

MICHIGAN REAL ESTATE ASSOCIATE BROKER LICENSING GUIDE

OVERVIEW:

The real estate associate broker license allows a licensee to provide real estate brokerage services as an employee or independent contractor of a real estate broker.

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 Real Estate Associate Broker 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)
Real Estate Associate Broker New Application: \$143.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Good Moral Character Questions – 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 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.
- Embezzlement or Misappropriation of Funds Question – If you have been convicted of embezzlement or misappropriation of funds, pursuant to MCL 339.2505(2), you cannot be licensed as a Broker in this profession.
- 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)

- ❑ Must be at least 18 years of age.
- ❑ Qualifying Education – Complete 90 hours of approved prelicensure education courses which includes at least 9 hours of civil rights law and equal opportunity in housing. The broker prelicensure education must be completed not more than 36 months before the date of application, unless you held an active real estate salesperson license during that period. Prelicensure classroom course credit shall be given for the following:
 - Possession of a law degree is considered equivalent to 60 clock hours of real estate education including 6 clock hours on instruction on civil rights law and fair housing law.
 - Possession of a master’s degree in business administration or finance is considered equivalent to 60 clock hours of real estate education.
 - Possession of a bachelor’s degree in business or finance is considered equivalent to 30 clock hours of real estate education.
- ❑ Experience – Must have 3 years of full-time experience in the business of real estate or in a field that is determined by the department to be relevant and related to the business of real estate such as: a real estate salesperson or broker; a licensed builder; a real estate investor; a land or condominium developer; an attorney, a real estate appraiser, a loan or trust officer of a federal or state-regulated depository institution; a loan or trust officer of a mortgage company; a real estate officer of a corporation; or a title insurance company officer engaged in the closing of escrow accounts and real estate closings..
- ❑ Examination – Proof of receiving a passing score on the Real Estate Broker examination administered by PSI. For exam related questions or to schedule your exam, contact PSI at www.psiexams.com or by calling 855-579-4635. **Applicants are NOT required to obtain pre-approval to take the Real Estate Broker examination.**
- ❑ Employing Broker Requirement – Must provide the name, license number or pending application number of the intended employing broker.
 - If you are a Principal Associate Broker, you will provide this information during the online application process.
 - If you are a Non-Principal Associate Broker, you will provide this information after your application has been approved. You will be notified by email to complete a modification to your pending application.

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 then select “**Relicensure.**”

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- 3 year Application Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
Real Estate Associate Broker Relicensure: \$163.00

- Disciplinary Question – If you have unsatisfied penalties or conditions imposed by disciplinary action in this state or any other jurisdiction you will be required to submit documentation from the State in which the sanction was imposed indicating the resolution.

Applicants for relicensure whose license has been expired for less than 3 years after the expiration date of the license may relicense by completing at least 6 hours of real estate continuing education for each year and partial year that have elapsed since the expiration of his or her last license. At least 2 hours per year must involve laws, rules, and court cases regarding real estate. At least 1 hour per year must involve compliance with local, state, or federal fair housing laws.

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

- Examination – Proof of receiving a passing score on the Real Estate Broker examination administered by PSI.
- Qualifying Education – Complete 90 hours of approved prelicensure education courses which includes at least 9 hours of civil rights law and equal opportunity in housing within 12 months immediately preceding the date of application.
- Continuing Education – Submit proof of completion of 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. At least 1 hour per year must involve compliance with local, state, or federal fair housing laws.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Real Estate Associate Broker Renewal – Must be completed by visiting www.michigan.gov/miplus.

- Real Estate Associate Broker Renewal Application Fee – \$108.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card.)

- Renewal Cycle: 3 years

- Continuing Education – You **MUST** complete the continuing education requirements **BEFORE** completing the online renewal application. Within each 3-year cycle, a licensee must still complete at least 18 clock hours of CE courses that involve any subjects that are relevant to the management, operation, and practice of real estate or any other subject that contributes to the professional competence of a licensee.

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A licensee must complete the following number of hours of eligible continuing education courses in each year of a license cycle:

- Not less than 2 hours of courses that involve laws, rules, and court cases regarding real estate.
 - Not less than 1 hour of courses that involve compliance with local, state, or federal fair housing laws.
 - The remaining hours can be completed any time prior to renewing the license.
- Accept Renewal Attestation – If you have not met the continuing education requirements and 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 Real Estate Broker/Salesperson link you can access the following helpful resources and forms:

Resources:

- [Michigan Occupational Code](#)
- [Administrative Rules for Real Estate Salespersons and Brokers](#)

Forms:

- Consent to Service of Process
- Track continuing education using CE Marketplace – The Bureau of Professional Licensing (BPL) has partnered with CE Marketplace to help licensed professionals keep track of their continuing education (CE) credits.