

**Real Estate
Salesperson
New Application**
www.michigan.gov/icola

Login Screen

To create an account select “**I need to create an account to use online services**”

If you already have an account created, select “**I would like to login to my account**”

**LARA**
Department of Licensing and Regulatory Affairs

**MICHIGAN.GOV**
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)**Bureau of Professional Licensing****Commercial Occupation Licensing Application (iCOLA)** [Main](#) [Help](#)

NOTICE: Certain versions of your Internet browser may not be compatible with the payments page. If you should experience a problem making your payment, please log back in using a different Internet browser.

If you are a qualifying veteran wishing to have your fees waived for your new application for licensure, please submit a paper application by mail. You may request an application be sent to you by email at BPLHelp@michigan.gov or by calling our office at (517) 373-8068.

In addition to the application and other required documentation, you will be required to submit form DD214, DD215, or any other form acceptable to the Department to demonstrate that you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

What would you like to do?

- ☐ I would like to login to my account.
- ☐ I need to create an account to use online services.
- ☐ I would like to renew a license with no changes.

Subm

NOTE: Please [disable all popup blockers](#) prior to logging into this website.

[Michigan.gov Home](#) | [iCOLA Home](#) | [Contact BPL](#) | [LARA Home](#) | [State Websites](#)
[Accessibility Policy](#) | [Link Policy](#) | [Security Policy](#)

Copyright © 2005- State of Michigan

Request a New Account

Select the option for an individual as highlighted below

**LARA**
Department of Licensing and Regulatory Affairs

**MICHIGAN.GOV**
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)

Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA) [Main](#) [Help](#)

Request a New Account

If you are a qualifying veteran wishing to have your fees waived for your new application for licensure, please submit a paper application by mail. You may request an application be sent to you by email at BPLHelp@michigan.gov or by calling our office at (517) 373-8068.

In addition to the application and other required documentation, you will be required to submit form DD214, DD215, or any other form acceptable to the Department to demonstrate that you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

Please enter the information below:

- ☐ If you are an individual, please enter your last name, last 4 digits of social security number and date of birth below.
- ☐ If you are a company, please enter your license # below.
If you do not currently hold a license or your license is inactive, please visit www.michigan.gov/bcs for more information.

*Required Field

[Michigan.gov Home](#) | [iCOLA Home](#) | [Contact BPL](#) | [LARA Home](#) | [State Websites](#)
[Accessibility Policy](#) | [Link Policy](#) | [Security Policy](#)

Copyright © 2005- State of Michigan

Enter in the information as requested and then click **Submit**

**Department of Licensing and Regulatory Affairs**

**MICHIGAN.GOV**
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)

Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA) [Main](#) [Help](#)

Request a New Account

If you are a qualifying veteran wishing to have your fees waived for your new application for licensure, please submit a paper application by mail. You may request an application be sent to you by email at BPLHelp@michigan.gov or by calling our office at (517) 373-8068.

In addition to the application and other required documentation, you will be required to submit form DD214, DD215, or any other form acceptable to the Department to demonstrate that you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

Please enter the information below:

- ☒ If you are an individual, please enter your last name, last 4 digits of social security number and date of birth below.

Last Name:*
SSN (Last 4 digits):*
Date of Birth:* x (MM/DD/YYYY)
License #: ?

- ☐ If you are a company, please enter your license # below.

*Required Field



[Michigan.gov Home](#) | [iCOLA Home](#) | [Contact BPL](#) | [LARA Home](#) | [State Websites](#)
[Accessibility Policy](#) | [Link Policy](#) | [Security Policy](#)

Copyright © 2005- State of Michigan

Complete the Registration by filling in the fields.

All fields marked with a “*” are required.

This is where you will create your User ID and Password – Remember to write it down!

LARA

Department of Licensing and Regulatory Affairs

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)

Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA) [Main](#) [Help](#)

Please enter the registration information below..

*Required Field

First Name:*
Middle Name:
Last Name:*
Generation:
Birth Date:*
SSN:*
Confirm SSN:*
Street Address1:*
Street Address2:
Street Address3:
City:*
Country:*
Email:*
Phone:
User ID:*
Password:*
Confirm Password:*

(MM/DD/YYYY)

 State:* Zip:*

 (9999999999) x :

 (Must be 8 characters containing both alpha and numeric characters)
 (Must be 8 characters containing both alpha and numeric characters)

Register

Registration is successful!
Click the [Login](#) link

**Department of Licensing and Regulatory Affairs**

**MICHIGAN.GOV**
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)**Bureau of Professional Licensing****Commercial Occupation Licensing Application (iCOLA)** [Logout](#) [View Cart](#)


Attention


You have successfully registered. Please login to access the online services.

[Login](#)

[Michigan.gov Home](#) | [iCOLA Home](#) | [Contact BPL](#) | [LARA Home](#) | [State Websites](#)
[Accessibility Policy](#) | [Link Policy](#) | [Security Policy](#)
Copyright © 2005- State of Michigan

Login in using the User ID and Password that was just created
Click the “[Submit](#)” button

**Department of Licensing and Regulatory Affairs**

**MICHIGAN.GOV**
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)**Bureau of Professional Licensing****Commercial Occupation Licensing Application (iCOLA)** [Main](#) [Help](#)

NOTE: Please [enable javascript](#) and [disable all popup blockers](#) prior to logging into this website.

Please enter your User ID and the Password to access your account..

User ID:

Password:

Note: password is case sensitive

[Submit](#)

[Clear](#)

[Main](#)

[Reset Password/Forgot Password?](#)

[Michigan.gov Home](#) | [iCOLA Home](#) | [Contact BPL](#) | [LARA Home](#) | [State Websites](#)
[Accessibility Policy](#) | [Link Policy](#) | [Security Policy](#)
Copyright © 2005- State of Michigan

Click on the "[Apply for a New License](#)" link

**LARA**
Department of Licensing and Regulatory Affairs

**MICHIGAN.GOV**
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)

Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA) [Logout](#) [View Cart](#)

Attention

The services listed below are available to you

[Apply for a New License](#)

[Michigan.gov Home](#) | [iCOLA Home](#) | [Contact BPL](#) | [LARA Home](#) | [State Websites](#)
[Accessibility Policy](#) | [Link Policy](#) | [Security Policy](#)
Copyright © 2005- State of Michigan

Be sure to choose the items shown below for the 3 drop down boxes and then click the "Continue" button

LARA
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)

Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA)

[Logout](#) [Help](#) [View Cart](#) [Home](#)

Apply for a New License

The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.

Profession:	Real Estate	▼
License Type:	Real Estate Salesperson	▼
Obtained By:	Examination	▼

"


The iCOLA application system is for **NEW** license applicants who have never held a Michigan real estate salesperson license and have not taken and passed the exam within the past year. If you have ever held a Michigan real estate salesperson license please visit www.michigan.gov/realestate for information regarding relicensure. If you have already taken and passed the exam (within the past year) you cannot submit your application through iCOLA. Please use the application provided when you took the exam or email us at BPLHelp@michigan.gov for an application.

A **NEW** real estate salesperson license is obtained by Exam. After completing and paying for your license application through iCOLA, you will need to register and pay for your exam through our exam contractor, PSI Services, LLC (PSI). Exam registration information will be provided on your iCOLA receipt.


"

Continue

Read the page and then click the “Next”

**LARA**

Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)

Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA)

[Logout](#) [Help](#) [View Cart](#) [Home](#)

Application for Real Estate Salesperson License

To become licensed as a real estate salesperson you must:

- Complete 40 clock hours of approved real estate fundamentals not more than 36 months before the date of application.
- Successfully complete the licensing exam.
- Be at least 18 years of age.
- Have a licensed broker agree to sponsor you to become licensed.
- Be of good moral character.
- File an irrevocable Consent to Service of Process if you are a non-resident applicant.

You may be allowed to take the licensing exam without being sponsored by an employing broker, however you will not receive a license until you are under the supervision of a licensed broker. Your exam grades are valid for 1 year. If you do not report that you are in the employ of a licensed broker within 1 year of completing the exam, your grades become invalid and you would be required to retake the exam.

If you report an employing broker, that broker must use the Internet to access the iCOLA web application to Approve or Deny the relationship.

If you have reported that you have been convicted of a felony your application will be pending until we conduct required background checks. You will not be able to schedule your licensing exam until all matters are resolved.

Next

Verify your street address

Then click “Next”

LARA
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)

Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA)

[Logout](#) [Help](#) [View Cart](#) [Home](#)

Please verify your residence address:

Street Address:

222 W. 2nd St.

Apt 2

City:

Jackson

State:

MI

Zip:

49202

Country:

United States

Email:

twotwenty@twotwo.com

Phone:

5172222222

x :


Next

[Michigan.gov Home](#) | [iCOLA Home](#) | [Contact BPL](#) | [LARA Home](#) | [State Websites](#)
[Accessibility Policy](#) | [Link Policy](#) | [Security Policy](#)

Copyright © 2005- State of Michigan

Complete the highlighted fields, read the certification, and then click “eSignature”
If you do not have an employing broker at this time, you may still take the exam, but will not be eligible to receive a photo identification license card, or a license upon completion of your exam

Once you decide on the employing broker, the [Real Estate Associate Broker or Salesperson License Transfer Application or Employing Broker Notification form](#) will need to be submitted to this office

**LARA**
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Web Site

[Michigan.gov Home](#) | [iCOLA Home](#) | [BPL Home](#) | [Contact BPL](#) | [LARA Home](#)

Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA)

[Logout](#) [Help](#) [View Cart](#) [Home](#)

Questions

Please answer the following questions by choosing the correct answer from the drop-down list or entering the requested information. Click the **eSignature** button when you have answered all questions.

Have you been convicted of a felony not previously reported to the Department for this license type or occupation? (Your license application may be held pending the review of the information you provide.) *

Do you reside outside the State of Michigan? If you answer Yes to this question, you are required to complete and submit a [Consent to Service of Process](#) form as part of your application. No *

List the 10 digit permanent ID number of your employing broker. If you do not have an employing broker, you may take the exam, but will not be eligible to receive a photo identification license card, or a license upon completion of your exam. Your license application will be held pending receipt of employing broker information. If you do not provide employing broker information within 1 year from the date you applied for your license, your exam score will no longer be valid and you will be required to retake the exam.

Broker Permanent ID number will begin with 6505 OR 6504

Please select the name of the school from which you earned a Certificate of Completion for an approved 40 hour pre-licensure program. *

Please indicate the date you completed an approved 40 clock hour prelicensure course in principles of real estate provided by an approved real estate school. (MM/DD/YYYY) (Note: The real estate prelicensure course cannot be completed more than 36 months before the date of this license application.) *

* Required Field

I understand that clicking the **eSignature** button below constitutes my electronic signature attesting to the following: I certify that the statements in this electronic application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I agree the Department is required by law to obtain my social security number pursuant to MCL 338.3434(a).

eSignature

[Michigan.gov Home](#) | [iCOLA Home](#) | [Contact BPL](#) | [LARA Home](#) | [State Websites](#)
[Accessibility Policy](#) | [Link Policy](#) | [Security Policy](#)

When you are ready to check out, check the box for the new application item in your cart and then click **"Pay Now"**

NOTE: The fee will vary depending on when during the 3 year license cycle you are applying

The screenshot shows the Michigan.gov website for the Department of Licensing and Regulatory Affairs (LARA). The page is titled "Online Invoice" and displays a list of online services. A red arrow points to the "Pay Now" button.

Name: Smith, Jeff

Item #	Select to remove items from the cart	License #	Description	Qty	Amount
1	<input checked="" type="checkbox"/>	PENDING	NEW APPL (Real Estate Salesperson)	1	\$88.00

TOTAL: \$88.00

Buttons: Remove Item, Pay Now, Back, Home

Navigation links: Michigan.gov Home | iCOLA Home | BPL Home | Contact BPL | LARA Home | State Websites | Accessibility Policy | Link Policy | Security Policy

Copyright © 2005- State of Michigan

You will be prompted for your email address. This is optional if you would like confirmation of the payment

The screenshot shows a "Script Prompt" dialog box from michigan.gov. The text inside the dialog box reads: "Please enter your own e-mail address to receive the confirmation for your order or leave it blank". There is a text input field below the text, and "OK" and "Cancel" buttons to the right.

Visa, MasterCard, or Discover Card are the available payment options
Click "Next" to continue to make the payment

LARA
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Website

Payment Method




iCOLA Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module.
This process is being used as a secure means of processing credit card and electronic check authorizations.
Payment may be made with a valid Visa, MasterCard, or Discover. This payment will appear on your statement as "State Occupation Lic."
To begin the payment process, click on "NEXT" in the box below.

* Indicates required field

Choose method of payment

☒ Pay by credit card



[Back](#) [Next](#) [Exit](#)

[Michigan.gov Home](#)
[Accessibility Policy](#) | [Link Policy](#) | [Privacy Policy](#)

[LARA Home](#) | [State Web Sites](#)
[Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

Complete the required fields and then click **Next**

LARA
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Website

Payment Information

iCOLA Payment Request

To continue the payment process, click on "NEXT" in the box below.

* Indicates required field

Billing Address

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

City:

State: Select State

*Zip:

Phone:

*E-Mail:

Payment Details

*Payment Amount: 88.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date: * Month * Year

Back

Next

Exit

Note: Do not use the Back Button on your browser to navigate from this page before your payment has processed. Doing so may prevent your application from processing and may still charge your account.

13


Review and confirm the payment

Click "Pay Now"

NOTE: The fee will vary depending on when during the 3 year license cycle you are applying

iCOLA Payment Request

To confirm your payment information, click on "Pay Now" in the box below.

Address
Billing Address: George Jefferson 227 Moving Up Way Chicago, IL 90037 george@wowway.com
Payment Method
Credit Card  George Jefferson x0026 12/17
Payment Amount
Amount: 36.00 USD
Total: 36.00 USD
<div>Back Pay Now Exit</div>

You have completed your application!

After payment has been submitted, you will receive payment confirmation

(note: this information is static and does not change based on the answers to the questions)

!! Your payment has been submitted. XXX

Payment Confirmation

Your payment of \$36 for the license services submitted on Fri Jan 09 11:04:44 EST 2015 has been accepted. Your payment confirmation number is **15010901049840**.

Required Additional Documentation (if applicable)

- If you listed an employer during the iCOLA application process, please inform your employer that you have completed this license application. You will be able to register for the exam; however, your application will remain incomplete and you will not receive a license until your employing broker accesses iCOLA and approves your request.
Once you have passed your exam and if you did not list an employer, your license application will remain incomplete and you will not receive a license until the Department receives a completed [Employing Broker Notification](#) form.
- If you answered "yes" to the question regarding a felony conviction, you will receive notification from the Department regarding what additional information is required. After the Department receives, reviews, and approves your additional documentation you will receive an email notifying you of your authorization to register for the exam.
- If you answered "yes" to having an out of state address, you will need to complete and submit a [Consent to Service of Process](#) form.

After your application has been approved by the Department, you will receive an email providing you with your Exam Candidate ID number, which is required to register for the exam. This email should arrive within 2 business days of your approval and will include complete exam registration instructions. Your license application will remain incomplete until you have completed all licensing requirements.

License application fees are valid for one year and all requirements for licensing must be completed within one year from today's date or you will be required to reapply.