

5 Steps To Obtaining Your Michigan Salesperson Contractor License

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 *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 this exam is \$58.

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 Salesperson exam lasts 90 minutes and consists of 45 questions. You must answer 72% correct in order to receive a passing score. Here is some information about the different topics covered on the exam:

<u>Topic</u>	<u>Number of Questions</u>
Regulator & statutory requirements	16
Contracts	16
Mathematics, Measurements, & Estimating	8
Prints, Plans, & Specifications	5