

Michigan Licensing & Exam Procedures (non-certificate)



Step 1: OBTAIN STUDY MATERIAL

Call Financial Services Institute at 248.374.1010 to order study material to prepare for your exam. You may access our website at www.webfsi.net choose "Self Study Shop" for a list of our correspondence courses then click **Registration** to order your program. Michigan currently does not require pre-licensing training and a certificate prior to taking the licensing exam.

License Line
Adjuster (Public)
Adjuster (Independent)
Adjuster (w/work Comp)
Accident & Health Counselor

License Line
Credit Insurance
Limited Lines P&C
Life Counselor
Surety & Fidelity Producer

Print a copy of the Michigan Licensing Information Bulletin which can be accessed on the web at www.michigan.gov/difs Click **Insurance** then choose **licensing then** This information will explain the complete licensing process and answer any other questions you may have.

Step 2: STUDY and PREPARE

Read all study material and take all practice exams. Do not memorize practice exam questions.

Step 3: APPLY FOR YOUR LICENSE

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: SCHEDULE 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 License types;

Exam Code	Exam Name
16-70	Adjuster (Public)
16-71	Adjuster (Independent)
16-72	Adjuster (w/work Comp)
16-85	Accident & Health Counselor

Exam Code	Exam Name
16-78	Credit Insurance
16-75	Limited Lines P&C
16-73	Life Counselor
16-86	Surety & Fidelity Producer

Choose your 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

If you are retaking an exam, please have your failed score report available. Examination Fee is \$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.***

Exam Day Check List

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

- Government issued photo ID.
- Secondary Form of Identification. (signed credit card, birth certificate, social security #) ***Student or Work ID is NOT acceptable.***
- If you are retaking an exam, please have your failed score report available.

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.