LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN PERSONNEL AGENCY LICENSING GUIDE

OVERVIEW:

A Type A personnel agency means a person who is engaged in the business or profession of serving, assisting, or in any way aiding a client seeking employment or making basic career decisions, who puts a client in direct contact with employers, and who receives a fee from the client for the services rendered or offered to be rendered.

A Type B personnel agency means a person who is engaged in the business or profession of serving, assisting, or in any way aiding or consulting with a client to make basic career decisions and who receives a fee from the client for the services rendered or offered to be rendered.

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

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST....1
APPLICATION AND FEES....1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS....2
ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION....2
ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS 2
ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE....3
RENEWAL REQUIREMENTS CHECKLIST....4
HELPFUL RESOURCES AND FORMS....4
FREQUENTLY ASKED QUESTIONS....4

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Personnel Agency License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting www.michigan.gov/miplus
- ☐ Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Personnel Agency Type A or Personnel Agency Type B New Application: $600.00

MICHIGAN PERSONNEL AGENCY LICENSING GUIDE

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Good Moral Character Question – Each owner, officer, partner, or shareholder owning 10% or more of the stock has 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 an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION
(These are in addition to the requirements stated above that apply to ALL applicants)

- Surety or Cash Bond Requirement – Provide a surety or cash bond in the amount of $10,000.00 as set forth in MCL 339.1006.

- Good Moral Character question – Each owner, officer, partner, or shareholder owning 10% or more of the stock has the ability and will serve the public in a fair, honest and open manner. If any owner, officer, partner, or shareholder owning 10% or more of the stock has had a judgment of guilt in a criminal proceeding or a civil action against them, they have been rehabilitated, or the substance of their former offense is not reasonably related to the occupation or profession for which they are seeking a license.

- Acceptable Premise Requirement – Demonstrate that the premises designated in the application for licensure is an acceptable place for the personnel agency to conduct business. Per MCL 339.1005, a personnel agency shall not share quarters or office space or have a common waiting room with any other personnel agency, with a resume writing service, or with any other person the department determines is a business related to the business of a personnel agency.

- Agent Designation Requirement – Must designate an employment or consulting agent licensed or seeking licensure under MCL 339.1004.

- Non-resident Requirement – A non-resident applicant shall obtain a certificate of authority to do business in this state and file a copy of the certificate and an irrevocable consent appointing the department to receive service of process.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES
(These are in addition to the requirements stated above that apply to All applicants)

- Surety or Cash Bond Requirement – Provide a surety or cash bond in the amount of $10,000.00 as set forth in MCL 339.1006.

- Good Moral Character question – Each owner, officer, partner, or shareholder owning 10% or more of the stock has the ability and will serve the public in a fair, honest and open manner. If any owner, officer,

partner, or shareholder owning 10% or more of the stock has had a judgment of guilt in a criminal proceeding or a civil action against them, they have been rehabilitated, or the substance of their former offense is not reasonably related to the occupation or profession for which they are seeking a license.

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- Agent Designation Requirement – Must designate an employment or consulting agent licensed or seeking licensure under MCL 339.1004.

- Non-resident Requirement – A non-resident applicant shall obtain a certificate of authority to do business in this state and file a copy of the certificate and an irrevocable consent appointing the department to receive service of process.

ADDITIONAL REQUIREMENTS 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 and selecting MiPLUS Login. Once logged in, click on the **"Licenses"** tab, select "**Modification**" next to your license number and this will start the relicensure process.

- 3 year Personnel Agencty Type A or Personnel Agency Type B Relicensure Application and Fee: $620.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- Surety or Cash Bond Requirement – Provide a surety or cash bond in the amount of $10,000.00 as set forth in MCL 339.1006.

- Acceptable Premise Requirement – Demonstrate that the premises designated in the application for licensure is an acceptable place for the personnel agency to conduct business. Per MCL 339.1005, a personnel agency shall not share quarters or office space or have a common waiting room with any other personnel agency, with a resume writing service, or with any other person the department determines is a business related to the business of a personnel agency.

- Agent Designation Requirement – Must designate an employment or consulting agent licensed or seeking licensure under MCL 339.1004.

- Non-resident Requirement – A non-resident applicant shall obtain a certificate of authority to do business in this state and file a copy of the certificate and an irrevocable consent appointing the department to receive service of process.

MICHIGAN PERSONNEL AGENCY LICENSING GUIDE

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for a Personnel Agency Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.
- ☐ Personnel Agency Renewal Application Fee: $375.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- ☐ Renewal Cycle: 3 years
- ☐ Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that all information provided on your renewal application is true and complete.

HELPFUL RESOURCES AND FORMS

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

Resources:

- ☐ Michigan Occupational Code

Form:

- ☐ Consent to Service of Process

FREQUENTLY ASKED QUESTIONS

1. Are Personnel Agencies required to hold any other licenses?

Section 1004 of the Michigan Occupational Code states that an individual shall not operate as an employment or consulting agent without first obtaining the appropriate license from the department. A personnel agency and its employment and consulting agent shall be jointly and severally responsible for the actions of a person employed by the personnel agency.

An employment agent or a consulting agent shall not operate independently of a type A personnel agency or a type B personnel agency, as is appropriate.

2. Where do I take the examination?

The department will review the application, and upon complete review the applicant will be made eligible for the Personnel Agency Manager exam. Once the applicant is made eligible for the exam, they will be notified and can contact PSI at (800) 733-9267 or www.psiexams.com for scheduling.

3. How can I verify a person's license status?

You may verify an individual's license on Verify A License website.

4. My license was lost/stolen/destroyed, how do I get a new one?

You may request a duplicate license online at www.michigan.gov/MiPlus. To request a hard copy of your license you will need to log in to your MiPlus account and pay a $10.00 fee.

5. How do I file a complaint against an occupational professional?

Information on how to File a Complaint with the Bureau of Professional Licensing can be found on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.