

## Bureau of Professional Licensing Personnel Agency and Personnel Agent FAQs

### 1. Are Personnel Agencies required to hold any other licenses?

Section 1004 of the Michigan Occupational Code states that an individual shall not operate as an employment or consulting agent without first obtaining the appropriate license from the department. A personnel agency and its employment and consulting agent shall be jointly and severally responsible for the actions of a person employed by the personnel agency.

An employment agent or a consulting agent shall not operate independently of a type A personnel agency or a type B personnel agency, as it is appropriate.

### 2. What are the licensure requirements for Personnel Agents?

In addition to submitting an application and paying the appropriate fee, acceptable candidates must be at least 18, have good moral character, and successfully complete a personnel agent written examination.

### 3. What are the licensure requirements for a Personnel Agency?

- Demonstrate the premises are acceptable for the personnel agency to conduct business.
- Provide a statement of good moral character for each owner, officer or partner.
- Provide a surety or cash bond on a form provided by the department.
- Designate an employment or consulting agent who is licensed or seeking licensure.
- If a nonresident of this state, must obtain a certificate of authority to do business in this state and file a copy of irrevocable consent of service to process.
- Designate and maintain, at all times, an on-site employment or consulting agent, as appropriate.

### 4. What are the financial security requirements for a personnel agency?

A Personnel Agency must secure, file and maintain an active surety or cash bond in the amount of \$10,000 before and in order to operate. The bond must be conditioned in accordance with Section 1006 of Article 10.

### 5. How can I verify a person's license status?

You may verify an individual's license on [Check A License](#) website.

**6. How do I file a complaint against a personnel agency licensed by the Department?**

Complete and submit the [Statement of Complaint](#) form.