Department of Licensing and Regulatory Affairs

LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

RESIDENTIAL BUILDER, MAINTENANCE AND ALTERATION (M&A) CONTRACTOR, AND SALESPERSON HANDBOOK

PSI Services LLC
https://test-takers.psiexams.com/midlrars
Email: LARA-BCC-Licensing@michigan.gov

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Please refer to our website to check for the most updated information at https://test-takers.psiexams.com/midlrars.

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EXAMINATIONS BY PSI Services LLC

This Candidate Information Bulletin provides you with information about the examination process for becoming licensed as a Residential Builder, Maintenance and Alteration (M&A) Contractor, or Salesperson in the State of Michigan.

The Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer examination centers in Michigan.

*****VERY IMPORTANT*****

LICENSE APPLICATION INFORMATION

PRIOR TO TESTING

Before applying to PSI to take your **Residential Builder or Maintenance and Alteration Contractor (M&A)** licensing examinations you must first apply for licensure. The license application is available at the State of Michigan's website located at www.michigan.gov/bcc and select the appropriate application under "Forms", "Licensing".

Once the Department has approved you for testing, your information will be forwarded from the Department to PSI. This notification will allow the authorized candidate to register, pay for and schedule the required licensure examination. Once you have passed your examination(s), the State of Michigan will be electronically notified by PSI so that your license can be issued and mailed to you.

All licensure requirements, including the passing of the examination(s), must be completed within one year from the date your license application was received by the Department. If not completed within one year, the fees paid to the State will be forfeited to the Department and the license application shall be void pursuant to MCL 339.409(3) and 2006 AACS, R 338.1521(1).

Builder/M&A Contractor Salesperson licensing examination candidates do NOT need to apply to the State before testing. There is no pre-licensure education requirement for the salesperson. Only the State of Michigan may determine your eligibility for a license.

For information about licensure requirements, please access the State of Michigan Residential Builders web page at www.michigan.gov/bcc. All questions concerning the requirements for licensing should be directed to:

Department of Licensing and Regulatory Affairs
Licensing Division – Builders
Bureau of Construction Codes
P.O. Box 30254
Lansing, MI 48909
Phone: 517-241-9316 Fax: 517-373-9570
www.michigan.gov/bcc
Email: LARA-BCC-Licensing@michigan.gov

INTRODUCTION

All candidates for the Residential Builder or M&A Contractor examinations must receive Authorization to test from the Department before registering with PSI for the examinations.

Please read this Candidate Information Bulletin and if taking the M&A Contractor examinations, the appropriate trade supplements, carefully. These provide detailed content specifications for each examination, including numbers of questions.

Examination Parts

Effective 11/14/19 the Residential Builder Practice/Trade part and M&A parts will be combined with the Business & Law part. Candidates will no longer be allowed to test for the Residential Builder, M&A, or Business & Law parts separately. First time candidates and repeat candidates will have to take the combined examinations each time they register.

M&A first time candidates MUST register and sit for the minimum of one trade examination. M&A candidates may sign up for a maximum of two trade examinations. For each trade examination, candidates will answer Business and Law questions.

Builder/M&A Contractor Salesperson Candidates may pay and schedule without applying to the State of Michigan. You must use your social security number as the ID# when scheduling.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

NO WALK-IN EXAMINATIONS WILL BE ALLOWED. All candidates must be pre-registered for an examination.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

PSI will make every effort to schedule the examination site and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET.

- **ON-LINE** (https://test-takers.psiexams.com/midlrars)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at https://test-takers.psiexams.com/midlrars. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

- **PHONE ((855) 579-4635)**

  Contact a PSI registrar by telephone, Monday-Friday between 7:30am and 10pm, or Saturday-Sunday between 9:00am and 5:30pm, Eastern Time. You will be given

available dates for scheduling your examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American Express or Discover).

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at https://test-takers.psiexams.com/midlrars or call PSI at (855) 579-4635.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.

EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (855) 579-4635 or by. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge. You may also check our website at https://test-takers.psiexams.com/midlrars.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

Alternative Test Delivery Arrangements

The following options are available to all candidates seeking assistance taking the Residential Builder, Maintenance and Alteration (M&A) Contractor, or Salesperson examination(s) for an additional fee.

Additional Time While Taking the Examination

Candidates may request to take the examination with extra time. The candidate will be given time & 1/2 and there will be an additional fee of $50 per examination.

Request for a Reader along with Additional Time

Candidates may request to have the examination read to them in English with extra time & 1/2 for an additional fee of $50 per examination. PSI will provide the reader.

Candidates applying for exam accommodations must fill out the exam accommodations request form by Clicking Here.

EXAMINATION FEES

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

Residential Builder Practice/Trade and Business/Law Combination

First time testing $117
Retest $117

M&A Contractor Trade and Business/Law Combination

First time, one portion..... $70
First time, two portions..... $99
First time, three portions..... $114

Retest, one portion..... $70
Retest, two portions $99
Retest, three portions $114

Salesperson

First time $85
Retest $85

Fees are good for one year from date of registration.

EXAMINATION CENTER LOCATIONS

All examination centers are accessible in accordance with the 1990 Americans with Disabilities Act.

Dearborn Examination Center
3200 Greenfield Road, Suite 253
Dearborn, MI 48120

Holt-Lansing Examination Center
4202 Charlar Drive, Suite 1
Holt, Michigan 48842

Southfield-Crossroads Examination Center
Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

Southfield-Lahser Road Examination Center
26400 Lahser Road, Suite 150
Southfield, Michigan 48033

Grand Rapids Examination Center
4595 Broadmoor Ave SE, Suite 201
Grand Rapids, MI 49512

Gaylord Examination Center
440 W. Main St., Suite D
Gaylord, MI 49735

Marquette Examination Center
Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

TAKING THE EXAMINATION

Arrival at the Examination Center

On the day of the examination, it is strongly recommended that you arrive at your designated examination center *at least 30 minutes before your examination appointment*. This extra time is for sign-in and identification verification. ***You will not be admitted if you arrive after your scheduled appointment time***.

Required Identification

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION – Choose One
NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

Tutorial

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

Test Question Screen

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

Security Procedures

The following security procedures apply during examinations:

- Only calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet are permitted. Calculators that convert measurements from inches to feet to yards such as Construction Master I and Master II, Handyman, and Measure Maker are **not** allowed.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include**, **but are not limited to**, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

EXAMINATION SCORE REPORTING

Score Report

A written score report will be provided to you by PSI immediately following the administration of the examination(s) at the examination center. Examination scores are confidential and will be given only to you and the Department. Candidates passing the examination will receive ONLY a score indication of PASS. Passing numeric scores are not available. Candidates who do not pass will receive an individual score for each of the major sections in the examination content outline. Candidates should use this information to assist them in studying for the re-examination.

Residential Builder and M&A Contractor candidates will be required to submit a license application form to the Department prior to testing.

You can print the score report from your online account.

Examination Review

No post-examination review is authorized. PSI, in cooperation with the Department, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate candidate results and adjust them accordingly. This is the only review of the examination available to candidates.

EXPERIMENTAL QUESTIONS

In addition to the total number of questions on each examination, up to ten (10) experimental (additional) questions may be included in each examination. These questions will NOT: a) be identified; b) be counted in your final score; or c) take time away from the total examination time.

The administration of such unscored, experimental questions is an essential step in developing future licensing examinations that are valid and reliable.

RESIDENTIAL BUILDER EXAMINATION

Residential Builder Examination

In order to obtain a license as a Residential Builder, you must apply for licensure and examination with the Department and pass a Business and Law and Practice/Trade combination examination within one (1) year from the date your application is approved by the Department. Failure to achieve licensure within this one-year period will require you to reapply and forfeit any fees paid.

MI Residential Builder Examination Specifications			
Exam	**Total # of Exam Questions (50 of which will be Bus & Law Questions)**	**Passing Raw Score**	**Exam Time Limit (Mins)**
Residential Builder	160	116	240

The Business and Law Section Content Outline

The Business and Law section of the examination must be passed by individuals applying for either the Residential Builder or the M&A Contractor license. The Business and Law section consists of 50 multiple-choice questions. The number of questions relating to each area on the examination is shown in parentheses.

This examination is CLOSED BOOK. NO reference materials are allowed in the examination center.

Regulatory and Statutory Requirements (13 questions)
1. Licensing Process and Requirements (application, renewal, display, suspensions and revocations of individual license, Company license)
2. Regulations Governing Conduct and Penalties (place of business, advertising, sales agreements, financial statements, name)
3. Complaints
4. Investigations
5. Hearings
6. Independent Arbitration
7. Permitting and Inspection Requirements
8. Civil Rights (Elliot-Larson Civil Rights Act)
9. Fair House and American Disabilities Act (ADA) (Michigan Barrier Free Design, sales, office facility, hiring, employee practices)
10. EPA Regulations for Hazardous Materials (asbestos, lead, radon)
11. Salespersons
Types of Business Organization (4 questions)
1. Proprietorships
2. Limited Liability Companies (LLC)
3. Corporations
4. Partnerships
Estimating (1 question)
1. Estimating Pertaining to Residential Building
Contracts (7 questions)
1. Requirements
2. Definition
3. Types
4. Terminology
5. Binding

6. Addenda
7. Change Orders
8. Warranties
9. Financing Requirements
10. Breach
Project Management and Administration (6 questions)
1. Quality Assurance/Quality Control
2. Materials/Logistics
3. Cost Management
4. Subcontractors
5. Inspections
6. Scheduling
7. Draws
8. Progress Payments
9. Retainage
10. Customer Service
Accounting and Finance (6 questions)
1. Payroll
2. Tax Obligations (Federal, State, Unemployment
3. Costs and Expenses
4. Sales and Accounts Receivable
5. Cash Flow
6. Balance Sheets
7. Income Statements
8. Ratios
Insurance, Bonds and Liens (11 questions)
1. Insurance
a. Liability
b. Workers' Compensation
c. Vehicle
d. Property
e. Property Damage
f. Title
g. Employee (social security, unemployment, disability, benefits)
h. Business
i. Accident
2. Builders' Risk
3. Bonds
4. Liens Placement (Construction Lien Act)
Personnel (2 questions)
1. Employee Safety and Administration (recordkeeping, MIOSHA, penalties)
2. Federal and State Labor Laws (wages, overtime, minors)
3. Employee Benefits (health, retirement, vacation, etc.)

The Practice/Trade Section Content Outline

The Practice/Trade section of the examination consists of 110 multiple-choice questions. The number of questions relating to each area on the examination is shown in parentheses.

This examination is CLOSED BOOK. NO reference materials are allowed in the examination center.

Site Engineering (5 questions)
1. Surveying (reference points, monuments, flood plains, wetlands, benchmarks)
2. Septic requirements
3. Well requirements
4. Plot plan (building lines, setbacks, easements, restrictions, utility source locations)
5. Elevations (transit level, topographical)
6. Survey plans and symbols
Plans, Specifications and Estimating (14 questions)
1. Green building materials and methods
2. Construction techniques (new construction, remodeling)
3. Costs and labor estimating (material, equipment, project-specific gross income)
4. Installation (requirements allowing materials to acclimate)
5. Documentation procedures (submittals)
6. Permits/inspections based on permits
7. Types of plans (floor, framing, truss erection, foundations)
8. Symbols and legends
9. Scales and dimensions
10. Views, sections, and details
11. Schedules (window, door)
12. Materials estimating (takeoffs, volumes, measurements, areas, board feet)
Excavation/Sitework (9 questions)
1. Demolition methods and equipment
2. Federal requirements related to hazardous materials (asbestos, lead abatement)
3. Protection procedures prior to demolition (vegetation, structures, wildlife, artifacts)
4. Soil (testing, types, characteristics, compaction, material options)
5. Code requirements of drainage and water work
6. Trenching and excavating (methods, techniques)
7. MISS DIG
8. Soil erosion and sedimentation control
9. Grading (cut and fill, rough, finish, sloping)
10. Backfilling
11. Dewatering
Footings and Foundation Walls (11 questions)
1. Installation of wood foundations and columns (site requirements, conditions)
2. Installation methods, materials and requirements (structural, fastening, sillplates, foundation, moisture barriers, drainage, damp proofing, waterproofing, sealants)

3. Construction requirements (foot loading versus compacting of soil)
4. Footings (types, dimensions, specifications)
5. Foundation walls (concrete, masonry, installation of insulating concrete form, wood)
6. Concrete slab on grade
7. Anchoring systems
Concrete (7 questions)
1. Prior to concrete placement
2. Portland cement concrete mix design and additives
3. Installation of post pads
4. Methods for concrete reinforcement installation (code requirements, wire mesh, rebar, fiber)
5. Ingredients and aggregates
6. Characteristics
7. Types
8. Testing (slump, strength)
9. Flatwork (driveway, sidewalk, floors)
10. Placement of Construction Joints
11. Finishing (troweling, bull floating, broomed)
12. Curing
13. Admixtures (chloride, retarding agents)
14. Formwork
15. Proportions
16. Suspended concrete slabs and above-grade concrete
Carpentry (16 questions)
1. Bracing, bridging, and hangers
2. Span Tables
3. Fastening schedules
4. Loads (live, dead, floor load schedule, roof, wind)
5. Notching and boring
6. Sole, top plates, and band (rim) joists
7. Floor Framing (joists, truss joists)
8. Floor Decking/Subflooring
9. Wood framing for walls (exterior, sheathing, load bearing, kneewalls, wind bracing, partitions, interior soffits)
10. Fire blocking and draft stops
11. Roof framing (rafters, decking, dormers, valleys, soffits, fascia, pitch, crickets, saddlers)
12. Roof trusses (uplift, bracing)
13. Framing for Openings (vents, windows, doors, skylights, fireplaces, chimneys, attic access, crawl space, house fans)
14. Secondary weather plane (house wrap)
15. Stairs (interior, exterior, landings, railings, balusters, rise, run, clearances, width)
16. Exterior decks (fasteners, height, rails, materials, footings)
17. Wood flooring
18. Cabinetry
19. Finish trim
20. Molding
21. Michigan barrier free design requirements for ramps
Masonry (9 questions)
1. Effects of environmental conditions on construction
2. Application methods for mortar and grout
3. Reinforcement methods and materials for installations
4. Installation methods and materials (load bearing, non-load bearing)
5. Installation requirements (veneers, wall ties)
6. Fireplace and chimney requirements
7. Brick (walls, veneer, paver, fireplace)
8. Stone (manufactured, natural)
9. Construction details (brick ledge, lintels, headers, pilasters, piers, sills, keystones, patterns and bonds, forms and arches)
10. Anchors, ties, and reinforcement
11. Expansion/ control joints
12. Jointing
13. Flashing through (wall flashing, weep holes)
Roofing (7 questions)
1. Covering materials, installation and fastening methods
2. Materials and installation methods (flashing, gutter and downspout system)
3. Ventilation systems (ridge, box, soffit)
4. Drip edges and diverters
5. Water shield membranes (ice and rain guard)
6. Valleys
7. Reroofing
Insulation (5 questions)
1. Blanket
2. Batt (Faced)
3. Batt (Unfaced)
4. Blown-in (fiberglass, cellulose)
5. Sprayed-on foam
6. Foam Board
7. Fiberboard
8. Foil-Faced (reflective)
9. Energy code certification (rvalues, vapor barriers, reflectivity)
10. Sound
Ventilation (2 questions)
1. Attic (gable vents, baffles)
2. Foundation/crawl space
3. Bathroom
Windows, Doors and Skylights (5 questions)
1. Building code requirements related to energy performance requirements

2. Methods to prevent water and air intrusion around windows, skylights, and doors
3. Egress/Escape requirements
4. Safety glazing
5. Window sizing
6. Types of windows and doors (storm, screen, pocket door, bifold door, sliding windows, casement windows)
7. Size
8. Materials and parts
9. Installation and flashing
Siding Installation (3 questions)
1. Elements and installation (backer boards, flashing, vents, starter strips, fascia, soffits)
2. Types of siding (vinyl, wood, shingles and shakers, aluminum, steel, concrete)
Interior and Exterior Finishes (5 questions)
1. Methods and materials for installation (flooring, wall, ceiling, cabinetry, countertops, trim, molding, and handrails)
2. Application methods (wall finishes)
3. Drywall
4. Exterior painting and staining
5. Tile and marble
Specialties (2 questions)
1. Pool systems and barriers
2. Smoke/Carbon monoxide detectors
Safety and Employee Protection Including MIOSHA (10 questions)
1. Job Site Safety and Personnel Training (MIOSHA, First Aid and emergency procedures)
2. Protection of Workers and the Public (methods to control vehicular traffic)
3. Requirements for loading, transporting, unloading materials and equipment
4. Operating hoisting equipment
5. Safety Data Sheet (SDS)
6. Hazardous materials (propane, paint, gasoline, solvents)
7. Waste Disposal (non-hazardous and hazardous)
8. Excavation safety
9. Ladders and scaffolds
10. Fall protection
11. Roof, deck and ladder jacks
12. Lifting and digging equipment
13. Barricade and sign requirements
14. Manufacturer's safety recommendations for tools and equipment

MAINTENANCE & ALTERATION (M&A) CONTRACTOR LICENSE EXAMINATIONS

Maintenance and Alteration Contractor Examinations

In order to be licensed as an M&A Contractor, you will be required to pass a trade specific and Business and Law combination examination for each trade in which you wish to be licensed (see page 6 for details regarding the Business and Law section of the examination). In addition to the 50 multiple choice Business and Law questions, each trade examination includes from 25-50 trade specific multiple-choice questions. The exam specifications for each trade are outlined in the table below.

You can click on the exam link to open the Content Outline.

MI M&A Contractor Examinations Specifications			
Exam	**Total # of Exam Questions (50 of which will be Bus & Law Questions)**	**Passing Raw Score**	**Exam Time Limit (Mins)**
Basement & Waterproofing	100	72	135
Carpentry	100	72	135
Concrete	105	76	135
Excavation	90	65	135
Gutters	85	61	135
House Wrecking	75	54	135
Insulation Work	100	72	135
Masonry	100	72	135
Roofing	100	72	135
Siding	95	68	135
Screen & Storm Sash	85	61	135
Swimming Pools	100	72	135
Tile & Marble	100	72	135

You may take a maximum of two examinations per registration. Each registration is valid for one appointment to take the examination(s). Below are the time limits for the M&A examinations.

- If you are taking the combination examination for one trade, you will be given 135 minutes to complete the examination.
- If you are taking the combination examinations for two trades, you will be given 270 minutes.

SALESPERSON LICENSE EXAMINATION

# of Questions	Passing % Score	Passing Raw Score	Time Allowed
45	72	32	90 minutes

This examination is CLOSED BOOK. NO reference materials are allowed in the examination center.

Licensing Requirements (8 questions)

Understand when a Salesperson license is required
Know actions subject to disciplinary action
Renew license
Understand the Builder/Contractor-Salesperson relationship
Display license appropriately
Understand how to report changes to license
Understand permitting and inspection requirements
Comply with record keeping requirements
Understand Builder Liability Insurance requirements
Regulatory and Statutory Requirements (10 questions)
Understand discriminatory activities under fair housing guidelines
Understand discriminatory activities under Civil Rights Act (Elliot-Larsen Civil Rights Act)
Understand Truth in Advertising guidelines
Understand guidelines for home solicitation sales and costumer's cancellation rights
Understand general state building code requirements
Understand when building restrictions may apply
Comply with EPA Regulations on hazardous materials
Contracts (13 questions)
Understand the types of and components of contracts
Understand the terminology related to contracts
Comply with state requirements for contracts
Understand and create addenda and change orders
Understand and adjust contract for factors affecting completion date
Comply with guidelines for allowances
Understand basic concept of warranties
Understand definition of breach of contract
Explain financing options
Mathematics, Measurements, and Estimating (9 questions)
Understand and apply basic concepts and terminology
Compute discounts
Perform calculations using basic math
Construction Drawings (5 questions)
Interpret symbols and legends
Compute actual dimensions based on scale
Understand and interpret different types of plan views
Identify basic information on plan drawings

SUGGESTED STUDY MATERIALS

The study materials listed here should be helpful to candidates preparing for the **Business and Law** section the **Residential Builder Practice/Trade** examination, and the **Salesperson** examination. (Suggested study materials for the individual M&A Contractor examinations are included with the separate content outline for each trade.)

Except for the Michigan Laws, Rules, Codes and Standards, neither the Department nor PSI endorses any of the materials listed. However, we try to ensure that the references are currently available and consist of recognized industry standards.

If the answer to a specific examination question could differ because of conflicting information contained in the suggested study materials, the legal requirement, such as a law, regulation, board or commission rule, or building code, takes precedence over (overrides) any other reference. If two legal requirements appear to conflict, the Michigan specific law, regulation, board or commission rule, or building code, takes precedence over the national one. Information from the suggested study materials listed here takes precedence over information from all other sources or persons.

This is only a sample of the available reference materials that contain information about the professions. These materials contain neither all of the general trade knowledge required to be competent in any specific area nor all of the information on which you will be tested. Also, please be aware that reference materials may go out of print or be otherwise unavailable.

Please contact a library, community college, currently practicing builder or contractor, Code enforcement agency, or other specialists in the profession for additional information or reference material.

These examinations are CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

Important Links

The following are links to the websites for government agencies. These websites are also available as links on our website at https://test-takers.psiexams.com/midlrars.

Michigan Board of Residential Builders and Maintenance and Alteration Contractors. Web Page for Residential Builders Board. www.michigan.gov/builders

Michigan Bureau of Construction Codes Order Form for Obtaining Residential Construction Codes. www.michigan.gov/bcc

Michigan "Workers' Disability Compensation Act of 1969", Act 317 of 1969, as amended. www.michiganlegislature.org/documents/mcl/pdf/mcl-act-317-of-1969.pdf

Workers' Disability Compensation Guide, Web Page Presented by The Michigan Economic Development Corporation. www.michigan.org/medc/services/workerscomp/index.asp

Workers' Disability Compensation Coverage, Q&A for Subcontractors, General Contractors, and Independent Contractors. www.michigan.gov/documents/cis_bwuc_contr_29680_7.pdf

Business and Law Section Study Materials

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

Michigan Laws and Rules. Copies of the Michigan Laws and Rules as they pertain to Residential Builders and Maintenance

and Alteration Contractors, can be obtained from the Michigan Legislature Web Site: www.michiganlegislature.org and the Michigan Office of Administrative Hearings and Rules Web Site: www.michigan.gov/moahr. For the "Occupational Code, Articles 1 through 6 and Article 24" and "Administrative Rules – Residential Builders and Maintenance and Alteration Contractors" visit the Bureau's Web Site: www.michigan.gov/bcc.

- **OCCUPATIONAL CODE (EXCERPT), 1980 PA 299,** Articles 1-6, MCL 339.101...339.606, Article 24, MCL 339.2401...339.2412
- **MICHIGAN ADMINISTRATIVE CODE,** Residential Builders and Maintenance and Alteration Contractors, R 338.1511...338.1566
- **MICHIGAN ADMINISTRATIVE CODE,** Occupational Boards – Part 7 Disciplinary Proceedings, R 339.1701…339.1771
- **OCCUPATIONAL LICENSE FOR FORMER OFFENDERS, 1974 PA 381,** MCL 338.41…338.47
- **CONSTRUCTION LIEN ACT, 1980 PA 497,** MCL 570.1101…570.1305
- *Stille-Derossett-Hale Single State Construction Code,* Act 230 of 1972 as amended, Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, P.O. Box 30255, Lansing, MI 48909, (517) 241-9313. www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf (Purchase required)
- *Michigan Residential Code, 2015,* Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, Office of Management Services, PO Box 30255, Lansing, MI 48909, (517) 241-9313. www.michigan.gov/bcc (Purchase required) https://www.michigan.gov/lara/0,4601,7-154-10575---,00.html
- *Michigan Occupational Safety and Health Act 154 of 1974* as amended, and *Administrative Rules for All Industries*, Michigan Department of Licensing and Regulatory Affairs, MIOSHA Standards Division, P.O. Box 30643, Lansing, MI 48909, (517) 322-1845. Price: Free.
- *All MIOSHA standards may be printed from the MIOSHA web site: www.michigan.gov/mioshastandards*
- *Workers' Disability Compensation Act of 1969, Act 317 of 1969 as amended,* and the pamphlet entitled *General Information Regarding Rights and Responsibilities Under the Act,* Questions & Answers for Subcontractors, General Contractors, and Independent Contractors, Michigan Department of Licensing and Regulatory Affairs, Bureau of Workers' Disability Compensation, Compliance Division, P.O. Box 30016, Lansing, MI 48909, (517) 322-1195. Price: Free.

Practice/Trade Section Study Materials

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

- *Stille-Derossett-Hale Single State Construction Code, Act 230 of 1972 as amended, Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, P.O. Box 30255, Lansing, MI 48909, (517) 241-9313. www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf (Purchase required)*
- *Michigan Residential Code, 2015, Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, Office of Management Services, PO Box 30255, Lansing, MI 48909, (517) 241-9313. www.michigan.gov/bcc (Purchase required)*
- *Michigan Occupational Safety and Health Act 154 of 1974 as amended, and Administrative Rules for All Industries, Michigan Department of Licensing and Regulatory Affairs, MIOSHA Standards Division, P.O. Box 30643, Lansing, MI 48909, (517) 322-1845. Price: Free.*
- *All MIOSHA standards may be printed from the MIOSHA web site: www.michigan.gov/mioshastandards*
- *Pipe and Excavation Contracting, 2011, by Dave Roberts, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, (800) 829-8123, www.Craftsman-book.com (Purchase Required)*
- *Carpentry and Building Construction, 2010 edition, John L. Feirer and Mark D. Feirer, Publisher: McGraw-Hill, www.contractorsseminars.com, 828-277-3999*
- *BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses, 2013 (updated March 2015), Structural Building Components Association and Truss Plate Institute, (608) 274-4849, www.sbcindustry.com (Print-out of PDF or Purchase Required)*
- *The Contractor's Guide to Quality Concrete Construction, 2nd edition, 1998, American Concrete Institute, PO Box 9094, Farmington Hills, MI 48333, (248) 848-3700, www.aci-int.org (Purchase Required)*
- *Modern Masonry - Brick, Block, Stone, Clois E. Kicklighter, 8th edition (2015). The Goodheart-Willcox Company, (800) 323-0440, www.g-w.com (Purchase Required)*
- *Roofing Construction and Estimating by Daniel Atcheson, 1995, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, (800) 829-8123, www.Craftsman-book.com (Purchase Required)*
- *Walkers Insulation Techniques and Estimating Handbook, 1983, by Harry Hardenbrook and Gary D. Cook, Frank R. Walker Company, 1989 University Lane Unit C, Lisle, IL 60532, (800) 458-3737, www.frankrwalker.com (Purchase Required)*
- *Building Trades Print Reading, 2000, by Thomas E. Proctor, American Technical Publishing, Inc. 1115 W. 175th Street, Homewood, IL 60430, (800) 323-3471,* www.buildersbook.com *(Purchase Required)*
- *Michigan Business Tax Frequently Asked Questions (current edition), State of Michigan, Department of Treasury, Treasury Building, P.O. Box 15128, Lansing, MI 48901, (517) 636-6925 http://www.michigan.gov/taxes/0,4676,7-238-43519_46621---,00.html*

(You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free.

- *Circular E. Employer's Tax Guide, 2007, Internal Revenue Service, (800) 829-1040, www.irs.gov/pub/irs-pdf/p15.pdf, Price: Free.*
- *Elliott-Larsen Civil Rights Act, P.A. 453 of 1976, Michigan Civil Rights Commission, Victor Office Center, Suite 700, 201 N. Washington Square, Lansing, MI 48913, (517) 335-3165. www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf Price: Free.*
- *Construction Contracting, Seventh Edition, 2005, Richard H. Clough, ISBN: 0-471-44988-1, John Wiley & Sons, Inc., 605 Third Avenue, New York, NY 10158, (800) CALL-WILEY, www.catalog.wiley.com. (Purchase required)*
- *Builder's Guide to Accounting -Revised Edition, 2001, Michael C. Thomsett, Craftsman Book Company, 6058 Corte del Cedro, Carlsbad, CA 92009. www.craftsman-book.com/cbcstore (Purchase required)*
- *Americans with Disabilities Act, Questions and Answers, U.S. Dept. of Justice Civil Rights Division, Americans with Disabilities, Disability Rights Section, Tel. (800) 514-0301, TDD (800) 514-0383, Fax (202) 307-1198 www.usdoj.gov/crt/ada/pubs/ada.txt Price: Free.*
- *EPA publication: The Lead-Based Paint Pre-Renovation Education Rule, Environmental Protection Agency, Ariel Rios Building, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20460, Tel. (202) 272-0167. US EPA Region 5 (serving IL, IN, MI, MN, OH, WI and 35 tribes), 77 W. Jackson Blvd., Chicago, IL 60604, Tel. https://www.epa.gov/lead/lead-renovation-repair-and-painting-program.*
- *Home Solicitation Sales, Act 227 of 1971, Michigan Legislative Council, Tel. (517) 373-0212, www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-act-227-of-1971 (You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free.*
- *Uniform Commercial Code, Act 174 of 1962, Article 2, Part 2, Form, Formation & Readjustment of Contracts, Michigan Legislative Council, Tel. (517) 373-0212, www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-174-1962-2-2 (You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free*
- *Employing Minors in Michigan, Wage & Hour Division Michigan Department of Energy, Labor & Economic Growth, 7150 Harris Dr, Lansing, MI 48909-7976, (517) 322-1825 www.michigan.gov/documents/Brochure90_30634_7.12-01.doc Price: Free.*
- *Michigan Workforce Opportunity Wage Act, Public Act 138 of 2014, LARA Wage and Hour Division, P.O. Box 30476 Lansing MI 48909, Phone: (517) 284-7800 or Toll Free 1 (855) 464-9243 http://www.legislature.mi.gov/(S(5pg0ieucnfomc5y1klocebit))/mileg.aspx?page=GetObject&objectname=mcl-act-138-of-2014, Price: Free.* www.michigan.gov/wagehour.
- *Payment of Wages and Fringe Benefits, Act 390 of 1978, Wage & Hour Division Michigan Department of Energy, Labor & Economic Growth, 7150 Harris Dr, Lansing, MI 48909-7976, (517) 322-1825 www.michiganlegislature.org/documents/mcl/pdf/mcl-act-390-of-1978.pdf Price: Free.*
- *U.S. Department of Justice, Handbook for Employers, Employment Eligibility Verification, Form I-9, Form I-9 Employment Eligibility Verification: Title 8 CFR 274, U.S. Government Printing Office, P. O. Box 371954, Pittsburgh, PA 15250-7954, Tel. (888) 293-6498, Fax (202) 512-1262 www.uscis.gov/files/nativedocuments/m-274.pdf Price: Free.*

Salesperson Examination Study Materials

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

For the "Occupational Code, Articles 1 through 6 and Article 24" and "Administrative Rules – Residential Builders and Maintenance and Alteration Contractors" visit the Bureau's Web Site: www.michigan.gov/builders

- **OCCUPATIONAL CODE (EXCERPT), 1980 PA 299**, Articles 1-6, MCL 339.101–339.606, Article 24, MCL 339.2401–339.2412, Michigan Legislature - Act 299 of 1980
- **MICHIGAN ADMINISTRATIVE CODE**, Residential Builders and Maintenance and Alteration Contractors.
- **MICHIGAN ADMINISTRATIVE CODE**, Occupational Boards – Part 7 Disciplinary Proceedings.
- **OCCUPATIONAL LICENSE FOR FORMER OFFENDERS**, 1974 PA 381, MCL 338.–338.47 http://legislature.mi.gov/doc.aspx?mcl-Act-381-of-1974
- **BUILDING CONTRACT FUND**, 1931 PA 259, MCL 570.151–570.153 http://legislature.mi.gov/doc.aspx?mcl-Act-259-of-1931
- **MICHIGAN HOME SOLICITATION SALES ACT**, PA 227 of 1971 – As amended http://legislature.mi.gov/doc.aspx?mcl-Act-227-of-1971
- **ELLIOTT-LARSEN CIVIL RIGHTS ACT**, PA 453 of 1976, http://legislature.mi.gov/doc.aspx?mcl-Act-453-of-1976 (Copies can be downloaded from the Michigan Department of Civil Rights, at www.michigan.gov/mdcr)
- **CONSTRUCTION LIEN ACT**. PA 497 OF 1980, AS AMENDED, http://legislature.mi.gov/doc.aspx?mcl-Act-497-of-1980
- **EPA Regulations on Hazardous Materials** including Lead Renovation, Repair, and Painting Rule (RRP Rule). Please visit EPA's Web site at https://www.epa.gov/lead/lead-renovation-repair-and-painting-program
- *Construction Contracting: A Practical Guide to Company Management*, Eighth Edition, 2008 or 2015, Richard H. Clough, ISBN: 0978-1118693216, John Wiley &Sons, Inc., 605 Third Avenue, New York, NY 10158, (800)-885-5945, http://www.wiley.com/WileyCDA/WileyTitle/productCd-1118693213.html
- *Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, www.mheducation.com