

MICHIGAN PERSONNEL AGENT (AGENCIES) LICENSING GUIDE

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1. HOW THE PROFESSION IS ORGANIZED IN MICHIGAN

OVERVIEW

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

- Personnel agency manager is the individual responsible for the operation of a personnel agency.

REGULATION OF THE PERSONNEL AGENT (AGENCY) PROFESSION IN MICHIGAN

The Bureau of Professional Licensing (BPL) within the Michigan Department of Licensing and Regulatory Affairs (LARA) regulates the personnel agency profession in Michigan. Before you can be eligible for licensure as a personnel agent, you must meet certain requirements and pass a state examination. The examination is administered by PSI Services LLC (PSI) through testing centers in Michigan.

2. ELIGIBILITY FOR LICENSING

The process for obtaining a personnel agency manager license:

- Has passed the examination approved by the department.
- Is at least 18 years of age
- Be of good moral character

3. EXAMINATIONS

Before being allowed to sit for the state board examination administered through PSI, you must submit a [Personnel Agency Employment or Consulting Agent license application](#) to our office along with the required \$70 fee. Upon receipt of the application, a determination will be made as to whether requirements for licensure have been satisfied. If so, approval to sit for of the examination will be sent to you providing the instructions of how to apply for the state board examination.

The state board examination is 75 minutes in length and contains 50 multiple-choice questions covering the following subject areas:

- Personnel Agent Licensing Laws and Rules
- Michigan Laws Governing Personnel Agents
- Personnel Placement
- Employment Consulting
- Business Management

The cost of the examination is \$56. In order to pass the exam, you must achieve a minimum score of 70%.

4. TIME AND COSTS

To be successfully licensed as a Personnel Agency Manager in Michigan depends on a number of factors, including:

- Your performance on required examinations
- Your free time and what you can afford to spend on licensing

We provide two hypothetical scenarios to show just some of the variety of results that immigrant professionals may find when they seek to become licensed in Michigan. Please consider these scenarios as two examples out of many possibilities. Please understand that individual experiences may vary.

HYPOTHETICAL SCENARIOS:

Step	More Efficient Scenario <i>Approximate Time and Cost</i>	Less Efficient Scenario <i>Approximate Time and Cost</i>
1 Satisfaction of Requirements	<ul style="list-style-type: none"> • Submit application with application fee • 1 month + \$70 	<ul style="list-style-type: none"> • Submit application with application fee • 1 month + \$70
2 Exams	<ul style="list-style-type: none"> • Pass exam on first attempt • 1 month + \$56 	<ul style="list-style-type: none"> • Have to retake the exam • Takes 6 months to retake the exam • 6 months + \$112.00
	More Efficient Total <i>Approximately 2 months + \$126.</i>	Less Efficient Total <i>Approximately 7 months + \$182.</i>

5. OTHER CAREERS AND CREDENTIALS

A personnel agent must be employed by a personnel agency. Both the agent and agency must be licensed prior to agency offering services.

In order for a person to obtain a [personnel agency license application](#) must be submitted to our office with the required \$350 fee and a surety bond in the amount of \$10,000. Before

submitting the agency application to BPL, you will need to determine the type of agency you would like to apply for.

A Type A agency assists clients seeking employment or making basic career decisions, and puts a client in direct contact with employers, and receives a fee from the client for the services rendered.

A Type B agency assists or consults with a client to make basic career decisions and receives a fee from the client for the services rendered. The services of a Type B agency include: resume preparation, clearinghouse, personality evaluation testing, letter-writing services, providing lists of employers, or executive counseling.

The cost to renew a personnel agency license is \$125.00.

6. BEYOND LICENSING

MAINTAINING LICENSURE

Personnel agent licenses expire on December 31 every year. Licensees will receive a renewal notice approximately 90 days prior to the expiration date. You must renew the license online and the cost to renew is \$40.00. If your license expires for longer than 60 days, you will be required to apply for relicensure to reactivate your license.

LICENSING MOBILITY (RECIPROCITY)

Michigan does not have a reciprocal agreement with any other state. However, a license may be granted to an applicant who has met substantially equal requirements in another state; otherwise, the applicant may have to obtain additional training or take an examination to meet requirements.

7. IMPORTANT LINKS

LICENSING AND REGULATION

- The [Bureau of Professional Licensing](#) is the state regulatory agency for the Personnel Agency profession in Michigan. The website specifically for the personnel agency profession is www.michigan.gov/personnelagencies, which includes links to the personnel agency'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

TESTING

- Candidate Information Bulletins are available on PSI's website at www.psiexams.com.