

Michigan Licensing & Exam Procedures



Step 1: Schedule Your Training Program

- Call Financial Services Institute at 248.374.1010 to schedule your Michigan approved training program or access our website at www.webfsi.net choose classroom/pre-licensing for a schedule of classes then click **Registration** to register for class or correspondence program. Michigan currently requires pre-licensing training be completed by an applicants prior to taking the following licensing exams

License Line	Hours Required
Life	20 hours
Accident & Health	20 hours
Life, Accident & Health	40 hours
Property	20 hours
Casualty	20 hours
Property & Casualty	40 hours

- Print a copy of the Michigan Licensing Information Bulletin which can be accessed on the web at www.psiexams.com. Click **state and government agencies** then choose **Michigan**. This information will explain the complete licensing process and answer any other questions you may have.

Step 2: Scheduling Your State Exam

There are two methods you can use to schedule your exam: 1) Phone 800-733-9267 or 2) www.psiexams.com and create an account to register. You must have the following information available to register for your exam.

- Full Legal Name, address, social security number, date of birth and;
- Exam Codes and;

Exam Code	Exam Name
16-65	Life Producer
16-66	Accident & Health Producer
16-80	Life, Accident & Health Producer (Combination Exam)
16-67	Property Producer
16-68	Casualty Producer
16-81	Property & Casualty Producer (Combination Exam)
16-83	Variable Life and Annuities Producer
16-84	Life and Variable Life and Annuities Producer

- Provider School Code: **Financial Services Institute : #0045**
- The course code for the examination you will be taking. This course code differs between providers. Financial Services Institute's course codes are as follows.

Course Code	Course Name
52531	Life
52519	Accident & Health
52562	Property
52501	Casualty

- Course Completion Date

This information will be provided by Financial Services Institute

➤ Examination Locations.

Test Site	Address
Southfield	26400 Lahser Road, Suite 150, Southfield, Michigan 48033
Dearborn	3200 Greenfield Road, Suite 253, Dearborn, Michigan 48120
Holt-Lansing	4202 Charlar Drive, Suite 1, Holt, Michigan 48842
Grand Rapids	4595 Broadmoor, Suite 201, Grand Rapids, Michigan 49512
Gaylord	440 W. Main Street, Suite D, Gaylord, Michigan 49735
Marquette	Mid Towne Office Complex, 1229 W. Washington, Marquette, Michigan 49855

- Examination Fee \$40.00 payment (Mastercard, Visa) ***To cancel or reschedule an examination, you must do so at least 2 business days prior to the exam date or exam fees are forfeited.***

Step 3: Apply for your license/Pay for Fees

The license fee varies per license type (see below)

- **On-line application** The State of Michigan uses the National Insurance Producer Registration (NIPR) online application at www.nipr.com on the left hand navigation bars choose "Licensing & Renewal Application", choose "Apply for a new license"(Resident). Scroll to the bottom of the page and click "Begin". You will be required to pay the license fee over the internet. Print a completed copy of the application, receipt and follow up page for your records.

License Type	Michigan Fee	NIPR Transaction Fee	Total Fee
Resident Insurance Adjuster	\$15.00	\$5.00	\$20.00
Resident Adjuster for the Insured	\$15.00	\$5.00	\$20.00
Resident Insurance Counselor	\$20.00	\$5.00	\$25.00
Resident Producer	\$10.00	\$5.00	\$15.00
Resident Surplus Lines Producer	\$110.00	\$5.00	\$115.00
Resident Solicitor	\$20.00	\$5.00	\$25.00

Step 4: Exam Day Check List

Please plan to arrive at least 30 minutes prior to the start time of your exam. Bring all items below:

- Failed Score Report (if applicable)
- Government issued photo ID.
- Secondary Form of Identification. (signed credit card, birth certificate, social security #) ***Student or Work ID is NOT acceptable.***

You will not be allowed to test if you do not have the proper documentation and you will forfeit your examination fee of \$40.00.

Good Luck on your exam.