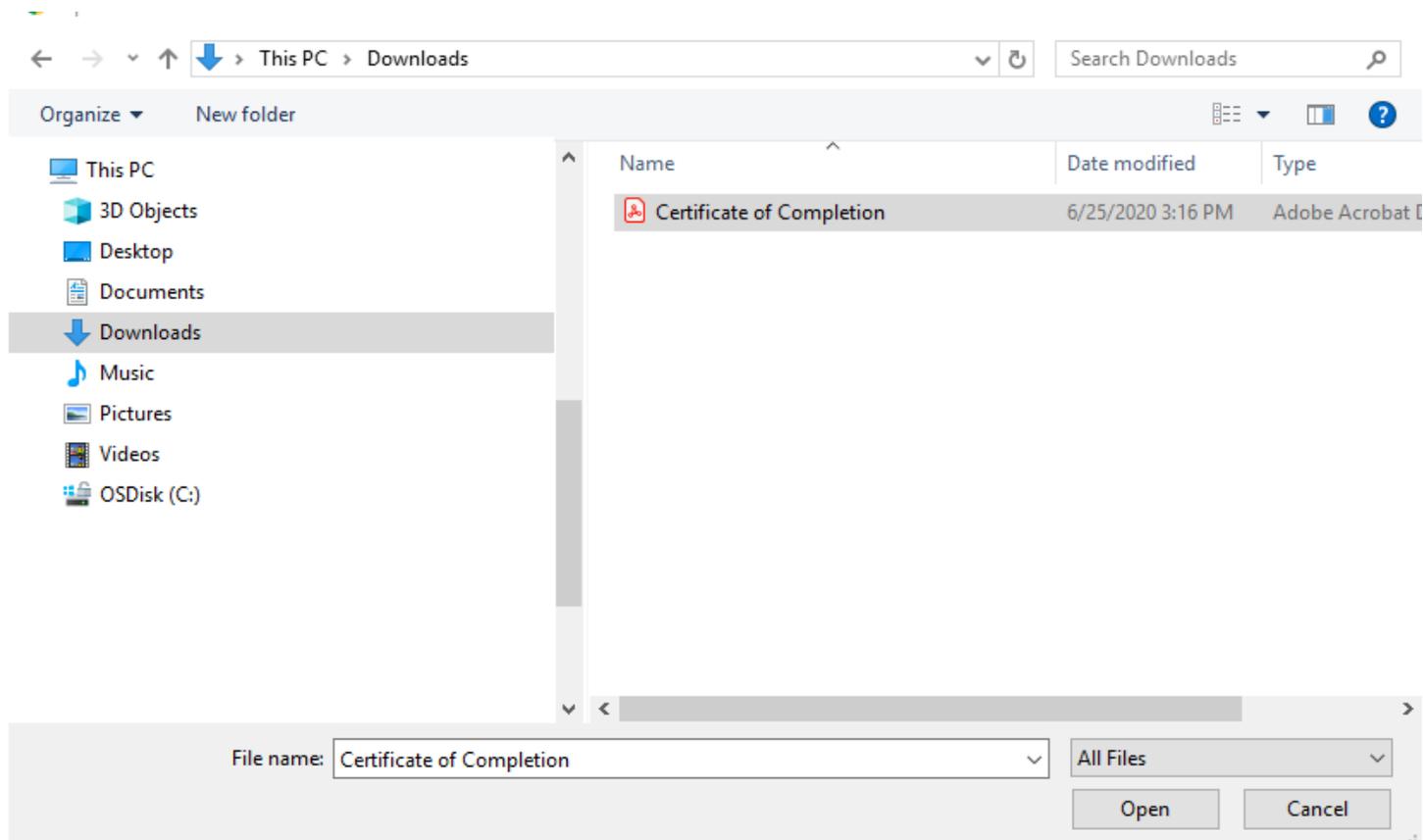
File Upload ×

The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht;
mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed
file types to upload.

Continue **Add** Remove All Cancel

Apply for a Real Estate Salesperson License in MiPLUS

Navigate to your document(s) where saved on your personal device. **PLEASE NOTE:** Example below may be different from your computer or electronic device.



Apply for a Real Estate Salesperson License in MiPLUS

After adding the supporting document(s), click **Continue** to complete the file upload.

File Upload ×

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Certificate of Completion.pdf	100%
-------------------------------	------



Continue

Add

Remove All

Cancel

Apply for a Real Estate Salesperson License in MiPLUS

Click the drop-down list to select the **Type** of document attached, enter a **Description** as applicable and click **Save**.

Step 4: Supporting Documentation > Supporting Documentation

* indicates a required field.

Attachment

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Prelicensure Certificate

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

File: Certificate of Completion.pdf
100%

Description:

spell check

Apply for a Real Estate Salesperson License in MiPLUS

After you have successfully added your supporting documentation. Select **Continue Application**.

Attachment

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.
 ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
 Prelicensure Certificate

Name	Type	Size	Latest Update	Action
Certificate of Completion.pdf	Prelicensure Certificate	1.44 MB	08/14/2020	Actions ▼

Add

Save and resume later



Continue Application »

Apply for a Real Estate Salesperson License in MiPLUS

Review your application information. Read the certification statement, then check the box next to "By checking this box, I agree to the above certification." Select **Continue Application**.

Education Information Edit

Prelicensure Information

School Name: 1 Attempt (@ Your Pace Online, LLC)
Date of Completion: 08/14/2020

Attachment Edit

The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Prelicensure Certificate

Name	Type	Size	Latest Update	Action
Certificate of Completion.pdf	Prelicensure Certificate	1.44 MB	08/14/2020	Actions ▾

I certify that the statements in this document 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: 08/14/2020

Save and resume later



Continue Application »

Apply for a Real Estate Salesperson License in MiPLUS

Review the fee payment information. Additional **Requirements** for licensure will also be listed on this page. Select **Continue Application**.

Step 6: Pay Fees

Listed below are the license fees based upon the information you've entered.

The application processing fee is a one-time fee for each license type you have applied for. A license fee will be assessed for each year your license will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. For eligible professionals the quantity listed for the controlled substance and/or drug control license fee may differ from your primary license, however both the primary and controlled substance and/or drug control licenses will be renewed for the same length of time.

License-Related Fees

Fees	Qty.	Amount
Real Estate Salesperson Application Fee	1	\$10.00
Real Estate Salesperson Per Year License Fee	3	\$78.00

TOTAL FEES: \$88.00

Note: Click Continue Application to proceed to our payment processor.

Listed below are requirements that will be applied once you submit this record. These requirements must be resolved or met before approval.

Requirements

Showing 1-2 of 2

Licensing - 2 Pending

Real Estate

Employing Broker Verification - Salesperson - Pending

List the 10-digit license number of your employing broker (beginning with 6504 or 6505). If you do not have an employing broker, you may take the exam, but will not be eligible to receive a license... [more](#)

Real Estate Sales Exam - Pending

The Real Estate Salesperson exam must be completed before the application can be approved. If you have not completed the exam, please contact PSI at <http://www.psiexams.com> or by calling (800) 733-926... [more](#)

[Continue Application »](#)



Apply for a Real Estate Salesperson License in MiPLUS

Application fees may be paid using a **credit/debit card** with the **VISA, MasterCard or DISCOVER** symbol. Click **Next** to proceed to payment.

MI Professional Licensing

Welcome to the CEPAS Credit Card Processing Payment Module for MI Professional Licensing.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

* Indicates required field

Choose method of payment

Pay by credit card



Apply for a Real Estate Salesperson License in MiPLUS

Enter the **Billing Address** information and **Payment Method** information as required. Click **Next**.

* 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: 88.00 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"/>	

Apply for a Real Estate Salesperson License in MiPLUS

Review the the payment information entered and then click **Pay Now**.

Address
Billing Address: John Smith 123 Main St Lansing, MI 85284 (517) 555-1212 johnsmith48917@gmail.com
Payment Method
Credit Card  John Smith x1111 02/21
Payment Amount
Amount: 88.00 USD
Total: 88.00 USD
Back Pay Now Exit



Apply for a Real Estate Salesperson License in MiPLUS

You will now see confirmation that your application was submitted successfully. You will receive an email containing your authorization to test after you application has been processed.

Step 7: Record Submitted



Your record has been successfully submitted.

Thank you for using MiPLUS.

Your record number for this transaction is: 6501600029APP20.



This record was locked by REQUIREMENT on 08/14/2020.

Condition: SSN Affidavit Severity: Required

Total Conditions: 4 (Required: 4)

[View additional details](#)

You will need this number to check the status of your application.

[Print/View Receipt](#)

To review information submitted on this record, click [View Record Details](#) below.

[View Record Details »](#)