

Michigan Department of Labor & Economic Growth
Bureau of Commercial Services - Licensing Division
BUILDERS UNIT
P.O. Box 30245, Lansing, MI 48909
517-373-8376; www.michigan.gov/builders

RESIDENTIAL BUILDER AND MAINTENANCE AND ALTERATION CONTRACTOR PRELICENSURE EDUCATION REPORTING FORM

Effective June 1, 2008, applicants for a Residential Builder or Maintenance and Alteration (M&A) Contractor license are required to complete 60 hours of prelicensure education courses. All courses must be approved by the Department. You may view a list of the courses that have been approved at www.michigan.gov/builders. Of the 60 hours required, you must complete at least 6 hours in each of the subjects listed below. The remaining 18 hours may be completed from any other approved courses. **After you have met the 60 hour requirement**, complete this form and submit it to the Department, with 1) a copy of the official certificate of completion given to you by each course provider and 2) your completed license application. **Please do not submit this form without your completed license application.**

| | | | | |
|-------------------|------|--------------------------|----------|--|
| Name of Applicant | | Daytime Telephone Number | | |
| Street Address | City | State | ZIP Code | |

YOU MUST ATTACH AN OFFICIAL CERTIFICATE OF COMPLETION FOR EACH COURSE. A COURSE WILL NOT BE ACCEPTED WITHOUT THE CERTIFICATE ATTACHED. EACH COURSE LISTED BELOW MUST BE ON THE DEPARTMENT'S APPROVED LIST OF COURSE OFFERINGS.

| REQUIRED SUBJECTS | COURSE NAME | COURSE PROVIDER | NUMBER OF HOURS | DATE COURSE TAKEN |
|---|-------------|-----------------|-----------------|-------------------|
| Business Management, Estimating & Job Costing (6 hours required) | | | | |
| | | | | |
| | | | | |
| Design & Building Science (6 hours required) | | | | |
| | | | | |
| | | | | |
| Contracts, Liability & Risk Management (6 hours required) | | | | |
| | | | | |
| | | | | |
| Marketing & Sales (6 hours required) | | | | |
| | | | | |
| | | | | |
| Project Management & Scheduling (6 hours required) | | | | |
| | | | | |
| | | | | |

| REQUIRED SUBJECTS | COURSE NAME | COURSE PROVIDER | NUMBER OF HOURS | DATE COURSE TAKEN |
|---|-------------|-----------------|--------------------|-------------------|
| The Current Michigan Residential Code (6 hours required) | | | | |
| | | | | |
| | | | | |
| Construction Safety Standards Under the Michigan Occupational Safety & Health Act (6 hours required) | | | | |
| | | | | |
| | | | | |
| OTHER SUBJECTS/COURSES | COURSE NAME | COURSE PROVIDER | NUMBER OF HOURS | DATE COURSE TAKEN |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Minimum of 60 hours is required | | | TOTAL HOURS | |

A course will not be accepted without the official certificate of completion attached.