

MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a real estate salesperson license.)

APPLICATION AND FEES

- Online Application for a Real Estate Salesperson License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus.
- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
 - New Application: \$88.00
 - Renewal Application: \$78.00
 - Relicensure Application (expired license): \$108.00

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 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 Consent to Service of Process. (This form may be found under Licensing Applications and Forms at www.michigan.gov/realestate)
- 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.

ADDITIONAL REQUIREMENTS FOR LICENSURE

- Is not less than 18 years of age.
- Education Requirement** - Complete 40 hours of approved prelicensure education courses which includes at least 4 hours of civil rights law and equal opportunity in housing. A list of approved sponsors may be found at: www.michigan.gov/realestate

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- Exam Requirement** - Take and pass the Real Estate Salesperson examination administered by PSI Services, LLC. For exam related questions or to schedule your exam contact PSI at www.psiexams.com or by calling 800-733-9267.
 - After submitting your Michigan real estate salesperson application, you will receive an email providing you with your Exam Candidate ID number, which is required to register for your exam.
- Employing Broker Notification** – You are required to have a licensed individual broker or broker company sponsor you to become licensed.
 - After passing the Real Estate Salesperson exam, you will need to provide your employing broker information to complete the licensure process. This can be completed online by visiting www.michigan.gov/miplus, select **MiPlus Login**, select “**Modification**” next to your application number and enter your employing brokers 10-digit license number. After the selected employing broker approves your request, your license will issue and you will be notified via email.

RELICENSURE REQUIREMENTS CHECKLIST

- Online Application for Real Estate Salesperson Relicensure – Can be completed online by visiting www.michigan.gov/miplus
- 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.
- Relicensure Application Fee + 3 year license fee: \$108.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- Applicants whose license has been expired for **LESS** than 3 years:

Complete 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. Do not submit completion certificates. The licensee shall produce the record that contains that evidence at the request of the department.
- Applicants whose license has been expired for **MORE** than 3 years (choose **one** of the following):
 - Pass Exam: Submit online application to receive approval.
 - Submit a copy of an approved 40-hour prelicensure course completion certificate that was completed within the last 12 months.
 - Submit proof of completion of 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.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Real Estate Salesperson Renewal – Can be completed by visiting www.michigan.gov/miplus
- Renewal Fee: \$78.00* (Must be paid by Visa, Mastercard, or Discover credit or debit card)

* A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.
- Renewal Cycle - 3 years
- Continuing Education** - You **MUST** complete the continuing education requirements **BEFORE** completing the online renewal application. Complete 18 hours clock hours of continuing education 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. At least 2 of those hours of CE must be completed in each license cycle year that involve law, rules and court cases regarding real estate.
- Accept Renewal Attestation

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](#)
 - Forms:
 - Consent to Service of Process
 - Social Security Number Affidavit