



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



**SOUTH CAROLINA REAL ESTATE COMMISSION
 DEPARTMENT OF LABOR, LICENSING AND REGULATION**

**REAL ESTATE
 CANDIDATE INFORMATION BULLETIN**

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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 South Carolina. To be licensed, you must 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. South Carolina's Office of Property, Environmental, Design and Construction Services (OPEDACS) has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the South Carolina Real Estate Commission to be certain that examinations meet local as well as national requirements and basic principles of real estate and examination development standards.

Apply to the Real Estate Commission prior to registering with PSI for an examination. Once you are approved, you will receive an Examination Eligibility letter. Examination Eligibility is valid for 1 year.

The following are the South Carolina real estate licensing examinations offered by PSI licensure:certification:

- Real Estate Salesperson
- Real Estate Broker

Each examination consists of state and general portions. You must pass both portions to apply for licensure.

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

PSI licensure:certification
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:

South Carolina Real Estate Commission
PO Box 11847
Columbia, SC 29211-1847
(803) 896-4400
Fax (803) 896-4404
www.llr.state.sc.us

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

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

1. Obtain the appropriate eligibility (e.g., number of hours of education) in advance of applying to the Commission.
2. After approval by the Commission of your eligibility, prepare for the examination by using the examination outline in this Candidate Information Bulletin as a guide for reviewing your prelicense course material along with any of the supplementary references provided on page 2.

3. Be sure that the examination registration form that you submit to PSI is complete and accurate, and that you include the correct fees.
4. Be sure to take proper identification with you to your scheduled examination appointment.
5. Candidates for licensure are required to pass both portions of the examination within 1 year of approval of your eligibility by the Commission. If your Examination Eligibility has expired, you will need to reapply to the Commission before you can register to take or retake the examination with PSI.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for the license examination. Preparation, in addition to the required classroom hours, increases your likelihood of passing.

- Start with a current copy of this South Carolina Real Estate Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Review your prelicense course material with a special emphasis on the topics listed in the examination content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory, it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- 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 South Carolina Real Estate Commission. Use the latest edition available.

General Portion

- *Real Estate Fundamentals*, 7th Edition, 2007, Gaddy and Hart, Dearborn Real Estate Education, 30 S. Wacker Drive, Chicago, IL 60606-7481, (800) 972-2220, www.dearbornRE.com, ISBN 0793164710
- *Modern Real Estate Practice*, 17th Edition, 2006, Galaty, Allaway, & Kyle, Dearborn Real Estate Education, , 30 S. Wacker Drive, Chicago, IL 60606-7481, (800) 972-2220, www.dearbornRE.com, ISBN 0793144280
- *Real Estate Principles & Practices*, 8th Edition, 2009, Arlyne Geschwender, South-Western, a division of Thomson Learning, 5191 Natorp Blvd., Mason, OH 45040, (800) 730- 2214, www.swcollege.com, ISBN 0324187475
- *Real Estate Law*, 7th Edition, 2009, Karp and Clayman, Dearborn Real Estate Education, 30 S. Wacker Drive, Chicago, IL 60606-7481, (800) 972-2220, www.dearbornRE.com, ISBN 0793149568
- *Real Estate Principles*, 9th Edition, 2003, Charles Jacobus, South-Western, a division of Thomson Learning, 5191 Natorp Blvd., Mason, OH 45040, (800) 730-2214,

www.swcollege.com, ISBN 0324143877 (10th Ed. In preparation)

- *The Language of Real Estate*, 6th Edition, 2006, John Reilly, Dearborn Real Estate Education, 30 S. Wacker Drive, Chicago, IL 60606-7481, (800) 972-2220, www.dearbornRE.com, ISBN 0793131936

State Portion

AWARE in South Carolina. 7th Edition, 2005, Charles D. Wyatt, Wyatt Institute, 710 E. North Street, Greenville, SC 29601, (800) 922-9252 or (864) 271-9732

South Carolina Real Estate License Law

Trust Account Guidelines

South Carolina Residential Landlord And Tenant Act

South Carolina Vacation Time Sharing Plans Act

Many of these reference materials are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

DESCRIPTION OF EXAMINATIONS & EXAMINATION CONTENT OUTLINES

EXAMINATION SUMMARY TABLE

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

Examination	Portion	# of Questions	Time Allowed
Salesperson	General	80	120 Minutes
	State	30	60 Minutes
	Both	110	180 Minutes
Broker	General	80	120 Minutes
	State	35	60 Minutes
	Both	115	180 Minutes

PRETEST QUESTIONS

In addition to the number of examination questions specified in the examination summary table, 5 "pretest" questions will be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against testing time. The administration of such non-scored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in real estate practice, real estate instruction, and regulatory issues. The examination content outlines these professionals have prepared identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of course material. The outlines list the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

**GENERAL PORTION
(REAL ESTATE PRINCIPLES AND PRACTICES)**

CONTENT OUTLINE

Property Ownership (Salesperson 6 Items, Broker 5 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
3. **Encumbrances**
 - 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 Properties
 - e. Bundle of Rights
5. **Physical Descriptions of Property**
 - a. Land and Building Area
 - b. Basic Construction Types and Materials

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. Contamination levels and 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
 - b. Covenants (CC&Rs)
 - c. HOA Regulations

Valuation and Market Analysis (Salesperson 8 Items, Broker 7 Items)

- 1. Value**
- a. Market Value and Market Price
 - b. Characteristics of Value
 - c. Principles of Value
 - d. Market Cycles and other Factors Affecting Property Value
- 2. Methods of Estimating Value/Appraisal Process**
- a. Market or Sales Comparison Approach
 - b. Cost Approach
 - c. Income Approach
 - d. Basic Appraisal Terminology (Replacement versus Reproduction Cost, Reconciliation, Depreciation, Kinds of Obsolescence)
- 3. Competitive/Comparative Market Analysis (CMA)**
- a. Selecting and Adjusting Comparables
 - b. Factors to Consider in a CMA
 - c. Contrast CMA, Broker Opinion of Value (BOV), Appraisal
 - d. Price/Square Foot
 - e. Gross Rent and Gross Income Multipliers
- 4. When Appraisal by Certified Appraiser is Required**

Financing (Salesperson 7 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**
- a. Term or Straight Loans

- b. Amortized and Partially Amortized (Balloon) Loans
- c. Adjustable Rate Loans (ARMS)
- d. Conventional versus Insured
- e. Reverse mortgages; equity loans; subprime and other nonconforming loans

3. Sources of Loan Money

- a. Seller/Owner Financing
- b. Primary Market
- c. Secondary Market
- d. Down Payment Assistance Programs

4. Government Programs

- a. FHA
- b. VA

5. Mortgages/Deeds of Trust

- a. Mortgage Clauses (Assumption, Due-On-Sale, Alienation, Acceleration, Prepayment, Release)
- b. Lien Theory versus Title Theory
- c. Mortgage/Deed of Trust and Note as Separate Documents

6. Financing/Credit Laws

- a. Truth in Lending, RESPA, Equal Credit Opportunity
- b. Mortgage Loan Disclosure and Seller Financing Disclosure

7. Mortgage Fraud, Predatory Lending Practices (Risks to Clients)

- a. Usury and Predatory Lending Laws
- b. Appropriate Cautions to Clients Seeking Financing

Laws of Agency (Salesperson 10 Items, Broker 11 Items)

- 1. Laws, Definitions, and Nature of Agency Relationships**
- a. Types of Agents/Agencies (Special, General, Designated, Subagent, etc.)
 - b. Possible Agency Relationships in a Single Transaction
 - c. Fiduciary Responsibilities
- 2. Creation and Disclosure of Agency and Agency Agreements (General; Regulatory Details in State Portions)**
- a. Creation of Agency and Agency Agreements
 - b. Express and Implied
 - c. Disclosure of Representation
 - d. Disclosure of Acting as Principal or other Conflict of Interest
- 3. Responsibilities of Agent to Seller, Buyer, Landlord or Tenant as Principal**
- a. Traditional Common Law Agency Duties ("COALD")
 - b. Duties to Client/Principal (Buyer, Seller, Tenant or Landlord)
 - c. Effect of Dual Agency on Agent's Duties
- 4. Responsibilities of Agent to Customers and Third**



Parties

5. Termination of Agency

- a. Operation of Law
- b. Expiration
- c. Completion/Performance
- d. Destruction of Property/Death of Principal
- e. Acts of Parties
 1. Mutual Agreement
 2. Termination by client (revocation)
 3. Termination by agent (renunciation/abandonment)

Mandated Disclosures (Salesperson 7 Items, Broker 8 Items)

1. Property Condition Disclosure Forms

- a. Agent's Role in Preparation
- b. When Seller's Disclosure Misrepresents Property Condition

2. Warranties

- a. Types of available warranties
- b. Coverages provided

3. Need for Inspection and Obtaining/Verifying Information

- a. Agent Responsibility to Verify Statements included in Marketing Information
- 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, including Roof, Gutters, Downspouts, Doors, Windows, Foundation
- e. Condition of Electrical and Plumbing Systems, and of Equipment or Appliances that are Fixtures
- f. Location with in Natural Hazard or Specially Regulated Area, Potentially Uninsurable Property)
- g. Known Alterations or Additions

5. Material Facts Related to Public Controls, Statutes or Public Utilities

- a. Local 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 (lead, radon, asbestos, formaldehyde foam insulation, high-voltage power lines, waste disposal sites, underground storage tanks, soil or groundwater contamination, hazardous

waste)

- e. Stigmatized/Psychologically Impacted Property, Megan's Law Issues

Contracts (Salesperson 10 Items, Broker 10 Items)

1. General Knowledge of Contract Law

- a. Requirements for Validity
- b. Types of Invalid Contracts
- c. When Contract is Considered Performed/Discharged
- d. Assignment and Novation
- e. Breach of Contract and Remedies for Breach
- f. Contract Clauses (Acceleration, etc.)

2. Listing Agreements

- a. General Requirements for Valid Listing
- b. Exclusive Listings
- c. Non-Exclusive Listings

3. Management Agreements [Broker Only]

4. Buyer Broker Agreements/Tenant Representation Agreements

5. Offers/Purchase Agreements

- a. General Requirements
- b. When Offer becomes Binding (Notification)
- c. Contingencies
- d. Time is of the Essence

6. Counteroffers/Multiple Counteroffers

- a. Counteroffer Cancels Original Offer
- b. Priority of Multiple Counteroffers

7. Lease and Lease-Purchase Agreements

8. Options and Right of First Refusal

9. Rescission and Cancellation Agreements

Transfer of Title (Salesperson 4 Items, Broker 6 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. Conveyances After Death

- a. Types of Wills
- b. Testate vs. Intestate Succession

3. 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

4. Escrow or Closing



- a. Responsibilities of Escrow Agent
 - b. Prorated Items
 - c. Closing Statements/HUD-1
 - d. Estimating Closing Costs
5. Foreclosure, Short Sales
 6. Tax Aspects of Transferring Title to Real Property
 7. Special Processes [Broker Only]

Practice of Real Estate (Salesperson 12 Items, Broker 11 Items)

1. Trust Accounts (General; Regulatory Details in State Portions)
 - a. Purpose and Definition of Trust Accounts
 - b. Responsibility for Trust Monies
 - c. Commingling/Conversion
 - d. Monies held in Trust Accounts
2. Fair Housing Laws
 - a. Protected Classes
 - b. Covered Transactions
 - c. Specific Laws and their Effects
 - d. Exceptions
 - e. Compliance
 - f. Types of Violations and Enforcement
 - g. Fair Housing Issues in Advertising
3. Advertising
 - a. Incorrect "Factual" Statements versus "Puffing"
 - b. Uninformed Misrepresentation versus Deliberate Misrepresentation (Fraud)
 - c. Truth in Advertising
4. Agent Supervision
 - a. Liability/Responsibility for Acts of Associated Agents
 - b. Responsibility to Train and Supervise
 - c. Independent Contractors
 - d. Employees
5. Commissions and Fees
 - a. Procuring Cause/Protection Clauses
 - b. Referrals and Finder Fees
6. General Ethics
 - a. Practicing within Area of Competence
 - b. Avoiding Unauthorized Practice of Law
7. Issues in Use of Technology (electronic signatures, document delivery, internet advertising, social media)
8. Antitrust Laws
 - a. Antitrust Laws and Purpose
 - b. Antitrust Violations in Real Estate

Real Estate Calculations (Salesperson 7 Items, Broker 5

Items)

1. General Math Concepts
 - a. Addition, Subtraction, Multiplication, and Division
 - b. Percentages/Decimals/ Fractions
 - c. Areas, including Acreage
2. Property Tax Calculations (not Prorations)
3. Lending Calculations
 - a. Loan-to-Value Ratios
 - b. Discount Points
 - c. Equity
 - d. Qualifying Buyers
4. Calculations for Transactions
 - a. Prorations (Utilities, Rent, Property Taxes, Insurance, etc.)
 - b. Commissions and Commission Splits
 - c. Seller's Proceeds of Sale
 - d. Total Money Needed by Buyer at Closing
 - e. Transfer Tax/Conveyance Tax/Revenue Stamps
5. Calculations for Valuation
 - a. Comparative Market Analyses (CMA)
 - b. Net Operating Income
 - c. Depreciation
 - d. Capitalization Rate
 - e. Gross Rent and Gross Income Multipliers (GIM, GRM)
6. Mortgage Calculations
 - a. Down Payment/Amount to be Financed
 - b. Amortization
 - c. Interest Rates
 - d. Interest Amounts
 - e. Monthly Installment Payments

Specialty Areas (Salesperson 4 Items, Broker 5 Items)

1. Property Management and Landlord/Tenant
2. Common Interest Ownership Properties
3. Subdivisions
4. Commercial, Industrial, and Income Property

STATE-SPECIFIC PORTION (SOUTH CAROLINA REAL ESTATE LAWS AND REAL ESTATE COMMISSION RULES)

South Carolina Real Estate Commission and Licensing Requirements (Salesperson-5 Items, Broker-5 Items)

1. Real Estate Commission Purpose, Powers, and Duties
2. Activities Requiring a License and Exemptions from Licensure



3. License Types, Maintenance, Duration, Statuses, and Changes

Statutes Governing the Activities of Licensees (Salesperson-10 Items, Broker-10 Items)

1. Advertising
2. Broker/Salesperson Relationship
3. Commissions and Other Compensation
4. Disclosure of Licensee's Interest in Real Estate Transactions
5. Offers and Counteroffers
6. Handling of Documents and Record Keeping
7. Handling of Monies and Accounting Practices
8. License Law Violations, Investigations, and Penalties

South Carolina Agency Relationships and Issues (Salesperson-10 Items, Broker-10 Items)

1. Permissible Relationships and Obligations to Parties
2. Disclosure Requirements and Issues
3. Creation and Termination of Agency
4. South Carolina Agency Contracts

Additional South Carolina Statutes and Topics (Salesperson-5 Items, Broker-5 Items)

1. Consumer Protection Code
2. Homestead Exemption
3. Residential Landlord and Tenant Act
4. Vacation Time Sharing Plans Act
5. Residential Property Condition Disclosure Statements

Closing Details (Broker-5 Items) (Broker only)

- B. Which of the following statements BEST identifies the meaning of the term, "rescission of a contract"?
 1. A ratification of a contract by all parties.
 2. A return of all parties to their condition before the contract was executed.
 3. A transfer or assignment of a particular responsibility from one of the parties to another.
 4. A review of the contract by the legal counsel of either party that may result in a cancellation without penalty or further obligation.
- C. Which of the following clauses in a mortgage allows the lender to demand loan repayment if a borrower sells the property?
 1. Defeasance
 2. Prepayment
 3. Acceleration
 4. Alienation
- D. How much cash MUST a buyer furnish in addition to a \$2,500 deposit if the lending institution grants a 90% loan on an \$80,000 property?
 1. \$5,500.
 2. \$6,975.
 3. \$7,450.
 4. None of the above.
- E. Which of the following single-family residences would get the MOST accurate appraisal by applying the reproduction cost approach to value?
 1. A rental property.
 2. A vacant property.
 3. A new property.
 4. An historic property.

Answers to Sample Salesperson Questions:

A: 1; B: 2; C: 4; D: 1; E: 4

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the South Carolina real estate salesperson and broker examinations. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examinations. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

Sample Salesperson Questions

- A. Which of the following interests in property is held by a person who is granted a lifetime use of a property that will be transferred to a third party upon the death of the lifetime user?
 1. A life estate.
 2. A remainder estate.
 3. An estate for years.
 4. A reversionary estate.

Sample Broker Questions

- A. A real estate licensee acting solely as a seller's agent is MOST likely to be held liable for claims of misrepresentation by a buyer if the licensee committed which of the following acts in the course of the transaction?
 1. Failed to provide previous purchase prices for the property.
 2. Obeyed the seller's instructions to leave all discussions of property condition to the seller.
 3. Continued to accept and present offers on the property after the seller accepted the buyer's offer.
 4. Deposited the earnest money check in a personal account to clear before transferring it to the trust account.



- B. A lender wanting title insurance coverage on property pledged as collateral would ask for which of the following policies?
1. A mortgagee's policy.
 2. An owner's policy.
 3. An errors and omissions policy.
 4. An extended homeowner's policy.
- C. A business property is valued at \$20,000. To earn 12% on the total investment, the property should return a monthly income of
1. \$200.
 2. \$500.
 3. \$1,200.
 4. None of the above.
- D. A lender is making a loan on a property and wants to make sure that a borrower will be legally obligated to pay off the entire unpaid loan balance if the borrower defaults on the payments. Which of the following clauses should be included in the contract?
1. Defeasance.
 2. Prepayment.
 3. Acceleration.
 4. Due-on-sale.
- E. A financial arrangement by which a buyer purchases property using borrowed funds but does not actually receive title to the property until after the loan has been fully repaid is BEST referred to as a
1. leveraged sale.
 2. sale and leaseback.
 3. purchase money mortgage.
 4. land contract.

Answers to Sample Broker Questions:

A: 2; B: 1; C: 1; D: 3; E: 4

REGISTRATION & SCHEDULING PROCEDURES

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, accurate, and signed and that you include all attachments and the correct fees. Your registration is valid for 1 examination only. You will register for an examination and then schedule an appointment.

FEE SCHEDULE

Fees apply to both Broker and Salesperson Examinations.

ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

Both Portions	\$63
One Portion	\$55



TELEPHONE REGISTRATION

For Telephone Registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available between 9:00 a.m. and 8:00 p.m. (Eastern Time) to take the information on your Registration Form and schedule your appointment.

FAX REGISTRATION

For FAX Registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form 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 call PSI to schedule the examination(s) after 9:00 a.m., Eastern Time, (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.** Return the completed original form to PSI with the appropriate fee. Money orders or cashier's checks should be made payable to PSI. Print your Social Security Number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**
2. Upon receipt of your completed form and fees, a Registration Confirmation Notice will be mailed to you. **If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.**
3. Please allow 2 weeks to process your registration. If you do not receive your Confirmation Notice within 2 weeks, call (800) 733-9267 to verify your status.

INTERNET REGISTRATION

The Examination Registration Form is available at PSI's website, www.psiexams.com. You may register and schedule for an examination via the Internet 24 hours a day.

1. Complete the registration form on line and send it to PSI via the Internet.

2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the Real Estate Commission. A Federal law requires state agencies to collect and record the Social Security numbers of all licensees of the professions licensed by the State. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you **MUST** provide it to the Real Estate Commission.

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 or those who would otherwise have difficulty taking the examination should request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

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 (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 site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00pm ET. Please be prepared to offer alternative examination appointment choices.

Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.

CANCELING OR RESCHEDULING 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 Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

IMPORTANT NOTE ABOUT SCHEDULING OR RESCHEDULING!

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 follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule 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 schedule 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 a examination center on a scheduled testing date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your testing schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

EXAMINATION CENTER LOCATIONS

GREENVILLE/SPARTANBURG

Park East, Anderson Building
150 Executive Center Drive, Suite 112
Greenville, South Carolina 29615

From I-85, take I-385 North towards Greenville. Take Roper Mountain exit (Exit 37) and go right (East). Turn right at first street (Independence Blvd). Go 0.7 miles and turn left on Executive Center Drive. The Anderson Building will be on your right.

COLUMBIA

Synergy Business Park
Congaree Building
121 Executive Center Drive, Suite 247
Columbia, South Carolina 29210

From I-20, take exit 63 (Bush River Road). Proceed West and turn right on Berryhill Road. Turn left on Executive Center Drive.



CHARLESTON

4600 Goer Drive, Suite 112A

North Charleston, South Carolina 29406

At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave, exit East Montague. Take first right at Sheraton Hotel (this is Goer Drive, formally Marriott Drive).

Coming from Charleston, exit at East Montague. Continue East and take the first right on to Goer Drive. Site is adjacent to the Sheraton Hotel.

Upon entering the building, site is Room 112A, left down the hall.

BEAUFORT/HILTON HEAD

Regions Bank Building

69 Robert Smalls Pky/SC-170, Unit 4D

Beaufort, South Carolina 29906

From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.

MYRTLE BEACH

1601 North Oak Street, Suite 305

Myrtle Beach, South Carolina 29577

From SC-17, take SC-501 East toward Myrtle Beach. SC-501 becomes Main Street. Turn left on Oak Street. At 16th Street, turn left into Myrtle Offices driveway. Loop around counter clockwise to the back of the building.

CHARLOTTE

Tyvola Executive Park 1

5701 Westpark Dr, #202

Charlotte, NC 28217

From I-77S towards Columbia, exit Tyvola Road (Exit #5).

Turn left at Tyvola Road. Make a right at Westpark Dr.

From I-77N, exit Tyvola Road (Exit #5) towards Coliseum Area. Bear right at Tyvola Road. Turn right at Westpark Dr.

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 identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form and your Examination Eligibility Form.

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.*

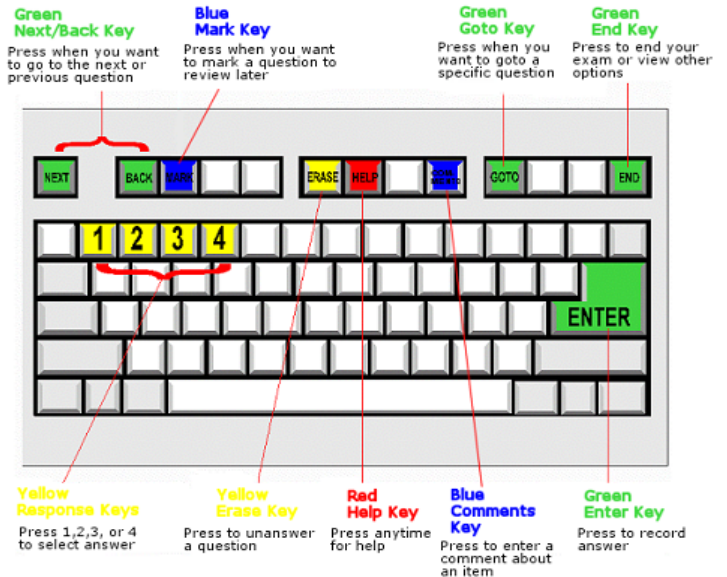
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- ❑ Notes or Books are not allowed.
- ❑ You may not exit the building during the examination.
- ❑ Cell phones, pagers, and children are not allowed in the examination center.
- ❑ Only nonprogrammable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- ❑ Smoking, eating, or drinking is not allowed in the examination center.
- ❑ Copying or communicating examination content is a violation of security regulations. Either one may result in the disqualification of examination results and may lead to legal action under copyright laws.

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 below. 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.

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.

Question: 3 of 40 Answered: 2 Unanswered: 1 Marked: 0 View: All Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

1. Presidents

2. Colonies

3. States

4. Wars

<< Back Next >>

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.

EXAMINATION REVIEW

PSI, in cooperation with the South Carolina Real Estate Commission, 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 an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **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	
General Portion	56
State Portion	21
Broker	
General Portion	60
State Portion	26

Your score will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the South Carolina Real Estate Commission.

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 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 printed at the examination center.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report. The fee for a duplicate score report is \$15. *Money order or cashier's check ONLY.*



SOUTH CAROLINA REAL ESTATE EXAMINATION REGISTRATION FORM

Read the 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. Registration fees are not refundable or transferable.

1. Legal Name:
Last Name (Jr/III)

First Name MI

2. Social Security: - - (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address:
Number, Street Apt/Suite

-
City State Zip Code

4. Telephone Home - - Office -

5. Email _____ @ _____

6. Birth Date: - -
M M D D Y Y

7. School Code: Provide your School Code as indicated on your current Examination Eligibility Letter

8. Test: (Check one)
 Salesperson - General and State \$63 Broker - General and State \$63
 Salesperson - General Only \$55 Broker - General Only \$55
 Salesperson - State Only \$55 Broker - State Only \$55
 FIRST TIME RETAKE

9. Total Fees Included: \$ _____ (Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One): MC VISA

Card No: _____ Exp. Date: _____

Card Verification No: _____ For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

Cardholder Name (Print): _____ Signature: _____

10. I am enclosing a Special Arrangement Request letter and the required documentation. Yes No

11. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

Signature _____ Date _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.

Complete and forward this form with the applicable examination fee to:
 PSI licensure:certification * ATTN: Examination Registration SC RE
 3210 E Tropicana * Las Vegas * NV * 89121
 Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com

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.psonlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

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

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

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 licensure:certification ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)
Fax (702) 932-2668

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____



PSI licensure:certification

3210 E Tropicana
Las Vegas, NV 89121

FIRST CLASS MAIL

