

MICHIGAN EMPLOYMENT AGENT (TYPE A) LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain an employment agent license)

APPLICATION AND FEES

- Online Application for a Employment Agent (Type A) 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)
 - o Employment Agent New Application – \$150.00
 - o Relicensure Application – \$170.00
 - o Renewal Fee – \$120.00

**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.

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ADDITIONAL REQUIREMENTS FOR LICENSURE

- Examination Requirement** – Proof of receiving a passing score on the Personnel Agent Written Examination administered by PSI Services, LLC.

RELICENSURE (REQUIREMENTS FOR A LAPSED EMPLOYMENT AGENT LICENSE)

- Lapsed for less than 3 years** after the expiration date of the license must submit the following:
 - Relicensure application and fee – \$170.00
- Lapsed for 3 years or more** after the expiration date of the license must submit the following:
 - Relicensure application and fee – \$170.00
 - Proof of receiving a passing score on the Personnel Agent Written Examination administered by PSI Services, LLC.

RENEWAL REQUIREMENTS CHECKLIST

Online Application for Employment Agent Renewal – Can be completed by visiting www.michigan.gov/miplus.

- Employment Agent Renewal Application Fee – \$120* (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.

HELPFUL RESOURCES AND FORMS

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

Resources:

- [Michigan Occupational Code](#)