



PSI
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com



**COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF PROFESSIONAL AND
 OCCUPATIONAL REGULATION**

**REAL ESTATE
 CANDIDATE INFORMATION BULLETIN**

Examinations by PSI	1	Scheduling a Re-examination	8
Examination Qualifications.....	1	Missed Appointment or Late Cancellation	8
Instructions for License Qualification	1	Emergency Examination Center Closing.....	8
Tips for Preparing for your License Examination.....	1	Computer Examination Center Locations.....	8
Examination Study Materials.....	2	Reporting to the Examination Center	9
Description of Examinations		Required Identification	9
and Examination Content Outlines.....	2	Security Procedures	9
Sample Questions	5	Taking the Examination by Computer.....	9
Registration and Scheduling Procedures.....	6	Identification Screen	9
Internet Registration	6	Tutorial	9
Mail Registration	7	Examination.....	10
Telephone Registration	7	Experimental Items	10
Fax Registration	7	Examination Review	10
Social Security or VA DMV # Confidentiality	7	Score Reporting	10
Special Examination Arrangements	7	Duplicate Score Reports	10
Scheduling an Appointment	7	License Application Instructions	10
Canceling an Appointment	7		

Please refer to www.psiexams.com for the latest updates to this bulletin.

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a real estate salesperson or broker in the Commonwealth of Virginia. You need to pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations relating to real estate. The Department has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer and paper-and-pencil examination centers in Virginia. PSI works closely with the Department of Professional and Occupational Regulation and its Examination Review Committee to be certain that examinations meet local as well as national requirements in basic principles of real estate and examination development standards.

The following are the examinations offered by PSI Examination Services:

Real Estate Salesperson Examination
Real Estate Broker Examination

Each examination consists of state and national portions. You must pass both portions to apply for licensure. Only the state portion must be passed if applying by reciprocity.

All questions and requests for information about examinations should be directed to:

PSI
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Questions about applications for licensure should be directed to the:

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8526
www.dpor.virginia.gov
REBoard@dpor.virginia.gov

EXAMINATION QUALIFICATIONS

Applicants for the Virginia Real Estate Examinations must be at least 18 years of age and must meet 1 of these additional requirements:

1. Complete the required prelicense education before taking the examination (See the *Virginia Real Estate Board Regulations, Real Estate License Laws* for details).

2. Be licensed to practice real estate in another state. Licensees of other states will be required to take ONLY the state portion of the Virginia Real Estate License Examination.

Note: Out-of-State Candidates must register by mail or fax and include the registration form found at the end of this bulletin.

INSTRUCTIONS FOR LICENSE QUALIFICATION

To make the license qualification process go as smoothly as possible, be certain that you:

1. Applicant must have, at a minimum, a high school diploma or its equivalent.
2. Obtain the appropriate number of hours of education in advance of registering for the examination.
3. Prepare for the examination by using the examination outline in this Candidate Information Bulletin and the suggested study materials that cover the outline topics.
4. Be sure that the examination registration form is complete and accurate, and that you include the correct fees.
5. Be sure to take proper identification with you to your scheduled examination appointment (details found on page 9).
6. After you have passed the appropriate portions of the PSI licensing examination, submit your license application form, any other required information, and the correct fees to the Virginia Department of Professional and Occupational Regulation. (See "License Application Instructions").
7. Fingerprinting is mandatory. Before submitting an application for a Virginia real estate license, each applicant must submit a set of fingerprints to the Virginia Central Criminal Records Exchange for the purpose of conducting a state and national fingerprint-based criminal history record. You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours. The Johnson City, TN and Salisbury, MD test sites do not offer fingerprinting. Contact the Board if you cannot be electronically fingerprinted at a PSI Virginia site.
8. Once fingerprinting is done, the license application must be received by the Board within 45 calendar days of the Board's receipt of the fingerprint results or the applicant will have to pay to be fingerprinted again before a license will be issued.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your license examination. Planned preparation, in addition to the required

classroom hours, increases your likelihood of passing.

- Start with a current copy of this Virginia Real Estate Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Read the Real Estate Regulations found at http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Real_Estate/A490-02REGS.pdf
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the real estate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation. The examinations are closed book.

National Portion

- Real Estate Fundamentals, 8th Edition, 2011, Gaddy and Hart, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- Modern Real Estate Practice, 18th Edition, Galaty, Allaway, and Kyle, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- Real Estate Law, 8th Edition, 2013, Elliot Clayman, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- The Language of Real Estate, 7th Edition, 2013, John Reilly, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- Real Estate Principles & Practices, 8th Edition, Arlyne Geschwender, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com ISBN 0324784554
- Real Estate Principles, 12th Edition, Charles Jacobus, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com ISBN 1285420985

State Portion

- Virginia Real Estate License Laws, Title 54.1 Professions and Occupations, Chapter 21 Real Estate Brokers, Sales Persons and Rental Location Agents <http://law.lis.virginia.gov/vacode/title54.1/chapter21/>
- Virginia Real Estate Board Regulations , 2008 http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Real_Estate/A490-02REGS.pdf

- Virginia Fair Housing Law <http://law.lis.virginia.gov/vacode/title36/chapter5.1/>
- Virginia Fair Housing Regulations, 2014 http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Fair_Housing/A463-063_FHREGS.pdf
- Virginia Residential Property Disclosure Act <http://law.lis.virginia.gov/vacode/title55/chapter27/>
- Virginia Real Estate Time-Share Act <http://law.lis.virginia.gov/vacode/title55/chapter21/>
- Virginia Real Estate Time-Share Regulations, 2008 <http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/CIC/CIC%20Timeshare%20Regulations.pdf>
- Virginia Condominium Act <http://law.lis.virginia.gov/vacode/title55/chapter4.2/>
- Virginia Condominium Regulations, 2014, <http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/CIC/CIC%20Condo%20Regulations.pdf>
- Virginia Residential Landlord and Tenant Act http://www.dhcd.virginia.gov/HomelessnessToHomeownership/PDFs/Landlord_Tenant_Handbook.pdf
- Virginia Underground Utility Damage Prevention Act <http://www.missutilityofvirginia.com> and <http://law.lis.virginia.gov/vacode/title56/chapter10.3/>
- Common Interest Community Management Information Fund <http://law.lis.virginia.gov/vacode/title55/chapter29/>
- Property Owner's Association Act <http://law.lis.virginia.gov/vacode/title55/chapter26/>

DESCRIPTION OF EXAMINATIONS AND EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by real estate professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

The Examination Summary Table below shows the number of questions and the time allowed for each examination portion.

EXAMINATION SUMMARY TABLE			
Examination	Portion	# of Questions	Time Allowed
Salesperson	National	80	105 Minutes
	State	40	45 Minutes
	Both	120	150 Minutes
Broker	National	80	105 Minutes
	State	50	55 Minutes
	Both	130	160 Minutes

NATIONAL PORTION
(REAL ESTATE PRINCIPLES AND PRACTICES)
CONTENT OUTLINE

Property ownership (Salesperson 7 items/Broker 6 items)

1. Classes of property
 - a. Real versus personal property
 - b. Defining fixtures
2. Land characteristics and legal descriptions
 - a. Physical characteristics of land
 - b. Economic characteristics of land
 - c. Types of legal property descriptions
 - d. Usage of legal property descriptions
 - e. Physical descriptions of property and improvements
 - f. Mineral, air and water rights
3. Encumbrances and effects on property ownership
 - a. Liens (types and priority)
 - b. Easements and licenses
 - c. Encroachments
4. Types of ownership
 - a. Types of estates
 - b. Forms of ownership
 - c. Leaseholds
 - d. Common interest ownership properties
 - e. Bundle of rights

Land use controls and regulations (Salesperson 5 items/Broker 5 items)

1. Government rights in land
 - a. Property taxes and special assessments
 - b. Eminent domain, condemnation, escheat
 - c. Police power
2. Public controls based in police power
 - a. Zoning and master plans
 - b. Building codes
 - c. Environmental impact reports
 - d. Regulation of special land types (floodplain, coastal, etc.)
3. Regulation of environmental hazards
 - a. Abatement, mitigation and cleanup requirements
 - b. Restrictions on sale or development of contaminated property
 - c. Types of hazards and potential for agent or seller liability
4. Private controls
 - a. Deed conditions or restrictions for specific properties
 - b. Homeowners association (HOA) regulations

Valuation and market analysis (Salesperson 8 items/Broker 6 items)

1. Value
 - a. Market value and market price
 - b. Value
 - i. Types and characteristics of value
 - ii. Principles of value
 - iii. Market cycles and other factors affecting property value
2. Methods of estimating value/appraisal process
 - a. Market or sales comparison approach
 - b. Replacement cost or summation approach
 - c. Income approach

- d. Basic appraisal terminology (e.g., replacement versus reproduction cost, reconciliation, depreciation, kinds of obsolescence)
3. Competitive/Comparative Market Analysis (CMA)
 - a. Selecting and adjusting comparables
 - b. Contrast CMA and appraisal
 - i. Price per square foot
 - ii. Gross rent and gross income multipliers
 - iii. Capitalization rate
4. Appraisal practice; situations requiring appraisal by a certified appraiser

Financing (Salesperson 6 items/Broker 7 items)

1. General concepts
 - a. LTV ratios, points, origination fees, discounts, broker commissions
 - b. Mortgage insurance (PMI)
 - c. Lender requirements, equity, qualifying buyers, loan application procedures
2. Types of loans and sources of loan money
 - a. Term or straight loans
 - b. Amortized and partially amortized (balloon) loans
 - c. Adjustable rate mortgage (ARM) loans
 - d. Conventional versus insured
 - e. Reverse mortgages; equity loans; subprime and other nonconforming loans
 - f. Seller/owner financing
 - g. Primary market
 - h. Secondary market
 - i. Down payment assistance programs
3. Government programs
 - a. FHA
 - b. VA
 - c. Other federal programs
4. Mortgages/deeds of trust
 - a. Mortgage clauses (assumption, due-on-sale, alienation, acceleration, prepayment, release)
 - b. Lien theory versus title theory
 - c. Mortgage/deeds of trust and note as separate documents
5. Financing/credit laws
 - a. Lending and disclosures
 - i. Truth in lending
 - ii. RESPA
 - iii. Equal Credit Opportunity
 - b. Fraud and lending practices
 - i. Mortgage fraud
 - ii. Predatory lending practices (risks to clients)
 - iii. Usury lending laws
 - iv. Appropriate cautions to clients seeking financing

General principles of agency (Salesperson 10 items/Broker 11 items)

1. Nature of agency relationships
 - a. Types of agents and agencies (special, general, designated, subagent, etc.)
 - b. Nonagents (transactional/facilitational)
 - c. Fiduciary responsibilities
2. Creation and disclosure of agency and agency agreements (general, not state specific)
 - a. Agency and agency agreements
 - b. Disclosure when acting as principal or other conflict of interest
3. Responsibilities of agent/principal

- a. Duties to client/principal (buyer, seller, tenant or landlord)
- b. Traditional common law agency duties; effect of dual agency on agent's duties
- 4. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
- 5. Termination of agency
 - a. Expiration
 - b. Completion/performance
 - c. Termination by force of law
 - d. Destruction of property/death of principal
 - e. Mutual agreement

Property condition and disclosures (Salesperson 8 items/Broker 9 items)

- 1. Property condition disclosure
 - a. Property owner's role regarding property condition
 - b. Licensee's role regarding property condition
- 2. Warranties
 - a. Purpose of home or construction warranty programs
 - b. Scope of home or construction warranty programs
- 3. Need for inspection and obtaining/verifying information
 - a. Explanation of property inspection process and appropriate use
 - b. Agent responsibility to inquire about "red flag" issues
 - c. Responding to non-client inquiries
- 4. Material facts related to property condition or location
 - a. Land/soil conditions
 - b. Accuracy of representation of lot or improvement size, encroachments or easements affecting use
 - c. Pest infestation, toxic mold and other interior environmental hazards
 - d. Structural issues such as roof, gutters, downspouts, doors, windows, foundation
 - e. Condition of electrical and plumbing systems, and of equipment or appliances that are fixtures
 - f. Location within natural hazard or specifically regulated area, potentially uninsurable property
 - g. Known alterations or additions
- 5. Material facts related to public controls, statutes of public utilities
 - a. Zoning and planning information
 - b. Boundaries of school/utility/taxation districts, flight paths
 - c. Local taxes and special assessments, other liens
 - d. External environmental hazards
 - e. Stigmatized/psychologically impacted property, Megan's Law issues

Contracts (Salesperson 11 items/Broker 12 items)

- 1. General knowledge of contract law
 - a. Requirements for validity
 - b. When contract is considered performed/discharged
 - c. Assignment and novation
 - d. Breach of contract and remedies for breach

- e. Contract clauses
- 2. Listing agreements
 - a. General requirements for valid listing
 - b. Exclusive listings
 - c. Non-exclusive listings
- 3. Buyer/tenant representation agreements, including key elements and provisions of buyer and/or tenant agreements
- 4. Offers/purchase agreements
 - a. General requirements
 - b. When offer becomes binding (notification)
 - c. Contingencies
 - d. Time is of the essence
- 5. Counteroffers/multiple counteroffers
 - a. Counteroffer cancels original offer
 - b. Priority of multiple counteroffers
- 6. Leases
 - a. Types of leases, e.g., percentage, gross, net, ground
 - b. Lease with obligation to purchase or lease with an option to purchase
- 7. Other real estate contracts
 - a. Options
 - b. Right of first refusal

Transfer of title (Salesperson 5 items/Broker 5 items)

- 1. Title insurance
 - a. What is insured against
 - b. Title searches, title abstracts, chain of title
 - c. Cloud on title, suit to quiet title
- 2. Deeds
 - a. Purpose of deed, when title passes
 - b. Types of deeds (general warranty, special warranty, quitclaim) and when used
 - c. Essential elements of deeds
 - d. Importance of recording
- 3. Escrow or closing; tax aspects of transferring title to real property
 - a. Responsibilities of escrow agent
 - b. Prorated items
 - c. Closing statements/HUD-1
 - d. Estimating closing costs
 - e. Property and income taxes
- 4. Special processes
 - a. Foreclosure/short sale
 - b. Real estate owned (REO)

Practice of real estate (Salesperson 12 items/Broker 12 items)

- 1. Trust/escrow accounts (general, not state specific)
 - a. Purpose and definition of trust accounts, including monies held in trust accounts
 - b. Responsibility for earnest money and other trust monies, including commingling/conversion
- 2. Federal fair housing laws
 - a. Protected classes
 - i. Covered transactions
 - ii. Specific laws and their effects
 - b. Compliance
 - i. Types of violations and enforcement
 - ii. Exceptions
- 3. Advertising and technology
 - a. Incorrect "factual" statements versus "puffing"
 - i. Truth in advertising
 - ii. Fair housing issues in advertising
 - b. Fraud, technology issues

- i. Uninformed misrepresentation versus deliberate misrepresentation (fraud)
 - ii. Technology issues in advertising and marketing
4. Agent supervision and broker-associate relationship
 - a. Liability/responsibility for acts of associated licensees (employees and independent contractors) and unlicensed employees
 - b. Responsibility to train and supervise associated licensees (employees and independent contractors) and unlicensed employees
 5. Commissions and fees
 - a. Procuring cause/protection clauses
 - b. Referrals and other finder fees
 6. General ethics
 - a. Practicing within area of competence
 - b. Avoiding unauthorized practice of law
 7. Antitrust laws
 - a. Antitrust laws and purpose
 - b. Antitrust violations in real estate

STATE PORTION (VIRGINIA STATE REAL ESTATE LAWS AND REAL ESTATE BOARD RULES)

The State Real Estate Laws and Real Estate Board Rules include knowledge of state legislation as outlined in the Virginia Revised Statutes and Administrative Codes dealing with real estate licensing. Also included is knowledge of legislation and rules governing license law, transfer taxes, property taxes, and fair housing.

Licensing [Salesperson-7 items, Broker-7 items]

1. Qualifications/Requirements
 - a. Broker's Supervisory Requirements
 - b. Disciplinary Procedures and Sanctions
 - i. Improper Dealings
 - ii. Improper Brokerage
 - c. Virginia Real Estate Transaction Recovery Act
 - d. Real Estate Education

Escrow Accounts [Salesperson-6 items, Broker-11 items]

Disclosure Requirements [Salesperson-9 items, Broker-9 items]

1. Property Disclosure Form (incl Chesapeake Bay Act)
2. Aircraft Noise/Crash Disclosure
3. Septic Disclosure
4. Megan's Law
5. Stigmatized Properties
6. Advertising

Agency Definitions and Relationships [Salesperson-10 items, Broker-10 items]

1. Limited Service
2. Disclosure of Agency
3. Agency duties
4. Designated and Dual Agency

Virginia Fair Housing Law and Regulations [Salesperson-3 items, Broker-6 items]

Specific Acts Pertaining to Real Estate Practice [Salesperson-5 items, Broker-7 items]

1. Virginia Real Estate Time-Share Act and Regulations
2. Virginia Condominium Act and Regulations
3. Virginia Residential Landlord and Tenant Act
4. Virginia Common Interest Communities Act
5. Virginia Underground Utility Damage Prevention Act
6. Virginia Property Owner's Association Act

Real estate calculations (Salesperson 6 items/Broker 4 items)

1. Basic math concepts
 - a. Area
 - b. Loan-to-value ratios
 - c. Discount points
 - d. Equity
 - e. Down payment/amount to be financed
2. Calculations for transactions, including mortgage calculations
3. Property tax calculations
4. Prorations (utilities, rent, property taxes, insurance, etc.)
 - a. Commission and commission splits
 - b. Seller's proceeds of sale
 - c. Transfer tax/conveyance tax/revenue stamps
 - d. Amortization tables
 - e. Interest rates
 - f. Interest amounts
 - g. Monthly installment payments
 - h. Buyer qualification ratios
5. Calculations for valuation
 - a. Competitive/comparative market analyses (CMA)
 - b. Net operating income
 - c. Depreciation
 - d. Capitalization rate
 - e. Gross rent and gross income multipliers (GRM, GIM)

Specialty areas (Salesperson 2 items/Broker 3 items)

1. Subdivisions, including development-wide CC&Rs
2. Commercial, industrial and income property
 - a. Trade fixtures
 - b. Accessibility
 - c. Tax depreciation
 - d. 1031 exchanges
 - e. Trust fund accounts for income property

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the Virginia real estate salesperson and broker examinations. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found below.)

- A. If the value of a property is \$225,000 and the mortgage is paid down to \$79,000, what is the owner's equity in the property?
1. \$146,000
 2. \$156,000
 3. \$254,000
 4. None of the above
- B. After an agent listed a property, the agent's sister expressed an interest in the property and asked the agent to present an offer on her behalf WITHOUT mentioning their relationship. The agent must
1. honor the sister's right to privacy.
 2. refer the sister to another agent.
 3. disclose to the seller his relationship to the potential buyer.
 4. write an offer on behalf of a third party and then transfer title to the sister.
- C. Which of the following contracts is valid?
1. An owner agrees to rent his house for \$500 for 1 weekend, so that the renter can have a marijuana party.
 2. An owner agrees to sell his home for a down payment, plus monthly installment payments over a 15-year period.
 3. An owner of a large home agrees to rent a room to a 17-year old college freshman for \$100 per month.
 4. An owner agrees to take his house off the market based upon an oral offer from a potential buyer, whose spouse must return to inspect the house.
- D. The Fair Housing Amendment Act of 1988 extended protection by prohibiting discrimination based on
1. marital status.
 2. age.
 3. race or national origin.
 4. disability or familial status.
- E. A property you are listing has a garage that extends onto the property of a neighbor. What should you do?
1. Recommend that the seller obtain a permit for the garage.
 2. Encourage the seller to apply for an appurtenant easement.
 3. Inform the title examiner of the encroaching garage.
 4. Note the encroaching garage on the listing agreement.
- F. Which type of value is most relevant in determining property taxes?
1. Depreciated value.
 2. Assessed value.
 3. Market value.
 4. Mortgage value.
- G. A common method of financing a balloon payment mortgage loan is to
1. extend the loan for a limited term.
 2. obtain a wraparound loan.
 3. obtain an equity line of credit.
 4. convert to a shared-appreciation mortgage.

- H. A builder is planning a subdivision zoned residential. Through a covenant in the deed, he states that, "no one can babysit or provide child care for other than their own children, on a daily or continual basis, for more than one child." Can he legally do this?
1. Yes, because he is seeking to achieve a desired quality in the subdivision.
 2. No, because he can't discriminate against children.
 3. No, because only city or state zoning laws can set these guidelines.
 4. No, because he can only restrict building size, setbacks, and lot sizes.

Answer Key	
A.1	E.4
B.3	F.2
C.2	G.1
D.4	H.1

REGISTRATION & SCHEDULING PROCEDURES

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, and the correct fees are submitted. Your registration is valid for 1 examination only. The examination fee is valid for 1 year from the date PSI receives the fee. **(Note: Your education provider will provide your eligibility to PSI.)** *If your education provider is NOT able to submit your information electronically, you must mail in the original transcript or certificate of completion along with the registration form (found at the end of this bulletin) to PSI.*

Fees apply to both Broker and Salesperson Examinations.

Examination Fee \$60.00

ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. EXAMINATION FEE IS VALID FOR ONE YEAR.

After your school has submitted your file to PSI, please go to www.psiexams.com or call 1-800-733-9267 to register and schedule for your examination. Note, if PSI does not have your record, please contact your education provider.

If you will be applying for a reciprocal license in Virginia, you must mail or fax the registration form found at the end of this bulletin. You will only need to take the state portion of the examination.

INTERNET REGISTRATION (APPLYING BY EXAM ONLY)

You may register and schedule for your examination at www.psiexams.com as soon as your education provider has submitted your record to PSI. You may register and schedule for an examination via the Internet 24 hours a day.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. **This**

information must match exactly with the information your school submitted. Be sure to check the box next to "Check here to attempt to locate existing records for you in the system"

2. You will be asked to select the examination and enter the ID# that your school submitted. Your record will be found and you will now be 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. If you have problems contact PSI at (800) 733-9267 for help.

MAIL REGISTRATION

1. As soon as your education provider has submitted your record to PSI, you may complete the Examination Registration Form found at the end of this bulletin if you are applying by exam.

Note: Upon course completion, your education provider will send your education verification electronically to PSI. You will need only to submit the registration form along with payment for standard mail registration.

If you are applying for a reciprocal license in Virginia, you must mail or fax the registration form found at the end of this bulletin.

Payment of fees can be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier's check. Make your money order or check payable to PSI and print your Social Security Number or Virginia DMV number on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Upon receipt of your completed form and fees, a Registration Confirmation Notice will be mailed to you.
3. Please allow 2 weeks to process your registration. After 2 weeks, you may schedule for your examination at www.psiexams.com or by calling (800) 733-9267.

TELEPHONE REGISTRATION (APPLYING BY EXAM ONLY)

For Telephone Registration, you will need a credit card (Visa, MasterCard, American Express or Discover).

As soon as your education provider has submitted your record to PSI, you may call 1-800-733-9267, 24 hours a day and register using the Automated Registration System. Note: PSI registrars are available Monday - Friday, between 7:30 am and 10:00 pm and Saturday - Sunday, between 9:00 am and 5:30 pm, Eastern Time, to take the information on your Registration Form and schedule your appointment.

FAX REGISTRATION

For Fax Registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. As soon as your education provider has submitted your record to PSI, you may complete the Examination Registration Form found at the end of this bulletin if you are applying by exam. Please include your credit card number and expiration date.

If you are applying for a reciprocal license in Virginia, you must mail or fax the registration form found at the end of

this bulletin.

2. Fax the completed form (both pages) to PSI at 702-932-2666. FAX Registrations are accepted 24 hours a day.
3. Please allow 4 business days to process your registration. After 4 business days, you may schedule for your examination at www.psiexams.com or by calling (800) 733-9267.

SOCIAL SECURITY OR VIRGINIA DMV NUMBER CONFIDENTIALITY

PSI will use your Social Security or Virginia DMV Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. If you elect not to disclose your Social Security or Virginia DMV number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you MUST provide your Social Security or Virginia DMV number to the state to complete the licensing process.

IMPORTANT

YOU MUST USE THE NUMBER THAT YOU PROVIDE TO YOUR SCHOOL, WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

SCHEDULING AN APPOINTMENT

After you have received the confirmation notice of PSI's acceptance of your registration packet, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule your examination using a touch tone phone, call PSI 24 hours a day at 1-800-733-9267 (*1-800-R-E-EXAMS*). To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination center of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 4:00pm PT (7:00pm ET). Please be prepared to offer alternative examination appointment choices.

Note: only the candidate may schedule an appointment through a PSI Customer Service Representative, not a friend or relative.

CANCELING AN 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 call PSI at (800) 733-9267. Please note that you may also use

the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI website, automated telephone system, or call PSI and speak to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register following the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, fax or by mail. Once registered, you can schedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, and you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive after examination start time; or
- 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 center 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 (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

COMPUTER EXAMINATION CENTER LOCATIONS

The following are the examination centers where you may take the Virginia real estate licensing examination.

**FALLS CHURCH LEESBURG PIKE
MCILVAINE BUILDING
6201 Leesburg Pike, Suite 404
Falls Church, VA 22044**

From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot,

then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.

**TYSONS CORNER AREA
1651 Old Meadow Rd, Suite B01
Mclean, VA 22102**

From the Beltway take the Mclean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance. Visitor parking for Tysons Corner is in the front of the building (closest to Old Meadow Road).

**RICHMOND
Moorefield VI Building
620 Moorefield Park Drive
Suite 205
Richmond, VA 23236**

From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippenham Pkwy. Merge onto VA-76 S/Powwhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.

**VIRGINIA BEACH
Pembroke IV Building
291 Independence Blvd, Suite 140
Virginia Beach, VA 23462**

From I-264 merge onto Independence Blvd/VA-225 via Exit 17B. Proceed across Va Beach Blvd and make a left turn onto Broad Street (across from Sears). The site is located within the Pembroke Four office building.

**ROANOKE AREA
Fralin and Waldron Office Park
2847 Penn Forest Blvd
Building D, Suite 200
Roanoke, Virginia 24018**

From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left. If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.

EASTERN SHORE AREA (This site does not offer fingerprinting)

**Beaglin Park Plaza
1323 Mt. Hermon Rd., Suite 2A
Salisbury MD 21801**

The complex is south of Route 50 and west of the 13 By-pass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt Hermon Rd. Turn left into Beaglin Park Plaza.

**CHARLOTTESVILLE
2114 Angus Road, Suite #105-B
Charlottesville, VA 22901**

If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd. If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.

**JOHNSON CITY (This site does not offer fingerprinting)
904 Sunset Drive, Ste 7A
Johnson City, TN 37604**



Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by filling out the special accommodation form found at the end of this Candidate Information Bulletin.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

You must provide 2 forms of **VALID (not expired) identification**. One must be a **VALID** form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. **All identification provided must match the legal name that you used on the Examination Registration Form to register for the examination. If the name in the PSI system does not match the name on your government-issued ID and 2nd form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.**

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

SECURITY PROCEDURES

The following items are **not** permitted in the examination room:

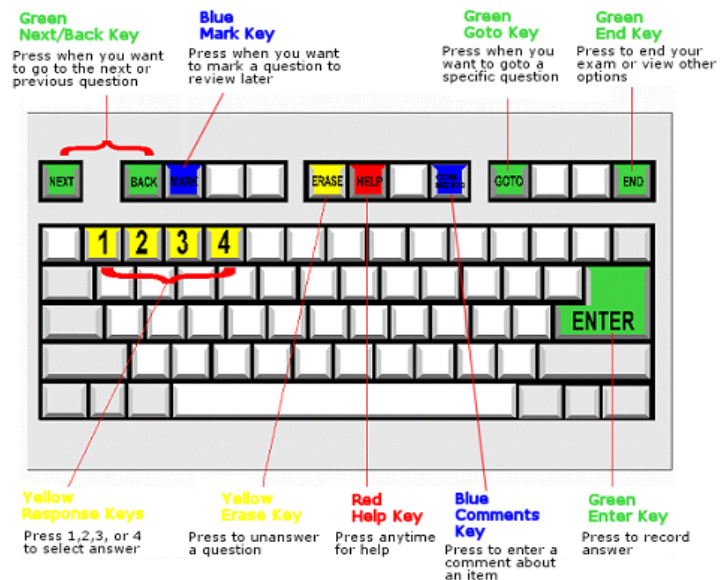
- All personal electronic devices, except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI real estate examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown as follows. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on 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 as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

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.

EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.

EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. 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 candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown on each part of the examination.

	Number Correct
Salesperson	
National Portion	56
State Portion	30
Broker	
National Portion	60
State Portion	38

If you take the examination by computer, your score will be given to you immediately following completion of the examination. If you take the paper-and-pencil examination, your result will be mailed to you from PSI Headquarters. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

The following summary describes the score reporting process:

- **On screen** - Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification and performance summary on the screen.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.
- **On Paper** - An official result report will be handed out at the examination center. This official score report is for your records; do not send it to the Virginia Department of Professional and Occupational Regulation.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

LICENSE APPLICATION INSTRUCTIONS

After you have passed the appropriate portions of the Virginia Real Estate Examination, you must follow the guidelines listed below to be licensed to sell real estate in the state of Virginia. **NOTE: You will only need to pass the state portion if you are applying for a reciprocal license.** To obtain the license application, please go to <http://www.dpor.virginia.gov/Boards/Real-Estate>. If you have any questions about the application, you can email REBoard@dpor.virginia.gov or call 804-367-8526.

If you pass both portions at the same time, or the state portion only if applying for a reciprocal license, your **completed application and fee must** be received within 1 year of passing

the examination. **Fingerprinting for all Virginia real estate license applicants is mandatory.**

Note: You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours. Contact the Board if you cannot be fingerprinted at a Virginia site. The prints will be forwarded electronically to the appropriate review agencies. Fingerprinting is offered on a walk-in first come/first serve basis. The \$62.00 fee, may be made payable by money order, cashier's check, VISA or MasterCard. This payment includes the State processing fee of \$37.00, and the PSI processing fee of \$25.00. Please note: this process may take 4 to 6 weeks.

If you fail one portion of the examination (state or national), you must retake that portion and pass. Your completed application must be submitted within 1 year from the initial examination date when you **ORIGINALLY** took the examination. If all paperwork and fees are not received within 1 year from the original examination date, you must retake the expired portion or portions.

Once results of the fingerprinting are received by the Board a complete license application must be received by the Board within 45 calendar days or the applicant will have to be fingerprinted again before a license will be issued. An additional fee will be charged. Questions regarding the license application should be directed to the Virginia Department of Professional and Occupational Regulation at REBoard@dpor.virginia.gov or (804) 367-8526. ***Do not contact PSI.***

COMPLETING THE EXAMINATION REGISTRATION FORM

1. **LEGAL NAME** Print your legal name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible.
2. **SOCIAL SECURITY OR VA DMV #** Your Social Security or Virginia DMV Number is used for identification purposes only. Print only one number per box. **YOU MUST USE THE NUMBER THAT YOU PROVIDE TO YOUR SCHOOL, WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.**
3. **BIRTH DATE** Please provide your date of birth (i.e. "06-01-50" for June 1, 1950).
4. **MAILING ADDRESS** Print only one letter or number per box. Do not include punctuation marks; leave blank spaces to show spaces. **All information will be sent to the address you provide here.**
5. **TELEPHONE** Please provide both home and office phone numbers (including area codes).
6. **EMAIL ADDRESS** Please provide your email address on the line provided. This email address will not be forwarded to DPOR.
7. **EXAMINATION** Place an "X" in the box indicating the examination for which you are registering if you are applying by examination. If you are applying by reciprocity see #9.
8. **EXAMINATION PORTION** Place an "X" in the box indicating which portion(s) of the examination you wish to take. **NOTE: You must pass both portions to qualify for licensure if you are applying by examination. Reciprocal applicants only need to pass the state portion.**
9. **RECIPROCITY** Check the box if you will be applying for a reciprocal license in Virginia and indicate the state/states in which you have reciprocity. Reciprocal candidates are required to take the state portion only.
10. **FEE AND PAYMENT** Complete the fee and credit card information.
11. **RELEASE** Check the "Yes" box if you authorize PSI to release your name, address, telephone number, and pass/fail result to real estate schools, brokers, or other interested parties. Check "No" if you do not want this information released.
12. **SCHOOL CODE** If you completed your pre-license education in Virginia, identify the real estate school that you last attended using the table listed below. Fill in the four-digit code in the space provided (or "9999" if the school you last attended is not on the list).
13. **SPECIAL ARRANGEMENTS REQUEST** Applicants with disabilities must fax the Special Arrangement Request Form (at the end of this bulletin) and required documentation.
14. **SIGNATURE** All applicants are required to read the affidavit, then sign and date the application as you would a check or legal document. **The application is not complete and will not be accepted if it is submitted without your signature.**



VIRGINIA REAL ESTATE EXAMINATION REGISTRATION FORM

Before you begin...

Be sure to read the section titled "Registration Procedures" in the Virginia Real Estate Candidate Information Bulletin before filling out this form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed.

BE SURE TO COMPLETE BOTH SIDES OF THIS FORM.

- Legal Name: [Last Name] [Middle Initial] [First Name] [M.I.]
- Social Security or VA DMV #: [Number] (FOR IDENTIFICATION PURPOSES ONLY)
- Birth Date: [MM] - [DD] - [YY]
- Mailing Address: [Number, Street] [City] [State] [Zip Code] [Ste/Apt No]
- Telephone: Home [Area] [Number] - [Number] Work [Area] [Number] - [Number]
- Email Address: _____@_____
- Examination: (Check one) Salesperson (\$60) Broker (\$60)
- Examination Portion: (Check one) Both Portions State Portion Only National Portion Only
- Reciprocal: Yes No (proceed to #10)
 Reciprocal State/States: _____
 Reciprocal Salesperson State ONLY(\$60) Reciprocal Broker State ONLY (\$60)

RECIPROCAL SALESPERSON AND BROKER APPLICANTS ARE REQUIRED TO TAKE THE STATE PORTION ONLY

10. Total Fee Included: \$_____. Registration fees may be paid by credit card, money order, certified check, cashier's check, or company check. CASH AND PERSONAL CHECKS ARE NOT ACCEPTED. Make your money order or check payable to PSI and print your name and/or Social Security Number or DMV Number on it. **Note: Examination fees are not refundable.**

FAX OR PHONE RE-REGISTRATION WHEN APPLYING BY EXAMINATION is available only to those candidates who have previously provided education certification to PSI.

YOU MUST FILL OUT THE NEXT PAGE



If you are paying by credit card, check one: Visa MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Bill Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

11. Release:

Yes No *I give the permission for my name, address, telephone number, and pass/fail result to be released to real estate schools, brokers, or other interested parties who request them.*

12. School Code:

--	--	--	--	--

Please refer to the Virginia School Codes to locate your education provider's code.

13. Special Arrangement Request: I am faxing the Special Arrangement Request Form (at the end of this bulletin) and required documentation Yes No

14. I hereby certify that all information in this form is correct and that I have read and understand the Virginia real estate license law, regulations of the Virginia Real Estate Board, and the Candidate Information Bulletin. Further, I certify that I am not currently licensed in Virginia for the type of examination for which I am applying, that I am not affiliated with a real estate school as an official, instructor, or designee taking the examination for any purpose other than to obtain a license.

Signature of Applicant

Date

Complete and sign this form and submit with appropriate payment to:

PSI * ATTN: Examination Services VA RE
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 * TDD (800) 735-2929 * Fax: (702) 932-2666
www.psiexams.com



VIRGINIA SCHOOL CODES

1865	360training.com dba Agentcampus.com	1875	Lawyer's Title Insurance Corp
1911	Action Real Estate LLC	1504	Liberty University
1840	ACT Web Real Estate School	1855	Long & Foster, ASHBURN
1833	Advanced School of Real Estate	1105	Long & Foster, FAIRFAX
1702	Alexandria City Public Schools	1749	Long & Foster, HAMPTON
1898	Alexandria Old Town Real Estate School, LLC	1861	Long & Foster, ROANOKE
1852	Allied Business Schools, Inc.	1128	Long & Foster, VIRGINIA BEACH
1860	American Business College, Inc.	1102	Long & Foster, WEST END
1796	America's Best	1793	Long & Foster, WARRENTON
1101	Alpha-Omega College, EXMORE/VA BCH	1712	Loudoun County High School
1138	Alpha-Omega College, NEWPORT NEWS	1710	Lynchburg City Public Schools
1864	American Institute of Real Estate	1334	Longwood College
1800	American School of Real Estate Express LLC	1310	Lord Fairfax Community College
1901	Area 43 Market Center, LLC	1766	Lynchburg College
1701	Arlington Public Schools	1842	MAI Institute
1302	Blue Ridge Community College	1722	Massanutten Tech Center
1778	Blue Ridge Real Estate School	1889	McKissock, LP
1514	Bluefield State College	1843	MBH Settlement Group L.C.
1831	Bluestone High School	1788	Millennium School of Real Estate
1902	Calm JA, LLC	1863	Mo Mills Institute of Real Estate
1848	Career Webschool	1877	Montague Miller Real Estate Academy
0630	Carruthers Academy of Real Estate	1729	Montgomery County Public Schools
1303	Central Virginia Community College	1140	Moseley-Dickinson Academy, ROANOKE
1136	Central Virginia School of Real Estate	1112	Moseley-Flint, CHARLOTTESVILLE/BUCKINGHAM
1786	Century 21 New Millennium University	1113	Moseley-Flint, RICHMOND
1906	CHC, Inc., dba RE/MAX Regency	1111	Moseley-Flint, ROANOKE
1892	Chesapeake Bay & Rivers School of Real Estate	1118	Moseley Real Estate Schools, Inc.
1707	Chesterfield County Public Schools	1311	Mountain Empire Community College
1501	Christopher Newport University	1312	New River Community College
1127	Churchland Academy of Real Estate	1858	New River Valley Assoc of Realtors
1888	Cindy Bishop Worldwide, LLC	1829	New Star Realty School
1850	Class Act Real Estate Education Center	1717	Norfolk City Schools
1736	Clover Hill High School	1510	Norfolk State University
1129	Coldwell Banker Residential Brokerage School, Lake Ridge	1851	No VA Apartment Association
1104	Coldwell Banker Residential Brokerage School, Ellicott City	1155	No VA Assoc of Realtors Schls of Real Estate
1853	Cooke Real Estate School Hdqtrs	1314	No VA Comm Coll, ALEXANDRIA
1893	CPG School of Real Estate, Inc.	1313	No VA Comm Coll, ANNANDALE
1780	D&D School of Real Estate	1315	No VA Comm Coll, MANASSAS
1304	Dabney's Lancaster Community College	1316	No VA Comm Coll, STERLING
1776	Dailey Real Estate School	1317	No VA Comm Coll, WOODBRIDGE
1305	Danville Community College	1505	Old Dominion University
1912	Digital Learning Centers LLC	1881	One Stop Real Estate School
1761	Dulles Area Real Estate School	1318	Patrick Henry Community College
1795	ED Smith Real Estate School	1319	Paul D Camp Community College
1306	Eastern Shore Community College	1764	PEDFED Realty, LLC
1900	Elearner Solutions LLC	1737	Peninsula Real Estate School
1887	Elite School of Real Estate	1708	Petersburg City Public Schools
1884	Entry Realty School	1765	Piedmont School of Real Estate
1703	Fairfax County Public Schools	1320	Piedmont Virginia Community College
1891	Four Pillars Education, Inc.	1142	Potomac Real Estate Institute Inc
1781	Frederick Academy of Real Estate	1886	Prime Realty & Investment, Inc
1897	Gateway 2 Real Estate 2, LLC	1748	Prince George Community College
1502	George Mason University	1746	Prince William Association of Realtors
1307	Germanna Community College	1801	The Professional Development Institute
1753	Gold Market Real Estate Academy	1511	Radford University
1752	Gracious School of Real Estate	1321	Rappahannock Community College
1719	Hampton City Schools	1914	RE Education Services, LLC
1335	Hampton Roads School of Real Estate	1871	Real Estate III School of Real Estate
1151	Henderson Professional Development Seminars	1908	Real Estate Empower, Inc.
1705	Henrico County Public Schools	1894	REOS.com, Inc.
1890	Horizon Real Estate School, Inc	1893	Richmond Equity Ventures, LLC
1869	Institute of Finance and Real Estate		
1899	International School of Real Estate		
1882	Irene L Lemons dba Blue Eagle Spec Trng		
1308	J Sargeant Reynolds Community College		
1503	James Madison University		
1711	John Handley High School		
1309	John Tyler Community College		
1844	Kaplan Real Estate School		
1857	Keller Williams School of Real Estate		
1913	Key Realty and Investment, Inc.		
1145	Kirks' Institute for Advanced R E Studies		

Continued on Next Page



1791 The Institute for Continuing Education, Inc.
1834 The Real Estate Education Center
1785 The Real Estate Academy, Inc.
1910 The Real Estate Advantage, LLC
1903 The Realty Group Lynchburg, LLC
1784 Real Estate Career Academy
1156 R E Educators, FALMOUTH or FREDERICKSBURG
1870 RE/MAX Olympic Education Center
1149 The Real Estate School of the Richmond Association of Real
1301 Richard Bland College
1704 Roanoke County Public Schools
1722 Rockingham County Schools
1907 Shaffer Realt109y, LLC
1751 Shenandoah College
1789 Shenandoah Valley Training Center
1845 SML School of Real Estate
1846 Smith Mountain Academy
1905 Solutions Realty Group LLC
1883 Southeast Kentucky Comm and Tech College
1896 Southside Real Estate School, LLC
1323 Southside Virginia Community College, ALBERTA
1324 Southside Virginia Community College, KEYSVILLE
1325 Southwest Virginia Community College
1714 Stafford County Public Schools
1721 Staunton City Schools
1876 Superior Real Estate School
1326 Thomas Nelson Community College
1826 Tidewater Community College, CHESAPEAKE
1847 Tidewater Community College, NORFOLK
1327 Tidewater Community College, PORTSMOUTH
1329 Tidewater Community College, VIRGINIA BEACH
1773 Top Producer Academy of Real Estate
1759 University Institute of Real Estate
1507 University of Richmond
1508 University of Virginia
1772 Virginia Association of Realtors
1743 Virginia Educators Century 21, BATTLEFIELD
1330 Virginia Highlands Community College
1153 Virginia Polytechnic Institute
1331 Virginia Western Community College
1157 Walsh Institute of Real Estate
1723 Washington County Public Schools
1114 Weichert Real Estate School, ALEXANDRIA
1904 Weichert Real Estate School, ANNANDALE
1828 Weichert Real Estate School, BETHESDA
1767 Weichert Real Estate School, FAIRFAX
1135 Weichert Real Estate School, FREDERICKSVILLE
1779 Weichert Real Estate School, FRONT ROYAL
1116 Weichert Real Estate School, MANASSAS
1754 Weichert Real Estate School, WOODBRIDGE
1741 Weichert Real Estate School, MCLEAN
1716 Westmoreland County Public Schools
1154 William E Wood & Associates
1758 Williamsburg Real Estate School
1332 Wytheville Community College



BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

To place an order for one or more of the following items listed, you may:

- Order online at www.pSIONlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.pSIONlinestore.com

<input type="checkbox"/>	Modern Real Estate Practice
<input type="checkbox"/>	Real Estate Fundamentals
<input type="checkbox"/>	The Language of Real Estate
<input type="checkbox"/>	Real Estate Principles
<input type="checkbox"/>	Real Estate Principles & Practices

Please note: Inventory and pricing subject to change without notice.

- You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

Mail or FAX to:
PSI ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)
Fax (702) 932-2668

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number _____



SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ Social Security or Virginia DMV #: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- | | |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended Time (Additional time requested:_____) |
| <input type="checkbox"/> Large-Print written examination | <input type="checkbox"/> Service Animals (other than those required for guidance or mobility assistance due to physical disability):_____ |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | <input type="checkbox"/> Other_____ |

Site requested: _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (702) 939-6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.

PSI
3210 E Tropicana
Las Vegas, NV 89121