

5 Steps To Obtaining Your Michigan Maintenance and Alteration Contractor License

Step 1. Sign up for the exam.

The Maintenance and Alteration Contractor license lets you work only in the trades you pass a trade exam in. You can be licensed in as many trades as you like but you must pass an exam for each one. There is no limit to how many trades in which you may become licensed.

Before you can apply for a license with Michigan's Bureau of Commercial Services, you must first pass an exam. The exam is given by PSI Examination Services. You must contact PSI to obtain an application to take the exam:

PSI Examination Services
100 West Broadway, Suite 1100
Glendale, CA 91210
(800) 733-9267
Fax: (818) 247-3853
<http://www.psiexams.com>

Once you have registered, allow ten (10) days to receive your *Maintenance and Alteration Contractor* booklet before scheduling to take the exam. To schedule, call PSI at 1-800-733-9267, 24 hours a day, 7 days a week. PSI will make every effort to schedule the examination center location and time that is most convenient for you. Test centers are located in Grand Rapids, Lansing, Marquette, and Southfield. The fee for taking one exam is \$45, two exams is \$61, and three exams is \$72. If you wish to become licensed in more than three trades, you may wish to take the Residential Builders Exam. Here is a list of the exams that fall under the MI Maintenance and Alteration Contractor license:

- Business and Law (required) (75 minutes)
- Screen and Storm Sash (60 minutes)
- MI Basement Waterproofing (60 minutes)
- MI Carpentry (60 minutes)
- MI Excavation (60 minutes)
- MI Gutters (60 minutes)
- MI House Wrecking (60 minutes)
- MI Insulation (60 minutes)
- MI Masonry (60 minutes)
- MI Painting and Decorating (60 minutes)
- MI Roofing (60 minutes)
- MI Siding (60 minutes)
- MI Swimming Pools (60 minutes)
- MI Tile and Marble (60 minutes)
- MI Concrete (60 minutes)

Michigan contractors are licensed by:

Builder's Unit
Bureau of Commercial Services
Department of Consumer and Industry Services
P.O. Box 30245

Lansing, MI 48909
(517) 241-9254
<http://www.michigan.gov/cis/>

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Michigan requires for this exam, refer to the list of documents and books on your state's exam page of our website. You must purchase these documents and books in preparation for the exam.

Step 3. Follow the rules.

This is a closed-book examination. No reference materials may be used during the examination. No personal items are to enter the testing center. PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car. Silent, battery operated calculators with basic functions will be admitted into the examination room.

Step 4. Start studying!

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

Step 5. Good luck on the exam!

On the day of the examination, PSI strongly recommends that you arrive at your designated exam center at least 30 minutes before your scheduled examination appointment. You will not be admitted if you arrive after your scheduled appointment time. You must present two (2) valid forms of identification before you will be admitted to test.

The test is administered via computer, but little or no computer experience is necessary in order to take the exam. The mandatory business and law section of the exam consists of 50 multiple-choice questions and lasts 75 minutes. Here are the subjects on the business and law part and the number of questions on each subject:

<u>Subject</u>	<u>Number of questions</u>
Regulator and statutory requirements	13
Business organization	2
Bidding and estimating	3
Contracts	8
Project management and supervision	2
Accounting and finance	6
Personnel	6
Insurance, bonds and liens	4
Payroll taxes	6

NOTE: THE MINIMUM PASSING SCORE FOR THE BUSINESS AND LAW EXAMINATION CHANGED TO 36 AS OF APRIL 1, 2005.