

1. Make sure you have an electronic copy of your Certificate of Completion; you will need this to register for your license.
 - a. To receive a certificate, you must have completed the full 40 hours of class time and passed the class final exam with a 70% or higher grade. Please email the Academy at info@reoacademy.com to arrange make-up time.
 - b. If you have misplaced your certificate, please send an email to us requesting another copy at info@reoacademy.com. NOTE: If you completed the online version of the class through *mbition*, contact them directly for your certificate.
2. Create an account with LARA by going to the **MiPlus** website at:
<https://www.michigan.gov/miplus>
 - a. 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."
3. Scroll down and view the two "how to" videos that will walk you through the process of **how to Register for a MiPlus Account and New Licensees: Applying for a License**
 - a. Use the same legal name as stated on your Certificate of Completion from class.
 - b. If you have difficulty with creating a MiPlus account, please contact LARA at:
 - c. 517-241-0199 or email to BPLHelp@michigan.gov
 - d. 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. However, the payment to MiPlus will expire after a year requiring you to pay the \$88 again to schedule a new test.
4. After you have been approved to register for the real estate salesperson examination, 24 to 48 hours later, you will receive an email directly from PSI, notifying you that you are eligible to take the Real Estate Salesperson examination. This email will include your Candidate ID (MIRE or Test taker ID) and a link to schedule your examination in the PSI system. You will need to provide PSI with your Candidate ID number when registering for examination.
5. While waiting for the PSI email, review the full Candidate Information Booklet found at reoacademy.com, select "Resources" then "Student Resources", then "PSI Candidate Booklet." This will answer most of your questions.
6. The fee is \$79. Being flexible as to the location and time will help you get in as soon as possible. Testing locations are Southfield (2), Holt, Dearborn, Marquette, Grand Rapids and Gaylord. 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**.

7. The state exam is 115 multiple choice questions which are graded and up to 10 additional experimental questions which are not graded. You will be given 3 hours to complete the test which is on a computer. TWO pieces of picture ID are required at the testing site when you check in. Please refer to the PSI booklet for a list of acceptable forms of ID. The exam proctor will supply you with scrap paper, a pencil, a 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.
8. 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 have passed or not. You must get 80 correct answers which is 70% of the 115 graded questions. If you pass, 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 the 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.
9. You will need to find a broker within one year of passing your exam. To add the broker ID number online to your account at www.michigan.gov/miplus select MiPlus Login, select "Modification" next to your application number and add your employing broker's 10-digit license number. After the selected broker approves your request, your license will be issued to your broker and you will be notified via email that the license has been issued. 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, and select the "Resources" tab, then "Student Resources."