



Step By Step User's Guide

Michigan 60-Hour Prelicensure Program for Residential Builders and Maintenance and Alteration (M&A) Contractors

Produced by
Builders License Training Institute
A Division of Certified Training Institute 3135
Logan Valley Rd • Traverse City, MI 49684
www.licensetobuild.com
1-800-727-7104

Thank you for purchasing our Michigan 60-Hour Prelicensure Program!

An email confirmation/purchase receipt has been sent to your email address. For your convenience, we have compiled this Step by Step guide to obtaining your Michigan Builders license. Please do not hesitate to call 1-800-727-7104 if you have any questions.

Certificates of completion should be printed and retained as proof of completion of the state required Michigan 60-hour Prelicensure Program



STEP 1: Complete the 60-Hour Program

The *60-Hour program* is made up of the eight separate courses listed below.

The courses are available online in both Video and Text. **It is NOT necessary to complete both versions.** You can choose whether you want to watch a video version or read the text version. Be sure to complete *all quizzes in one version* or the other.

You may start with any course you choose, there is no required order.

1. *Business of Building*
2. *Contracts, Liabilities and Risk Management*
3. *Project Management for Contractors*
4. *Marketing for Building Contractors*
5. *Building Green*
6. *Residential Code Review*
7. *Michigan Construction Safety*
8. *Overview of Building Trades*



As you complete each course, you will be able to print a certificate of completion. These certificates do not expire. You may find it helpful to keep this document and any loose paperwork in a large envelope or pocket folder.

Please use the check boxes below to keep track of completed courses and their certificates:

<input type="checkbox"/>	Business of Building	<input type="checkbox"/>	Building Green
<input type="checkbox"/>	Contracts Liability & Risk Management	<input type="checkbox"/>	Residential Code
<input type="checkbox"/>	Project Management	<input type="checkbox"/>	Michigan Construction
<input type="checkbox"/>	Marketing for Contractors	<input type="checkbox"/>	Overview of Building Trades

For access to your online study courses login at www.licensetobuild.com with the username and password created during registration.

Write your login information below to help you remember.

Username (or Login Name): _____

Password: _____

STEP 2: Submitting Your Application to the State



After you complete the 60 Hour Prelicensure program, you will need to send your licensing application, copies of all 8 certificates, payment and all requested documents (including a copy of operator's license or state personal identification card) to the State of Michigan.

Click on an application type below to download a hardcopy:

- [Individual Residential Builder or Maintenance & Alteration Contractor License Application](#) - All Residential Builders and Maintenance & Alteration applicants MUST complete this application

- [Corporation, Limited Liability Company or Partnership Residential Builder and Maintenance & Alteration Contractor License Application](#) - All Corporations, LLC, and Partnerships need to complete this application in **addition** to the individual application. Without this application you, as an individual builder, will not be linked to your business and you will not be able to write contracts in your business name.

Michigan's application fee is \$195 per application.

It can take two to six weeks for the State of Michigan to approve your application and mail a letter granting permission for you to register and take the State Exams.

Your application approval by the State of Michigan is good for one year from the date Michigan received your application.

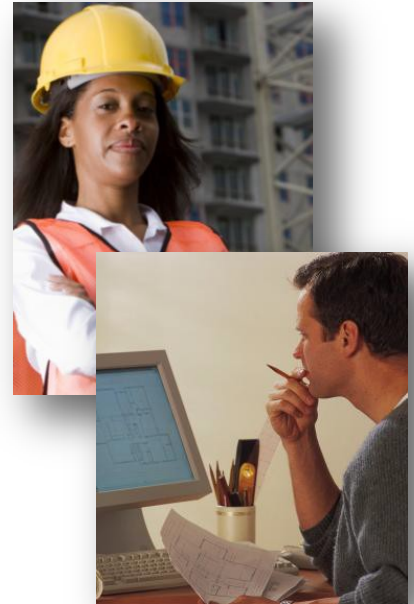
We recommend you begin studying for the exam while you are waiting for approval. **Step three** includes a list of the study courses/materials that we have provided so that you may use your time wisely, reviewing only those areas that may be addressed on the exams. Exam prep quiz questions are pulled from an extensive pool of questions.

STEP 3: Prepare and Register for the State Exam

Preparing for the Exam

The following materials are available to study:

- Your online account includes:
 - Business of Building Course - [Video recommended](#)
 - Overview of Building Trades Course - [Video recommended](#)
 - MI Free Exam Prep Business & Law
 - MI Free Exam Prep Trades
 - MI Free Construction Math Tutorial
- Downloadable Handouts, within Exam Prep courses:
 - [MIOSHA Review Study Guide](#)
 - Reading House Plans (3 Parts)
 - [Blue Prints](#)
 - [Reading House Plans Notes](#)
 - [Reading House Plans Questions](#)
 - [Interpretations of Article 1-6, Article 24, Lien Laws](#)
 - [PSI Candidate Information Bulletin](#), review the test question breakdown



Study & Exam Tips:

- If you are guessing at an answer or do not understand the concept behind the questions in the exam prep courses, look it up! You may review the courses more than once and have the ability to erase your answers.
- Be aware that exam questions may have a “twist” so you will need to understand the material from all aspects.
- When testing, carefully read the question in its entirety, don't assume you know what they are asking.

Scheduling Your Exam



PSI (Psychological Services, Inc.) administers the state exam. To register call PSI at 1-800-733-9267 or visit their website at www.psiexams.com

- The cost is \$111 for the Residential Builders exam and varies for the Maintenance & Alteration exams
 - Exams are given weekly in Southfield, Grand Rapids, Lansing and periodically in Marquette and Gaylord
 - You will be taking two exams for your builder's license:
 - Business and Law - 50 questions (75 minutes)
 - Trades:
 - Residential Builders Trades - 100 questions
 - Maintenance & Alteration Trades - exam varies with trade.
- Click [here](#) for more information

STEP 4: Continuing Competency or Education (CE)

You are required to complete:

- 21 hours by your third and sixth anniversary of becoming licensed (this is not the same as your renewal date).
The 21 hours must include:
 - one hour of code, one hour of law, and one hour of safety
 - The state recommends a minimum of 3 hours of continuing education during each anniversary year. A full 21 hours must be completed by your 3rd anniversary and again by your 6th anniversary
- After you have been licensed for 6 years, you will only need 3 hours of CE per 3 year renewal cycle. It must include one hour of code, one hour of law and one hour of safety

Your license cycle ends May 31st every three years and is different than your anniversary date.

Where Do I find Continuing Education Courses?

We offer a large variety of continuing education courses that are reasonably priced and **WE KEEP TRACK of YOUR CE HOURS** for you! Please visit www.licensetobuild.com or call 1-800-727-7104.

When Do I Renew?

Michigan sends a renewal notice in advance of your renewal date and generally asks you to affirm that you have taken the required number of continuing competency hours and own the most current edition of the *Michigan Residential Code Book*. They will audit a percentage of builders each cycle to assure compliance.

EPA LEAD PAINT RENOVATION CERTIFICATION

We also provide a lead paint renovation course in several locations throughout Michigan. Private classes are available upon request. Please go to www.licensetobuild.com or call us at 1-800-727-7104 for more information.

