

## MICHIGAN REAL ESTATE LICENSING GUIDE FOR SKILLED IMMIGRANTS

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### 1. HOW THE PROFESSION IS ORGANIZED IN MICHIGAN

This guide looks at things that you as a foreign-educated real estate professional must do to become eligible for a real estate license in Michigan. At the same time, it includes some background and tips on the larger real estate profession to give you an idea of the variety of opportunities available as you work to build your career. The real estate profession encompasses the following:

- Real Estate Brokers are licensed to manage their own businesses. Brokers, as independent business people, often sell real estate owned by others. In addition to helping clients buy and sell properties, they may help rent or manage properties for a fee. Many operate a real estate office, handling business details and overseeing the work of salespeople.
- Real Estate Salesperson must work with a broker. Sales agents often work for brokers on a contract basis, earning a portion of the commission from each property they sell.

### REGULATION OF THE REAL ESTATE PROFESSION IN MICHIGAN

The Bureau of Professional Licensing (BPL) within the Michigan Department of Licensing and Regulatory Affairs (LARA) regulates the real estate profession in Michigan. Before you can be eligible for licensure, you must meet certain training requirements and pass a

state examination. The examination is administered by PSI Services LLC (PSI) through testing centers in Michigan.

## 2. ELIGIBILITY FOR LICENSING

### OVERVIEW

#### I. The process for obtaining a Salesperson license:

- 40 hours of approved prelicensure education courses which includes 4 hours of civil rights law and equal opportunity in housing.
- Be at least 18 years of age
- Be of good moral character
- Submit any required documentation requested by the Department
- Pass the required examination.

#### The process for obtaining a Real Estate Broker license:

- 90 hours of approved prelicensure education courses which includes 9 hours of civil rights law and equal opportunity in housing.
- 3 years of real estate related experience
- Be at least 18 years of age
- Be of good moral character
- Submit any required documentation requested by the Department
- Pass the required examination.

## II. Prelicensure

### Salesperson

An applicant for a Real Estate Salesperson license must complete 40 hours of approved prelicensure education prior to taking the examination or submitting a license application to the Department. The 40 hours of approved prelicensure courses must include at least 4 hours on civil rights law and equal opportunity in housing.

### Broker

An applicant for a Real Estate Broker license must complete 90 hours of approved prelicensure education prior to taking the examination or submitting a license application to the Department. The 90 hours of approved prelicensure courses must include at least 9 hours on civil rights law and equal opportunity in housing.

All prelicensure education courses must be approved by the Department. A list of approved prelicensure education courses is available on the Real Estate website at [www.michigan.gov/realestate](http://www.michigan.gov/realestate). Courses are still being developed; therefore, please continue to visit the Real Estate website for updated information.

## III. Apply for Real Estate License

### Salesperson

After you have completed the 40 hour prelicensure education requirement, you may apply for a real estate salesperson license online at [www.michigan.gov/icola](http://www.michigan.gov/icola). If you list your employing brokers permanent identification number when applying, you need to inform your employer that you have submitted your license application in order for the employer to approve the employment relationship. You do not need an employing broker at the time you submit the license application, and broker information may be supplied to the State of Michigan at a later time using the Employing broker Notification form.

You must meet all requirements for licensure before receiving approval by the Department to take the examination that is required to obtain a Real Estate Salesperson license. Once you receive an authorization to test (ATT) letter, you may contact PSI Services LLC, the exam provider, at 1-800-733-9267, or go to the website at [www.psiexams.com](http://www.psiexams.com) to register for the examination. The ATT letter will contain a six-digit exam candidate "MIRE" (Michigan Real Estate) number and complete examination registration instructions.

Once you have passed the examination and an employing broker has approved sponsorship, a license will be issued as a Real Estate Salesperson. Licenses are mailed to the employing broker who employs the Real Estate Salesperson, and they will retain custody and control of the salesperson's certificate of license and deliver the pocket card to the salesperson.

## **Broker**

After you have completed the 90 hour prelicensure education requirement, you may obtain a Real Estate Broker License Application on the Real Estate website at [www.michigan.gov/realestate](http://www.michigan.gov/realestate)

## **3. TESTS**

### **Salesperson**

Using the contact information contained in your "ATT" email, you may provide PSI with your MIRE number, then schedule and pay for your exam. To determine what is covered on the examinations, please visit PSI's website at [www.psiexams.com](http://www.psiexams.com) to download the appropriate Candidate Information Bulletin (CIB). The CIB provides helpful information regarding the examination, such as an outline of the examination, suggested reference list, etc.

The cost for examination is \$76.00 and requires a passing score of 70%. The cost to retake the exam is \$76.00.

### **Broker**

Prior to applying for the Real Estate Brokers license you must successfully pass the exam for Real Estate Brokers. To determine what is covered on the examinations, please visit PSI's website at [www.psiexams.com](http://www.psiexams.com) to download the appropriate Candidate Information Bulletin (CIB). The CIB provides helpful information regarding the examination, such as an outline of the examination, suggested reference list, etc.

The cost to take the examination is \$76.00 and requires a passing score of 75%. The cost to retake the exam is \$76.00.

#### 4. OTHER CAREERS AND CREDENTIALS

A Branch Office is a separate office location for a licensed Real Estate Broker. If a Broker Company is operating out of more than one location, the second location must be licensed as a Branch Office.

A licensed Real Estate broker may obtain a Branch Office license application on the Real Estate website at [www.michigan.gov/realestate](http://www.michigan.gov/realestate)

#### 5. BEYOND LICENSING

##### MAINTAINING LICENSURE

A Real Estate license is renewed every three years and expires on October 31st. The cost to renew a salesperson license is \$78, the broker license is \$108 and must be renewed online at BPL's website using the online payment system. LARA will send a notification reminding you to renew your license however, this is a courtesy reminder and it is the licensee's responsibility to renew the license in a timely manner. Be sure to keep your contact information up to date with the Licensing Division to ensure notices are received. If the license expires for more than 60 days, you will be required to apply for relicensure to reactivate the license.

As a condition of renewal, you must have successfully completed at least 18 hours continuing education during a 3 year license cycle. During each year of the license cycle, at least 2 hours of the required 18 hours must be regarding laws, rules, and court cases in real estate.

## LICENSING MOBILITY (RECIPROCITY)

Michigan does not have a reciprocal agreement with any other state.

## 6. IMPORTANT LINKS

### LICENSING AND REGULATION:

- The Bureau of Professional Licensing is the state regulatory agency for the real estate profession in Michigan. The Bureau's website is [www.michigan.gov/bpl](http://www.michigan.gov/bpl). The website specifically for the real estate profession is [www.michigan.gov/realestate](http://www.michigan.gov/realestate) which includes links to the real estate profession's laws and administrative rules, applications, frequently asked questions, etc.
- Contact information: Department of Licensing and Regulatory Affairs, BPL-Licensing Division, PO Box 30670, Lansing MI 48909.
- Telephone Number 517-241-9288; Fax: 517-373-7179 Email: [bplhelp@michigan.gov](mailto:bplhelp@michigan.gov)

### TESTING

- Candidate Information Bulletins are available on PSI's website at [www.psiexams.com](http://www.psiexams.com) or you may click one of the links below:

[Exam bulletin for Real Estate Salesperson](#)

[Exam bulletin for Real Estate Broker](#)