

## MICHIGAN COLLECTION AGENCY NON-OWNER MANAGER LICENSING GUIDE

### OVERVIEW:

The collection agency non-owner manager license allows an individual to supervise an office of the collection agency for which he or she obtains a license under.

*NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.*

### LICENSURE REQUIREMENTS CHECKLIST

#### 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 can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)

- 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)  
Collection Agency Non-Owner Manager New Application: \$185.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- 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.

#### ADDITIONAL REQUIREMENTS FOR LICENSURE

(This is in addition to the requirements stated above that apply to ALL Applicants)

- Experience – Must complete at least 6 months of full-time experience in the collection of accounts.

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- Examination – Must take and 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 managed collection agency at a time.

### REQUIREMENT FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All Applicants)

- Online Application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) and selecting **MiPLUS Login**. Once logged in, click on the “**Licenses**” tab, select “**Modification**” next to your license number and then select “**Relicensure.**”
- 3 year Application Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)  
Collection Agency Non-Owner Manager Relicensure: \$205.00

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Collection Agency Non-Owner Manager Renewal – Must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- Collection Agency Non-Owner Manager Renewal Application Fee – \$150.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card.)
- Renewal Cycle: 3 years
- Accept Renewal Attestation – If you cannot certify to the above statement at the time of your renewal application, you should not submit the online renewal application.

### HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the Collection Agencies link you can access the following helpful resources and forms:

#### Resources:

- [Michigan Occupational Code](#)