



BUREAU OF PROFESSIONAL LICENSING

**Michigan Professional Licensure User System
(MiPLUS)**

How to Apply for Relicensure in MiPLUS- Real Estate Salesperson

October 2020

Real Estate Salesperson Relicensure

Proceed to the MiPLUS website at: www.michigan.gov/miplus. Please use the username/email, and password you created.

Home Licenses Enforcement

Advanced Search

User Name or E-mail:

Password:

Login »

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Many online services offered by MiPLUS require login for security reasons. If you are an existing user, please enter your user name and password in the box above.

New Users

If you are a new user, you may register for a MiPLUS account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, paying fees, checking on the status of pending activities, and more.

What would you like to do today?

To get started, select one of the services listed below:

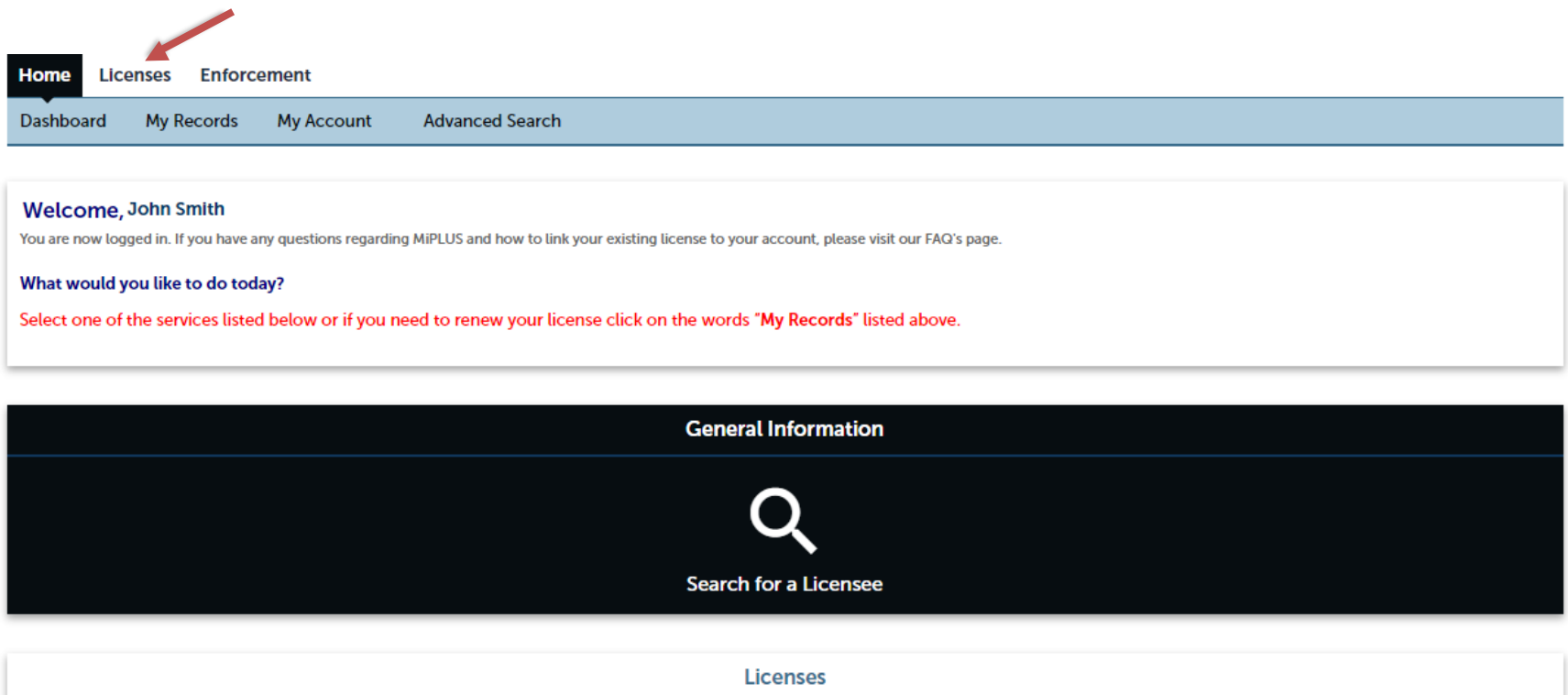
General Information



Search for a Licensee

Real Estate Salesperson Relicensure Pt 2

Above the welcome message, select the **Licenses** tab.



The screenshot shows the LARA website dashboard. At the top, there is a navigation menu with three tabs: **Home**, **Licenses**, and **Enforcement**. A red arrow points to the **Licenses** tab. Below the navigation menu is a secondary menu with four items: **Dashboard**, **My Records**, **My Account**, and **Advanced Search**. Below the navigation menu is a white box containing a welcome message: **Welcome, John Smith**. Below the welcome message is a paragraph of text: "You are now logged in. If you have any questions regarding MIPLUS and how to link your existing license to your account, please visit our FAQ's page." Below the paragraph is a section titled **What would you like to do today?** with a red instruction: "Select one of the services listed below or if you need to renew your license click on the words **'My Records'** listed above." Below the white box is a dark blue section titled **General Information**. In the center of this section is a magnifying glass icon and the text **Search for a Licensee**. Below the dark blue section is a white box containing the word **Licenses**.

Real Estate Salesperson Relicensure Pt 3

Click on **Modification** next to the license number you wish to relicense.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

Records

Showing 1-7 of 7 |

<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>	Modification	6501431611	Real Estate Salesperson License	Lapsed	10/31/2018	Smith, John

Real Estate Salesperson Relicensure Pt 4

Use the drop down menu to select the **County** applicable to your license address. Click **Continue Application**.

Home **Licenses** Enforcement

☰ Apply for a License or Submit a Request (Certified License Verification)

Real Estate Salesperson Relicensure

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 1: Contact Information > Applicant Information

* indicates a required field.

County

County

* If you are an Individual, select the County applicable to your license address; If you are a Business, select the County applicable to the PHYSICAL location of your business:

Save and resume later



Continue Application »

Real Estate Salesperson Relicensure Pt 5

Check **YES** if needing to change your name, address or contact information. Example shown on next page.

Name Modification

Name Modification

Current Name:

John Smith

* Update Name:

Yes No



Mailing Address Modification


Mailing Address Modification

Current Mailing Address:

123 Main St Lansing, MI,
48910 US

* Update Mailing Address:

spell check
 Yes No



Real Estate Salesperson Relicensure Pt 6

After clicking **YES**, enter the new information as applicable.

Once completed, click **Continue Application**.

If no changes are required, click **Continue Application**.

NOTE: Name changes require submission of proof of the legal name change.

Phone and Email Modification

Phone and Email Modification

Current Primary Phone:

Update Primary Phone: Yes No

New Primary Phone: *

New Primary Phone Extension:

Current Secondary Phone:

Update Secondary Phone: Yes No

Current E-mail:

Update E-mail: Yes No

Current Preferred Channel:

Update Preferred Channel: Yes No

Other Names List

Other Names List

List any other name or alias by which you have ever been known, including maiden name, if applicable

Showing 0-0 of 0

First Name	Middle Name	Last Name
No records found.		

< >

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Save and resume later



Continue Application >

Real Estate Salesperson Relicensure Pt 7

Good Moral Character:
Read the Good Moral Character statement and select appropriate answer.

Disciplinary Actions:
Read the Disciplinary Actions question and select appropriate answer.

Select **Continue Application.**

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Real Estate Salesperson Relicensure

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 2: Application Information > Application Information

* indicates a required field.

Good Moral Character

Good Moral Character

* 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:

Yes No

Disciplinary Actions

Disciplinary Actions

* Do you have any unsatisfied penalties and conditions imposed by disciplinary action in this state or any other jurisdiction:

Yes No

Save and resume later



Continue Application >

Real Estate Salesperson Relicensure Pt 8

Licenses expired LESS THAN 3 years: Must have completed six (6) hours of real estate continuing education for each year and partial year missed. At least 2 hours per year must involve laws, rules, and court cases regarding real estate. Check the **CE Certification** box and click **Continue Application**.

Licenses expired MORE THAN 3 years: Use the drop-down menu under **Method** to choose on of the following: Exam, Prelicensure or Continuing Education. Click **Continue Application**. **NOTE:** If you select Prelicensure or Continuing Education, you must upload copies of the certificate(s) of completion. If you select Exam, you will receive your exam candidate ID number directly from PSI Online after your application has been reviewed.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

Real Estate Salesperson Relicensure



Step 2: Application Information > Qualified By

* indicates a required field.

Qualified By

Qualified By

* Qualified By:

Expired three years or less

* Method:

Continuing Education

CE Certification: *



Save and resume later



Continue Application »

Real Estate Salesperson Relicensure Pt 9

Select **Add** to upload documentation to support your application such as:

Prelicensure course completion certificate

Continuing education completion certificates

Proof of legal name change (drivers license, marriage certificate, divorce decree or court order.)

Consent to Service of Process (required for non-Michigan residents)

Step 4 : Supporting Documentation > Supporting Documentation

* indicates a required field.

Attachment

Documentation to support your application may be uploaded here.

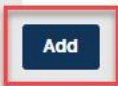
The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Prelicensure Certificate

Name	Type	Size	Latest Update	Action
No records found.				



Save and resume later

Continue Application »

Real Estate Salesperson Relicensure Pt 10

Select **Add** in the **File Upload** box.

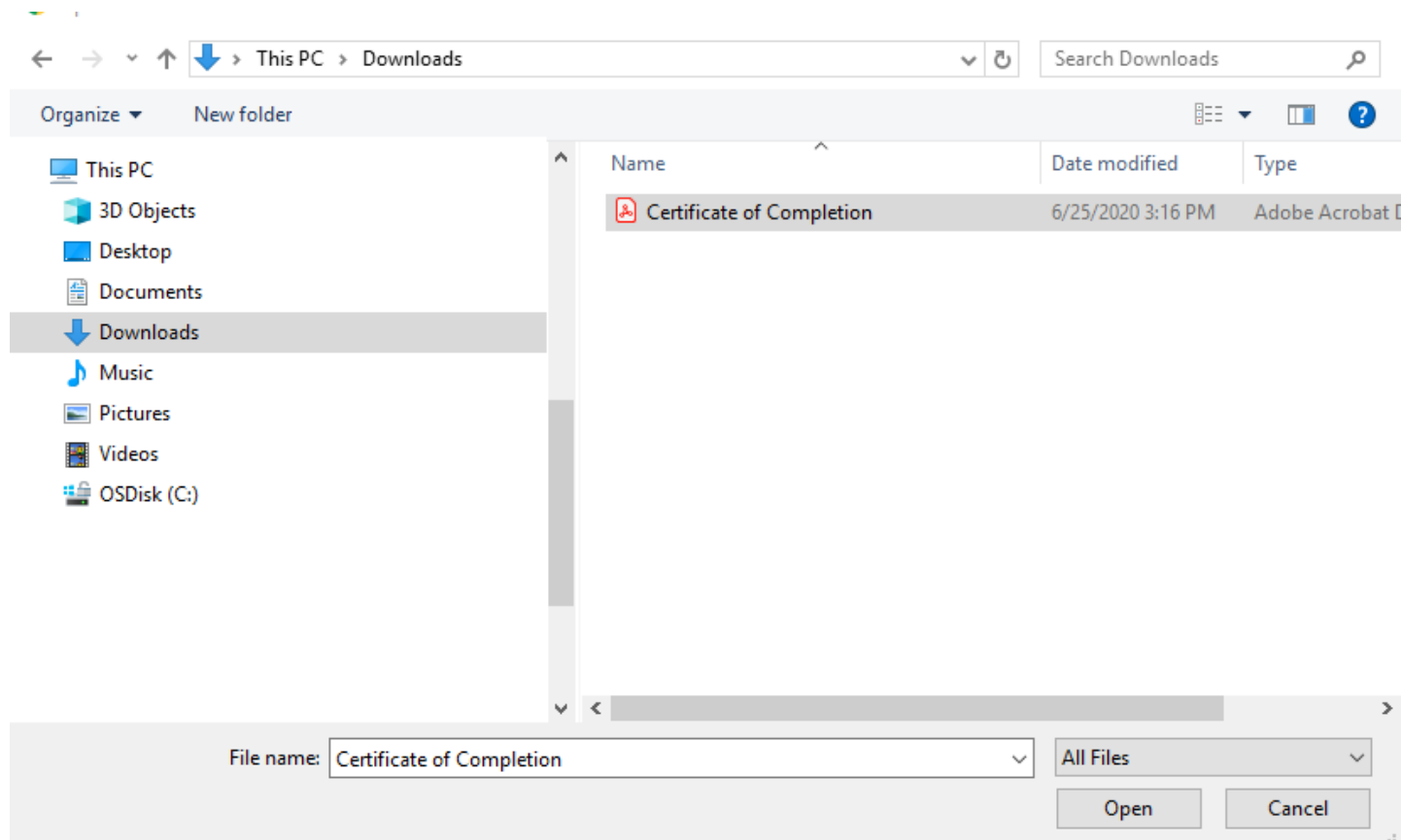
File Upload ×

The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht;
mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed
file types to upload.

Continue **Add** Remove All Cancel

Real Estate Salesperson Relicensure Pt 11

Navigate to your document(s) where saved on your personal device. **PLEASE NOTE:** Example below may be different from your computer or electronic device.



Real Estate Salesperson Relicensure Pt 12


After adding the supporting document(s), click **Continue** to complete the file upload.

File Upload ×

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Certificate of Completion.pdf	100%
-------------------------------	------



Continue

Add

Remove All

Cancel

Real Estate Salesperson Relicensure Pt 13

Click the drop-down list to select the **Type** of document attached, enter a **Description** as applicable and click **Save**.

Step 4 : Supporting Documentation > Supporting Documentation

* indicates a required field.

Attachment

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Prelicensure Certificate

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

File:
Certificate of Completion.pdf
100%

Description:

spell check

Real Estate Salesperson Relicensure Pt 14

After you have successfully added your supporting documentation. Select **Continue Application**.


Attachment

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Prelicensure Certificate

Name	Type	Size	Latest Update	Action
Certificate of Completion.pdf	Prelicensure Certificate	1.44 MB	08/14/2020	Actions ▾

[Add](#)

[Save and resume later](#)  [Continue Application »](#)

Real Estate Salesperson Relicensure Pt 15

Review your application information. Read the certification statement, then check the box next to **"By checking this box, I agree to the above certification."** Select **Continue Application**.

Attachment

Edit

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

I certify that the statements in this document are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I agree the Department is required by law to obtain my social security number pursuant to MCL 338.3434a. I certify that I have met the requirements pursuant to MCL 339.2502a.

By checking this box, I agree to the above certification.

Date: 09/30/2020

Save and resume later

Continue Application »

Real Estate Salesperson Relicensure Pt 16

Review the fee payment information. Additional Requirements for licensure will also be listed on this page. Select **Continue Application**.

Real Estate Salesperson Relicensure



Step 5 : Pay Fees

Listed below are the license fees based upon the information you've entered.

The application processing fee is a one-time fee for each license type you have applied for. A license fee will be assessed for each year your license will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. For eligible professionals the quantity listed for the controlled substance and/or drug control license fee may differ from your primary license, however both the primary and controlled substance and/or drug control licenses will be renewed for the same length of time.

License-Related Fees

Fees	Qty.	Amount
Real Estate Salesperson Relicensure Application Fee	1	\$30.00
Real Estate Salesperson Per Year License Fee	3	\$78.00

TOTAL FEES: \$108.00

Note: Click **Continue Application** to proceed to our payment processor.

Listed below are requirements that will be applied once you submit this record. These requirements must be resolved or met before approval.

Requirements

Showing 1-1 of 1

Licensing - 1 Pending

Real Estate

Employing Broker Verification - Salesperson - Pending

List the 10-digit license number of your employing broker (beginning with 6504 or 6505). If you do not have an employing broker, you may take the exam, but will not be eligible to receive a lice... [more](#)

Continue Application »



Real Estate Salesperson Relicensure Pt 17

Application fees may be paid using a **credit/debit card** with the **VISA, MasterCard or DISCOVER** symbol. Click **Next** to proceed to payment.

MI Professional Licensing

Welcome to the CEPAS Credit Card Processing Payment Module for MI Professional Licensing.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

* Indicates required field

Choose method of payment

Pay by credit card

Back **Next** **Exit**



Real Estate Salesperson Relicensure Pt 18

Enter the **Billing Address** information and **Payment Method** information as required. Click **Next**.


* Indicates required field


Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	Select State <input type="button" value="v"/>
*Zip:	<input type="text"/>
*Country:	UNITED STATES <input type="button" value="v"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 88.00 USD	
Payment Method	
*Name on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	* Month <input type="button" value="v"/> * Year <input type="button" value="v"/>
*Card Verification Value(CVV2):	<input type="text"/> What's This?
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	



Real Estate Salesperson Relicensure Pt 19

Review the the payment information entered and then click **Pay Now**.

Address
Billing Address: John Smith 123 Main St Lansing, MI 85284 (517) 555-1212 johnsmith48917@gmail.com
Payment Method
Credit Card  John Smith x1111 02/21
Payment Amount
Amount: 88.00 USD
Total: 88.00 USD
Back Pay Now Exit



Real Estate Salesperson Relicensure Pt 20

You will now see confirmation that your Relicensure application was submitted successfully.

You will receive an email containing instructions to add your Employing Broker after your application is approved.

If your license has been expired for MORE THAN 3 years and you choose to qualify by exam, you will receive an email directly from PSI containing your Exam Candidate ID number.

Step 6: Record Issuance



Your record has been successfully submitted.

Thank you for using MiPLUS.

Your record number for this transaction is: 6501431611REL200002IL.



This record was locked by REQUIREMENT on 10/01/2020.
Condition: Employing Broker Verification - Salesperson Severity: Required
Total Conditions: 1 (Required: 1)

[View additional details](#)

You will need this number to check the status of your application.

[Print/View Receipt](#)

To review information submitted on this record, click [View Record Details](#) below.

[View Record Details »](#)