

**MICHIGAN COLLECTION AGENCY NON-OWNER MANAGER
LICENSING GUIDE**

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a collection agency non-owner manager license)

APPLICATION AND FEES

- Online Application for a Collection Agency Non-Owner Manager License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications must be completed by visiting www.michigan.gov/miplus
- 3 year license fee – (Must be paid by Visa, Mastercard, or Discover credit or debit card)
 - Collection Agency Non-Owner Manager New Application – \$185.00
 - Relicensure – \$205.00
 - Renewal Fee – \$150.00

**THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS
(EXCEPT RENEWAL)**

- 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.
- 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 a SSN or you do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- If requesting a fee waiver as an individual who served in the armed forces – 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE

- Experience** – Must complete at least 6 months of full-time experience in the collection of accounts.
- Examination** – Must pass the required Michigan Collection Agency Manager examination administered by PSI.
- Education** – Must have graduated from high school or passed the general educational development test (GED) or other graduate equivalency examination.
- May only serve as the non-owner manager at one non-owner manager agency at a time.

RELICENSURE (REQUIREMENTS FOR A COLLECTION AGENCY NON-OWNER MANAGER LICENSE)

- Relicensure application and fee – \$205.00

RENEWAL REQUIREMENTS CHECKLIST

Online Application for Collection Agency Non-Owner Manager Renewal – Can be completed by visiting www.michigan.gov/miplus.

- Collection Agency Non-Owner Manager Renewal Application Fee – \$150* (Must be paid by Visa, Mastercard, or Discover credit or debit card).
- Renewal Cycle – 3 years.

*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.

- Accept Renewal Attestation

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the collection agencies link you can access the following helpful resources and forms:

Resources:

- [Michigan Occupational Code](#)