LARA
LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING

Michigan Professional Licensure User System
(MiPLUS)

How to Apply for a Non-Principal Associate Broker License in MiPLUS

August 2020

Apply for a Non-Principal Associate Broker 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?
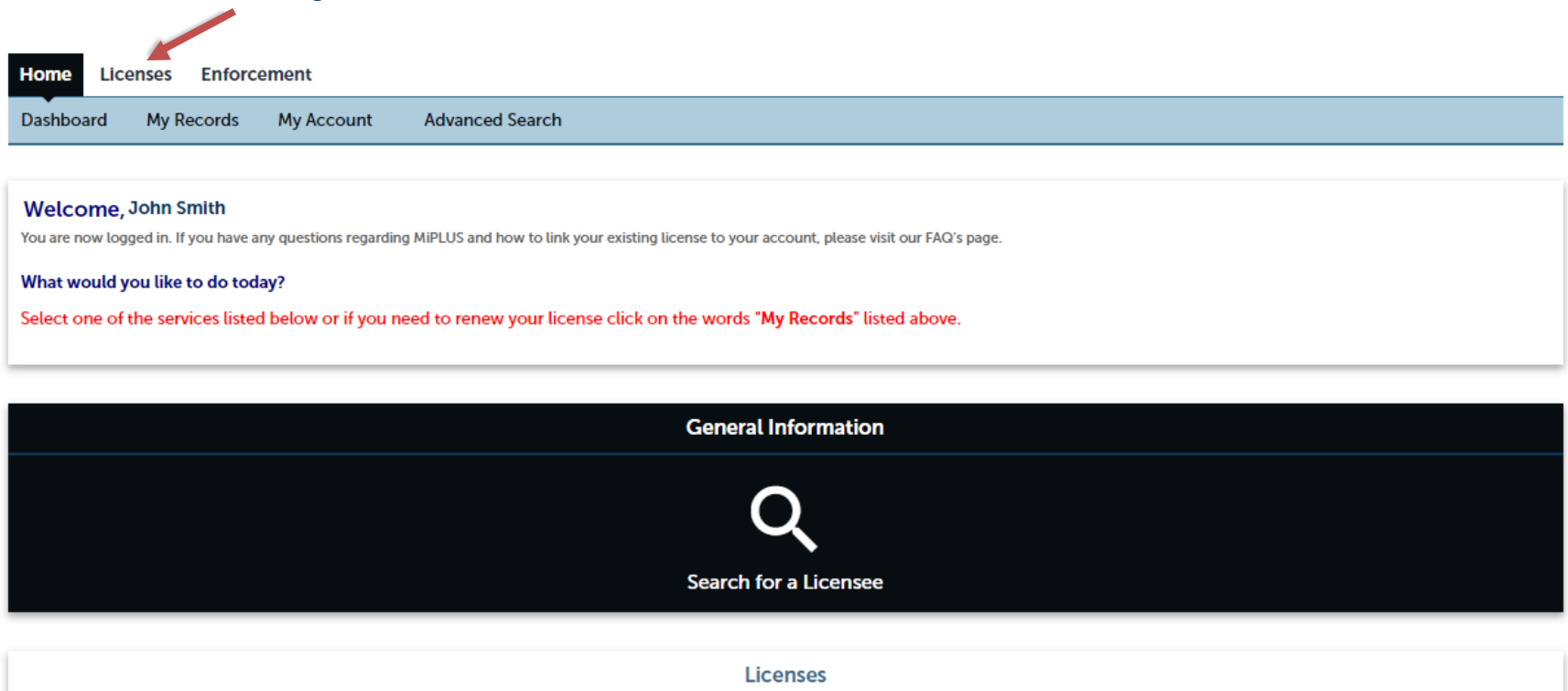To get started, select one of the services listed below:

General Information

🔍

Search for a Licensee

Apply for a Non-Principal Associate Broker License in MiPLUS

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

Home	Licenses	Enforcement		
Dashboard	My Records	My Account	Advanced Search	

Welcome, John Smith

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.

What would you like to do today?

Select one of the services listed below or if you need to renew your license click on the words "**My Records**" listed above.

General Information

🔍

Search for a Licensee

Licenses

Apply for a Non-Principal Associate Broker 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 Non-Pricipal Associate Broker 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 Non-Principal Associate Broker License in MiPLUS

Select **Real Estate** and then click **Real Estate Non Principal Associate Broker Application** from the list of License or Request Types. Select **Continue Application**.

Apply for a Non-Principal Associate Broker 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 Non-Principal Associate Broker 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

	Address Type	Recipient	Address
☑	Mailing		123 Main Street

Continue   Discard Changes

LARA
LICENSING AND REGULATORY AFFAIRS | BUREAU OF PROFESSIONAL LICENSING

Apply for a Non-Principal Associate Broker License in MiPLUS

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

Select **Add a Row** if supporting documentation or examination information will be received under any other name or alias by which you have ever been know, including maiden name, if applicable.

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:

Ingham ▼

Other Names List

Other Names List
List any other name or alias by which you have ever been known, including maiden name, if applicable

Showing 0-0 of 0

	First Name	Middle Name	Last Name	
No records found.

| Add a Row ▼ | Edit Selected | Delete Selected |

| Save and resume later | | Continue Application » |

Apply for a Non-Principal Associate Broker 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

Embezzlement Question: Read the Embezzlement question and select appropriate answer.

Convicted of Embezzlement

* Have you ever been convicted of embezzlement or misappropriation of funds:

○ 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:

☐

Save and resume later

Continue Application »

Select **Continue Application.**

LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

Apply for a Non-Principal Associate Broker License in MiPLUS

Obtained By

Obtained By Method
If nothing in the section below appears, disregard this section and move to the next.

Existing Broker Status:

New ▼

Real Estate Exam: If you have passed the MI Real Estate Associate Broker examination within the proceeding 12 months, check the appropriate box.

Examination

REAL ESTATE EXAM
If nothing in the section below appears, disregard this section and move to the next.

I have passed the required examination within the proceeding 12 months:
☑

Education Information: Applicants must have completed the required 90 hours of approved prelicensure education or its equivalent.

Education Information

Education
If nothing in the section below appears, disregard this section and move to the next.

* I have completed 90 hours of approved prelicensure education:
☑

Verification of Experience: If you have **NOT** previously held a license as an Associate Broker, select **Add a Row** to enter work experience information. To enter multiple rows click the down arrow next to Add a Row. Add a separate row for each year of experience.

Verification of Experience

REAL ESTATE EXPERIENCE
If you are a new/first time Broker Applicant, indicate your experience below, pursuant to MCL 339.2505(7) and R 339.22217, by using the Add a Row button. If you have already obtained a Broker license, you do not need to populate this information.

Showing 0-0 of 0

	Type of Experience	Worked from	Worked to	Number of periods worked equivalent to 40 hours per week, 48 weeks per year	Enter the Number of Real Estate Transactions/Units During this Time Period
No records found.					

[Add a Row ▼]   [Edit Selected]   [Delete Selected]

Once all information is entered, select **Continue Application**.

[Save and resume later]   [Continue Application »]

Apply for a Non-Principal Associate Broker License in MiPLUS

Click the down arrow to select the relevant **Type of Experience**. Enter the years in which experience was gained using the fields **Worked from: and Worked to:** Enter the additional required information as appropriate to the type of experience used.

REAL ESTATE EXPERIENCE

If you are a new/first time Broker Applicant, indicate your experience below, pursuant to MCL 339.2505(7) and R 339.22217, by using the Add a Row button. If you have already obtained a Broker license, you do not need to populate this information.

* Type of Experience:

--Select--

Worked from:

Worked to:

Number of periods worked equivalent to 40 hours per week, 48 weeks per year:

Enter the Number of Real Estate Transactions/Units During this Time Period:

Submit   Cancel

Apply for a Non-Principal Associate Broker License in MiPLUS

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

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)

If you don't have supporting documentation to upload, select Continue Application. (Skip to page 19 of this document)

Step 3 : Supporting Documentation > Supporting Documentation

* indicates a required field.

Attachments

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.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »

Apply for a Non-Principal Associate Broker 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.
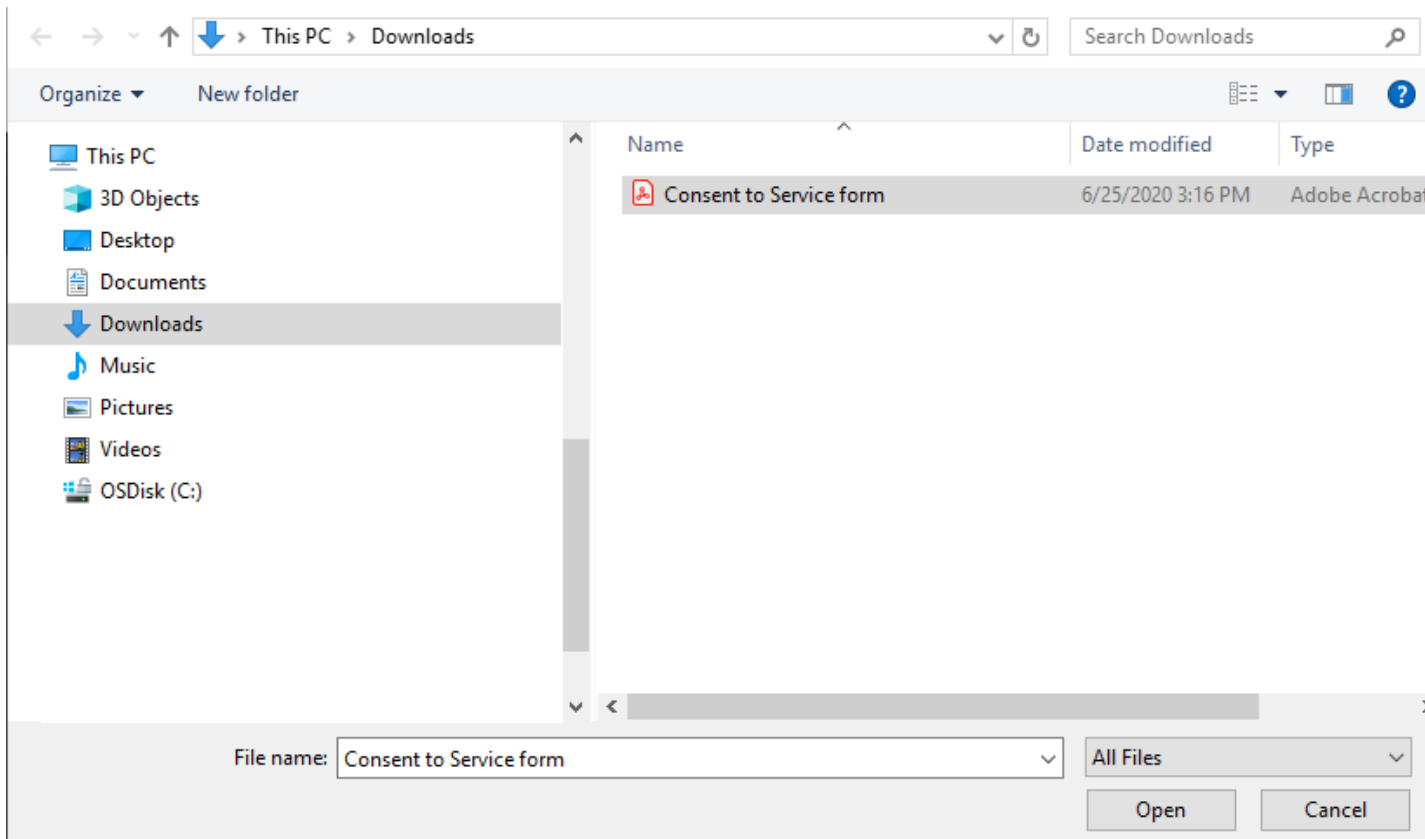
Continue   Add   Remove All   Cancel

Apply for a Non-Principal Associate Broker 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 Non-Principal Associate Broker 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.

Consent to Service form.pdf	100%

Continue   **Add**   **Remove All**   Cancel

Apply for a Non-Pricipal Associate Broker License in MiPLUS

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

Attachments

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.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove

Consent to Service of Process ▼

File:
Consent to Service form.pdf
100%

Description:

spell check

[Save] [Add] [Remove All]

[Save and resume later]   [Continue Application »]

Apply for a Non-Principal Associate Broker 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 »**

BUREAU OF PROFESSIONAL LICENSING

Apply for a Non-Principal Associate Broker 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

Education   **Edit**

I have completed 90 hours of approved prelicensure education: Yes

Verification of Experience

REAL ESTATE EXPERIENCE   **Edit**
No Custom Lists data for the sub group above.

Attachments   **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.

Name	Type	Size	Latest Update	Action
Consent to Service form.pdf	Consent to Service of Process	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 Non-Principal Associate Broker License in MiPLUS

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

Step 5 : 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 Associate Broker Application Fee	1	$35.00
Real Estate Associate Broker Per Year License Fee	3	$108.00

TOTAL FEES: $143.00
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 1-1 of 1

Licensing - 1 Pending
Real Estate
Employing Broker Verification - Associate Broker - Pending
List the 10-digit license number of your employing broker (beginning with 6504 or 6505). If you do not provide employing broker information within 1 year from the date you applied for your license, yo... **more**

Continue Application »

LARA | BUREAU OF PROFESSIONAL LICENSING

LICENSING AND REGULATORY AFFAIRS

Apply for a Non-Principal Associate Broker 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

VISA MasterCard DISCOVER

Back Next Exit

LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

Apply for a Non-Principal Associate Broker License in MiPLUS

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

* Indicates required field

Billing Address	
☐ Use Business Name	
*First Name:	
M.I.:	
*Last Name:	
*Street Line 1:	
Street Line 2:	
*City:	
*State:	Select State
*Zip:	
*Country:	UNITED STATES
*Phone:	
*E-Mail:	

Payment Details

*Payment Amount: 88.00 USD

Payment Method

*Name on Card:	
*Card Number:	
*Expiration Date:	* Month
	* Year
*Card Verification Value(CVV2):	What's This?

Back Next Exit

Apply for a Non-Principal Associate Broker 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	⚙ **Processing Request, please wait...**

Payment Method
Credit Card **VISA** John Smith x1111   02/21

Payment Amount	
Amount:	143.00 USD
Total:	**143.00 USD**

Back **Pay Now** Exit

Apply for a Non-Principal Associate Broker License in MiPLUS

You will now see confirmation that your application was submitted successfully. After your application is reviewed and approved, you will receive an email request to provide your Employing Broker information.

Real Estate Non Principal Associate Broker Application

1	2 Application Information	3 Supporting Documentation	4 Review

Step 6 : Record Submitted

Your record has been successfully submitted.

Thank you for using MiPLUS.
Your record number for this transaction is: 6506600040APP20.

> ⚹ This record was locked by REQUIREMENT on 08/14/2020.
>   Condition: Verification of Experience   Severity: Required
>   Total Conditions: 3 (Required: 3)
>
> **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 »