

## MICHIGAN REAL ESTATE ASSOCIATE BROKER LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

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

#### APPLICATION AND FEES

- Online Application for a Real Estate Associate Broker License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - Associate Broker New Application: \$143.00
  - Relicensure Application: \$163.00
  - Renewal Fee - \$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.
- 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.
- 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](http://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 90 hours of approved prelicensure education courses which includes 9 hours of civil rights law and equal opportunity in housing. A list of approved sponsors may be found at [www.michigan.gov/realestate](http://www.michigan.gov/realestate).
  - Possession of a law degree is considered equivalent to 60 clock hours of real estate education with 6 hours in civil rights and fair housing law.

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- 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 Requirement** – 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; an investor; a land or condominium developer; 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; a title insurance company officer engaged in the closing of escrow accounts and real estate closings; a staff or real property appraiser.
- Exam Requirement** - Take and pass the Real Estate Broker examination administered by PSI Services, LLC. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267. **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.

### RELICENSURE (REQUIREMENTS FOR A LAPSED REAL ESTATE ASSOCIATE BROKER LICENSE)

- Online Application for Real Estate Associate Broker Relicensure – Can be completed online by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPlus Login**, select “**Modification**” next to your license number.
- Disciplinary Action 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: \$163.00 (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):
  - Exam: Take and pass the Real Estate Broker examination administered by PSI Services, LLC. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267.

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- Complete 90 hours of approved prelicensure education courses which includes 9 hours of civil rights law and equal opportunity in housing within 12 months immediately preceding the date of application.
- 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.

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Real Estate Associate Broker Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee: \$108.00\* (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 continuing education requirements **BEFORE** completing the online renewal application. You must have completed 18 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](http://www.michigan.gov/occupationallicense) and clicking on the real estate 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
  - Social Security Number Affidavit
- Track Continuing education using CE Marketplace – The Bureau of Professional Licensing (BPL) has partnered with CE Marketplace to help professionals keep track of their continuing education (CE) credits