

## **5 Steps To Obtaining Your Michigan Residential Builder's License**

This license will let you work in the following trades: Basement waterproofing, Carpentry, Concrete, Excavation, Gutters and downspouts, House wrecking, Insulation, Masonry, Painting and decorating, Roofing, Siding, Storms and screens, Swimming pools, Tile and marble. This license does NOT allow you to do plumbing, electrical, or mechanical work.

### **Step 1. Sign up for the exam.**

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 *Residential Builders Laws and Rules* 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 total fee to take this exam is \$80.

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.

You must pass a two-part exam to apply for this license -- a business and law part and a trade part. The test is administered via computer, but little or no computer experience is necessary in order to take the exam. The business and law section 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

The trade exam has 100 questions and you will have 150 minutes to complete the exam. Here is a summary of the subjects on the trade part and the number of questions on each subject:

<u>Subject</u>	<u>Number of questions</u>
Layout 5	
Plans, specification and estimating	15
Excavation and sitework	4
Footings and foundation walls	7
Concrete	4
Carpentry	20
Masonry	7
Roofing	7
Insulation	5
Ventilation	3
Windows, doors and skylights	2
Siding installation	4
Interior and exterior finishing	2
Specialties	3
Safety and employee protection	12

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

NOTE: THE MINIMUM PASSING SCORE FOR THE PRACTICE/TRADES EXAMINATION CHANGED TO 73 AS OF APRIL 1, 2005.