

## 1) COMPLETE YOUR REAL ESTATE

### FUNDAMENTALS (PRELICENSURE) COURSE:

To search for available approved course offerings, go to [www.michigan.gov/realestate](http://www.michigan.gov/realestate) and click on the “Approved Real Estate Prelicensure Courses” under the Application Information area. Set the “Course Type” to Real Estate Sales Prelicensure and set the “On-Line” to Yes for on-line courses or No for classroom courses. Click the Search button; this will return a list of the available courses by vendor. Note: to take on-line classes you must click on the website address to go to the vendor’s website to take the classes. Classes range from between \$250-\$300.

Your school will submit your certificate of completion to the State of Michigan. Always keep a copy of completion certificates for your records. You must apply for licensure within *36 months* of completing your prelicensure course.

## 2) COMPLETE AND SUBMIT YOUR REAL ESTATE SALESPERSON LICENSE APPLICATION:

Applicants must be at least 18 years of age and of good moral character. The fee due at the time of application is \$88.

Log into the site [www.michigan.gov/icola](http://www.michigan.gov/icola) to apply for licensure. Upon accessing iCOLA, you will be asked to create an account, pay

your license fee and submit your license application electronically. If you list your employing broker’s 10-digit id number when applying, please inform your employer that you have submitted your license application. Your employing broker should then access his/her iCOLA account and confirm sponsorship. You do not need to have a broker at the time you submit the license application; broker information may be supplied to the State of Michigan at a later time using the Employing Broker Notification form, found at the Forms & Publications link at [www.michigan.gov/realestate](http://www.michigan.gov/realestate).

Your license application will remain in a “pending” status with the State of Michigan until you have met all licensing requirements including confirmation of broker sponsorship. Your application is valid for one year from the date of application; all licensing requirements must be met within one year of date of application.

During your electronic application process, if you answered “yes” to specific questions, you are required to submit additional forms (Request for Conviction History, Request for Disciplinary Action, Stipulation Form or Consent to Service of Process), this will be noted on your ePayment Receipt upon completion of the iCOLA application process. Please read it carefully and follow the

directions accordingly. *Your application will not be processed* until the additional forms (if required) are received by the state.

## 3) RECEIVE AUTHORIZATION TO TEST:

If no additional documentation is required, and your application is approved, you will receive an email from the State of Michigan notifying you of your authorization to register for the exam (please allow 2-5 business days for this step). The email will include your exclusive six-digit exam candidate “MIRE” (Michigan Real Estate) number and complete examination registration instructions. Again, if additional documents are required due to your “yes” responses, the application will be in a pending status (you will not receive the email) until the documents are received and the application is approved. No email is sent to you regarding these deficiencies.

NOTE: (1) You must complete all licensure requirements within one year of applying on iCOLA

(2) Exam scores are valid for one year

## 4) CONTACT PSI TO SCHEDULE EXAM:

Using the contact information contained in your “MIRE” email, provide PSI (<https://candidate.psiexams.com/>) with your MIRE number, then schedule and pay for your exam. This MIRE number is used only for

the purpose of scheduling your exam, it is not your license number. Your license application will remain in a “pending” status with the State of Michigan until broker sponsorship is confirmed and you have taken and passed the exam.

The cost of the examination is \$76.

**5) TAKE AND PASS EXAM:**

If broker sponsorship is confirmed at least 48 business hours prior to your exam date, you will receive the photo pocket license at the PSI examination Site upon successful completion of your exam.

**Subsequent Notification of Broker Sponsorship:**

- If your iCOLA application named a broker before you took the exam, but the broker did not confirm sponsorship prior to your exam, your broker can still use iCOLA to sponsor you.
- If you didn’t name an employing broker prior to passing the exam, the receipt of your photo pocket license and subsequent paper licenses will be delayed awaiting the submission of a completed Employing Broker Notification form.

Again, please note that you must pass the exam and have a Michigan employing broker within one year of applying for the

license or the fee paid on iCOLA expires.

**6) LICENSURE:**

Typically, exam information will be imported into your iCOLA record within 48 business hours after successful completion of the exam. Once your exam score is received by the Department and broker sponsorship is confirmed, the State-issued paper wall license and pocket card will be mailed to your employing broker’s main office.

**Real Estate License Fees:**

Service	11/1/15 to 10/31/16	11/1/16 to 10/31/17	11/1/17 to 7/1/18*
Salesperson New license	\$88	\$62	\$36
Salesperson Relicensure	\$108	\$82	\$56
Salesperson License transfer	\$10	\$10	\$10
Address change, per license reprinted	\$10	\$10	\$10

\*Policy requires issuance of next cycle’s expiration date if the license that will be issued will have a term of less than 120 days (4 months) therefore they start issuing licenses with an expiration date of 10/31/18 in July 2018.

Salesperson License Renewal Fee: \$78



**STEPS TO OBTAIN  
A MICHIGAN REAL  
ESTATE SALESPERSON  
LICENSE**

For assistance, call: (517) 373-1837



Information gathered from  
[www.michigan.gov](http://www.michigan.gov)

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