

## How Do I Register for the State of Michigan Salesperson's Real Estate Exam?

2/12/21

1. Make sure you have a copy of your Certificate of Completion; you will need this to register for your license.
  - a. In order to receive a certificate you must have completed the full 40 hours of class time (call the Academy at 248-356-7111 or email us at [info@reoacademy.com](mailto:info@reoacademy.com) to arrange make-up time) AND passed the class final exam with 70% or higher (contact the Academy for make-up final exam times).
  - b. If you have misplaced your certificate, please send an email to us requesting another copy at [info@reoacademy.com](mailto:info@reoacademy.com). NOTE: If you completed the online version of the class through *mbition*, you will need to contact them for your certificate.
2. Create an account with LARA by going to the **miplus** website at:  
<https://www.michigan.gov/miplus>

Scroll down to the box on the left side of the screen that says, "Apply, Renew or Make Changes To One of the Following Professions" and click on "Real Estate."

Scroll down and view the two "how to" videos that will walk you through the process of

- a. How to Register for a MiPlus Account
- b. New Licensees: Applying for a License

Be sure to use the same legal name as stated on your Certificate of Completion from class!

If you have difficulty with creating a MiPlus account, please contact LARA at:

517-335-0918 or email to [BLPHelp@michigan.gov](mailto:BLPHelp@michigan.gov)

3. 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. Licenses are valid for 3 years
4. 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 LARA, not the Academy.
5. While waiting for your MIRE Number, review the full Candidate Information Booklet found at [reoacademy.com](http://reoacademy.com), select "Resources" then "Student Resources", then "PSI Candidate Booklet." This will answer most of your questions.
6. Once you receive your MIRE number, go to [www.PSIEXAMS.com](http://www.PSIEXAMS.com) or <https://candidate.psiexams.com/index.jsp> and schedule and pay for your exam. The fee

is \$79. Being flexible as to the location and time will help you get in as soon as possible. Testing locations are located in Southfield (2), Lansing, Dearborn, etc. 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**.

- The state exam is 115 multiple choice questions and you will be given 3 hours to complete it. It is on a computer and you will be socially distanced from others and required to wear a mask. TWO pieces of picture ID are required at the testing site when you check in. They will supply you with scrap paper, pencil, calculator and a sheet with an amortization chart (you may or may not get any amortization questions needing this chart). You may not take anything or anyone in with you so lock valuables in your car.
- The test does allow you to go back and change answers if needed. When finished, you will submit your exam and the screen will tell you if you passed or not. If you passed, you will not be told your score. If you fail, you will receive your score and the proctor will give you a print-out of the topics on the test and how you scored on each topic so you can target your studying for next time. You may take the state exam as many times as you like, but you must pay the testing fee (\$79 only, not the \$88 license fee) each time you test.
- You will need to find a broker and add the broker ID number your MiPlus account within 1 year of passing your exam. The broker must approve your application before the actual license will be issued. Upon approval, your license and pocket card will be mailed to your employing broker. If this is not done within one year you will have to retake the exam but will not have to redo the class.

**For additional helpful information, please visit our website at:**

**[www.reoacademy.com](http://www.reoacademy.com), and select the “Resources” tab, then “Student Resources.”**