

MICHIGAN PERSONNEL AGENT LICENSING GUIDE

OVERVIEW:

An employment agent is the individual designated by a type A personnel agency who is responsible for the general management of that type A personnel agency.

A consulting agent is the individual designated by a type B personnel agency who is responsible for the general management of that type B personnel agency.

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 an Employment Agent or Consulting Agent License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus
- 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Employment Agent New Application: \$150.00
Consulting Agent New Application: \$150.00

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.
- Consent to Service of Process - Non-Michigan residents must submit a completed Consent to Service of Process form.

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ADDITIONAL REQUIREMENTS FOR LICENSURE

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

- Examination – Proof of receiving a passing score on the Personnel Agent Written Examination administered by PSI.

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 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)
Employment Agent Relicensure: \$170.00
Consulting Agent Relicensure: \$170.00

Applicants for relicensure whose license has lapsed for 3 years or more after the expiration date of the license must submit the following:

- Examination – Proof of receiving a passing score on the Personnel Agent Written Examination administered by PSI.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for an Employment Agent or Consulting Agent Renewal – Must be completed by visiting www.michigan.gov/miplus.
- Employment Agent or Consulting Agent Renewal Application Fee – \$120.00 (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 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