

LICENSING PROCESS

Step 1- Successfully Complete the 40 Hour Prelicensing Class

Make sure you have a copy of your Certificate of Completion; you will need this to register for your license. This certificate should be issued in your legal name. In order to receive a certificate you must have completed the full 40 hours of class time AND passed the class final exam with 70% or higher. If the class was a Zoom class, this will be emailed to you upon successful completion.

ALSO, if you know which brokerage you will be working at, please request the Broker ID number to include in your licensing application process. If you do not enter a Broker you will need to do so within 1 year of passing your exam by adding that information to your MiPlus account. The Broker will need to approve/accept your application on the MiPlus website in order for a license to be issued.

Step 2- Create a MiPlus Account with LARA

Upon successful completion of the 40 hour class requirement, create an account with LARA by going to the MiPlus website at: <https://www.michigan.gov/miplus>. Click on 'MiPLUS' Login on the right. Click on CREATE AN ACCOUNT or scroll down and click on 'APPLY FOR A LICENSE OR SUBMIT A REQUEST'. MiPlus has many 'how to' videos throughout their site, including a step by step PDF should you run into challenges. If you have difficulty with creating a MiPlus account, please contact LARA at: 517-335-0918 or email to BLPHelp@michigan.gov.

Step 3- Apply for your license!

Next, apply for a state real estate salesperson license by logging into your new MiPlus account to complete the application and pay the \$88 license fee. Reminder- When you're applying for your license, be sure to use the same legal name as stated on your Certificate of Completion from class and remember to apply for a real estate SALESPERSON LICENSE not a Broker's license. ***Double check that your email address, name, information is spelled correctly before moving through the steps.*

Step 4- Wait for an email from LARA

LARA will email you a confirmation receipt and a candidate number, called the MIRE number, which you need to register for the exam. It can take several business days to receive this. If you need to follow up on a delayed MIRE number please call or email LARA.

STEP 5- Review Candidate Information Booklet- PSI

While waiting for your MIRE Number, review the full Candidate Information Booklet found on PSI Exam's website- (PSI recently changed their site. This long link will take you right to the Michigan DLARA section you need.) → https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=836&_gl=1*5132fb*_ga*ODc4NTQ4NDMzLjE2ODY5NDAwNjQ.*_ga_G7L0FTGS0Y*MTY4Njk0MDA2My4xLjEuMTY4Njk0MDA5Mi4zMS4wLjA.

Step 6- Register with PSI Exams and Schedule Appointment to Test

Schedule and pay for your exam. The fee is \$79. Again, be sure to schedule using the same name used on your Certificate of Completion and License Application. If you have questions or need assistance with scheduling your exam, please call PSI directly at 855-579-4635. If you need exam accommodations, there's a request form on the above link. If you are unsuccessful in passing your exam, you can retake it as many times as necessary for \$79. Do not create a new MiPlus account. You will not need to reapply for the real estate salesperson license.