

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

OVERVIEW:

The real estate salesperson license allows a licensee to be employed either directly or indirectly by a licensed real estate broker for compensation or valuable consideration.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST.....1
 APPLICATION AND FEES1
 THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS.....1
 ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION2
 ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS 2
 RENEWAL REQUIREMENTS CHECKLIST4
 HELPFUL RESOURCES AND FORMS.....4
 FREQUENTLY ASKED QUESTIONS.....5

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Michigan Real Estate Salesperson License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus
- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Real Estate Salesperson New Application: \$88.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Good Moral Character Question – 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.

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Consent to Service of Process - Non-Michigan residents must submit a completed Consent to Service of Process form.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION (These are in addition to the requirements stated above that apply to ALL applicants)

- Must be at least 18 years of age.
- Qualifying Education – Complete 40 hours of approved prelicensure education courses which includes at least 4 hours of civil rights law and equal opportunity in housing.
- Examination – Proof of receiving a passing score on the Real Estate Salesperson examination administered by PSI. For exam-related questions or to schedule your exam, contact PSI at www.psiexams.com or by calling 855-579-4635.
 - After submitting your Michigan real estate salesperson application, you will receive an email providing you with your Exam Candidate ID number, which is required to register for your exam.
- Employing Broker Notification – You are required to have a licensed individual broker or broker company sponsor you to become licensed.
- After passing the Real Estate Salesperson exam, your exam result will be posted to your application, and you will receive an email with instructions to provide your employing broker information to complete the licensure process. This can be completed online by visiting www.michigan.gov/miplus, select MiPlus Login, select “Modification” next to your application number and enter your employing brokers 10-digit license number. After the selected employing broker approves your request, your license will be issued, and you will be notified via email.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES (These are in addition to the requirements stated above that apply to All applicants)

- Must be at least 18 years of age.
- Qualifying Education – Complete 40 hours of approved prelicensure education courses which includes at least 4 hours of civil rights law and equal opportunity in housing.
- Examination – Proof of receiving a passing score on the Real Estate Salesperson examination administered by PSI. For exam-related questions or to schedule your exam, contact PSI at www.psiexams.com or by calling 855-579-4635.

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

- After submitting your Michigan real estate salesperson application, you will receive an email providing you with your Exam Candidate ID number, which is required to register for your exam.
- Employing Broker Notification – You are required to have a licensed individual broker or broker company sponsor you to become licensed.
- After passing the Real Estate Salesperson exam, your exam result will be posted to your application, and you will receive an email with instructions to provide your employing broker information to complete the licensure process. This can be completed online by visiting www.michigan.gov/miplus, select MiPlus Login, select “Modification” next to your application number and enter your employing brokers 10-digit license number. After the selected employing broker approves your request, your license will be issued, and you will be notified via email.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting MiPLUS Login. Once logged in, click on the “**Licenses**” tab, select “**Modification**” next to your license number and this will start the relicensure process.
- 3 year Michigan Real Estate Salesperson Relicensure Application and Fee: \$108.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Disciplinary Question – If you have unsatisfied penalties or conditions imposed by disciplinary action in this state or any other jurisdiction you will be required to submit documentation from the State in which the sanction was imposed indicating the resolution.

Applicants for relicensure whose license has been expired for less than 3 years after the expiration date of the license may relicense by completing at least 6 hours of real estate continuing education for each year and partial year that have elapsed since the expiration of his or her last license. At least 2 hours per year must involve laws, rules, and court cases regarding real estate. At least 1 hour per year must involve compliance with local, state, or federal fair housing laws.

Applicants for relicensure whose license has lapsed for 3 years or more after the expiration date of the last license must submit ONE of the following:

- Examination – Proof of receiving a passing score on the Real Estate Salesperson examination administered by PSI.
- After submitting your Michigan real estate salesperson application, you will receive an email providing you with your Exam Candidate ID number, which is required to register for your exam.
- Qualifying Education – Submit a copy of an approved 40-hour prelicensure course completion certificate that was completed within the last 12 months.
- Continuing Education – Submit proof of completion of 6 hours of real estate continuing education for each year and partial year missed. At least 2 hours per year must involve laws, rules, and court cases regarding real estate. At least 1 hour per year must involve compliance with local, state, or federal fair housing laws.

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Michigan Real Estate Salesperson Renewal – Must be completed by visiting www.michigan.gov/miplus no sooner than 90 days prior to the expiration date of current license.
- Real Estate Salesperson Renewal Application Fee: \$78.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Renewal Cycle: 3 years
- Continuing Education Requirements for Michigan Real Estate Renewals:** You MUST complete the continuing education requirements BEFORE completing the online renewal application. Within each 3-year cycle, a licensee must still complete at least 18 clock hours of CE courses that involve any subjects that are relevant to the management, operation, and practice of real estate or any other subject that contributes to the professional competence of a licensee.
- A licensee must complete the following number of hours of eligible continuing education courses in each year of a license cycle:
 - Not less than 2 hours of courses that involve laws, rules, and court cases regarding real estate.
 - Not less than 1 hour of courses that involve compliance with local, state, or federal fair housing laws.
 - The remaining hours can be completed any time prior to renewing the license.
- Accept Renewal Attestation: If you have not met the continuing education requirements and cannot certify to the above statement at the time of your renewal application, you should not submit the online renewal application.
- A licensee must retain evidence acceptable to the Department that demonstrates he or she has met the CE requirements for at least 4 years after the date of that certification and must produce that evidence at the request of the Department. It is the licensee's responsibility to document the evidence to support the fulfillment of Continuing Education requirements; the Department does not maintain a record of this information.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the Real Estate Broker/Salesperson link you can access the following helpful resources and forms:

Resources:

- [Michigan Occupational Code](#)
- [Administrative Rules for Real Estate Brokers and Salespersons](#)

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

Form:

- Consent to Service of Process
- Track continuing education using CE Marketplace – The Bureau of Professional Licensing (BPL) has partnered with CE Marketplace to help licensed professionals keep track of their continuing education (CE) credits.

FREQUENTLY ASKED QUESTIONS

1. Can I use a P.O. Box for my address?

Salespersons and Associate Brokers can have a PO Box. Broker Companies, Individual Brokers, and Branch offices must have a physical address in Michigan.

2. Can I have an out of state address?

Salespersons and Associate Brokers can have an out-of-state address, but they must complete and submit a Consent to Service of Process form. Forms can be obtained at www.michigan.gov/realestate under the Licensing Applications and Forms section. Broker Company, Individual Brokers, and Branch offices must have a physical address in Michigan.

3. How do I transfer my license to a new employer?

Real Estate Salespersons (6501) and Non-Principal Associate Brokers (6506) may complete a license transfer by submitting a “**Modification**” request in your MiPlus account. Please visit <http://www.michigan.gov/realestate> to view the guide “**How to Transfer a License in MiPlus**”.

Individual Broker (6504) and Principal Associate Broker (6502) licenses cannot be transferred.

4. Will I get a new license when I transfer to a different broker?

Yes, after you have transferred your license to a new broker, an electronic copy of your new wall license and pocket card will be sent to your new employing broker by email.

If you need a physical copy of your new wall license and pocket card, you may order a license reprint for \$10 by visiting www.michigan.gov/miplus. Select “**Modification**” next to your license number followed by License Reprint. The license and pocket card will be sent to your new employing broker.

5. How do I obtain a certification or letter of good standing?

Certified license verification requests must be obtained from the Michigan Board of Real Estate Brokers and Salespersons. You must submit your request via the MiPLUS system. There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged \$30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day. Detailed instructions on can be found on www.michigan.gov/miplus.

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

6. Can I make a name change online?

Yes, you may submit a name and/or address change by visiting www.michigan.gov/miplus and selecting “**Modification**” next to your license number in your MIPLUS account, followed by Real Estate Name Change. You will be required to upload proof of your legal name. Acceptable proof includes a copy of your driver’s license or state issued identification card, certified marriage certificate, divorce decree or court order.

7. Are there any convictions that will keep me from getting a real estate license?

Article 25 requires an applicant to have good moral character to obtain a real estate license. Convictions are reviewed on a case-by-case basis, however MCL 339.2505 states “The department shall not issue a real estate broker’s license to a new applicant who has been convicted of embezzlement or misappropriation of funds.” If you are denied a license, you have the right to appeal the decision to the Board.

8. Can I place my license in escrow?

Michigan does not offer an “escrow” option for real estate licensees. If you have an active status license you may have your employer remove you as an employee and your license will be placed into “No Employer” status until the expiration date of the license. Or you can transfer your license to a holding company. A holding company is a licensed Michigan real estate broker company that holds licenses for Michigan salespersons and/or non-principal associate brokers who are not actively practicing real estate. Some refer to escrow as placing their license with a holding company, if this is the case, Salespersons and non-principal brokers can transfer their license in their MiPLUS account. Please visit www.michigan.gov/realestate to view the guide “**How to Transfer a License in MiPlus.**”

The State of Michigan does not have a list of holding companies. Holding companies must meet the requirements of a broker company, therefore we are not able to tell which broker company considers themselves a holding company.

9. Can I hold a salesperson license and a broker license at the same time?

A salesperson shall not be licensed as a broker or associate broker while he or she holds a salesperson license.

10. Can a salesperson work for more than one broker at a time?

A salesperson shall be licensed to a broker and shall not be licensed to more than one broker at the same time.

11. My license was revoked by the Board, when can I apply for relicensure?

A person whose license has been revoked shall not apply for a new license for at least 3 years after the service of the final order.

12. What is property management?

Article 25 of the Occupational Code, Act 299 of 1980, includes the following definitions:
"Property management" means the leasing or renting, or the offering to lease or rent, of real property of others for a fee, commission, compensation, or other valuable consideration pursuant to a property

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

management employment contract. "Property management employment contract" means the written agreement entered into between a real estate broker and client concerning the real estate broker's employment as a property manager for the client; setting forth the real estate broker's duties, responsibilities, and activities as a property manager; and setting forth the handling, management, safekeeping, investment, disbursement, and use of property management money, funds, and accounts.

13. How long is my preclicensure education, exam, and application good for?

For initial licensure, the preclicensure education is valid for 36 months from the date of completion of the course.

However, if you are a licensed real estate salesperson who completed broker preclicensure, and you never allow your salesperson license to lapse, the broker preclicensure education will not expire.

For relicensure over 3 years, when choosing the option to complete preclicensure education again, the course certificates are only valid for 1 year per MCL 339.2502a.

Exam results are valid for one year from the date of passing.

Applications are valid for one year from the date of payment.

14. How do I add my employing broker's information to my real estate salesperson application?

After passing the Real Estate Salesperson exam, your exam result will be posted to your application, and you will receive an email with instructions to provide your employing broker information to complete the licensure process. This can be completed online by visiting www.michigan.gov/miplus, select MiPlus Login, select **Modification** next to your application number and enter your employing brokers 10-digit license number. After the selected employing broker approves your request, your license will be issued, and you will be notified via email.

15. How do I schedule my exam with PSI? Do I need a candidate ID, and where do I obtain that?

If you are applying for a real estate salesperson license, you must first submit your real estate salesperson online application in MiPLUS and upload a copy of your 40-hour real estate salesperson preclicensure certificate of completion before you can be made eligible for the real estate salesperson exam.

After you have been approved to register for the real estate salesperson examination, you will receive an email directly from PSI, notifying you that you are eligible to take the Real Estate Salesperson examination. That email will include your Candidate ID and a link to schedule your examination in the PSI system. You will need to provide PSI with your Candidate ID number when registering for the Real Estate Salesperson examination.

If you have questions regarding the Real Estate Salesperson or Real Estate Broker examination, contact PSI at www.psiexams.com or by calling 855-579-4635.

16. Where can I find a list of approved preclicensure courses for real estate?

Please visit www.michigan.gov/bpl, select **LICENSE LISTS AND REPORTS**, then select **Real Estate Approved Courses Report**. This will provide the most current course list in PDF file format.

17. My license was lost/stolen/destroyed, how do I get a new one?

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

Your employing broker will have the e-copy of your license and should be able to provide a new pocket card for no fee.

You may request a duplicate license online at www.michigan.gov/MiPlus and pay a \$10.00 fee. To request a hard copy of your license you will need to log into your MIPLUS account, click on the Licenses tab, select **Modification** next to your license number followed by License Reprint Request

18. How do I file a complaint against an occupational professional?

Information on how to File a Complaint with the Bureau of Professional Licensing can be found on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.