



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

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DIRECTOR

INFORMATION ON REAL ESTATE SALESPERSON LICENSE APPLICATIONS ON-LINE

Beginning December 1, 2007, **BEFORE** being eligible to register for the licensing examination all salesperson applicants **MUST** apply for licensure on-line at www.michigan.gov/iCOLA.

Information for Real Estate Salesperson Applicants:

1. Before being eligible to test, real estate salesperson candidates **MUST** access the Department's new Internet database system (iCOLA) to apply for a license at: www.michigan.gov/iCOLA.
2. Applicants will enter their information, answer questions and pay the application and license fees electronically.
3. Once the applicant completes the process, employing brokers (for those that indicate an employing broker at time of application) will be required to access iCOLA to confirm that the broker desires to have this new salesperson licensed to work for them.
4. Upon authorization to test by the Department, the applicant's information will be supplied electronically to our examination vendor, PSI Services, LLC (PSI).
5. The applicant will then need to register and pay for the licensing examination through PSI. An applicant should obtain a Candidate Information Bulletin (CIB) from PSI at www.psiexams.com or by phoning 1-800-733-9267 for complete instructions on registering for and scheduling an examination.

Information for Employing Brokers:

In order for this system to work, all brokers must access www.michigan.gov/iCOLA, and establish a user ID and password. This will allow brokers to go on-line to verify that a salesperson applicant is approved for employment in their office. (This would be the same as signing the bottom of a salesperson's paper application in the past.)

ALL brokers are encouraged to immediately access iCOLA to create a permanent user ID and password to be ready on December 1st to verify new salesperson relationships as the need arises. If you encounter difficulties getting your user name and password on iCOLA, please call the department at (517) 241-9288, press 111 to transfer to the real estate unit. Thank you!

1. Once the applicant completes the online application process, employing brokers will be required to access iCOLA to confirm that the broker desires to have this new salesperson licensed to work for them.
2. Salespersons that pass the licensing examination, but did not enter the employing broker information in the iCOLA process can, within one year of applying on-line, have their broker submit to the Department by mail or FAX, the *Employing Broker Verification*, a paper form to

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be available soon in the Forms and Publications link on www.michigan.gov/realestate. Once the broker confirms this relationship, and the Department processes the new information, PSI will mail the photo pocket card license to the salesperson.

- **When an applicant for a real estate salesperson license completes an acceptable on-line licensing application, including broker verification of employment, the applicant will receive a photo pocket license immediately upon passing the licensing examination. The picture pocket license provides authorization to begin working immediately!**
- **If a salesperson applicant does not have an employing broker at the time of application, he or she will not be eligible to receive a picture pocket license at the examination site. Once the broker verification of employment is received by the Department, the wall license, and paper pocket license will be mailed to the employing broker's main office within approximately two weeks. The photo pocket license will be mailed to the salesperson, Salespersons will be required to carry the photo pocket card license, but not the paper pocket card.**
- **The requirements to obtain a salesperson license remain the same: A 40-hour fundamentals class, passing the salesperson's licensing examination, possessing good moral character and obtaining verified employing broker status.**