



PSI licensure:certification  
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COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF PROFESSIONAL AND  
 OCCUPATIONAL REGULATION

REAL ESTATE  
 CANDIDATE INFORMATION BULLETIN

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Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin.

## EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

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.

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.psixams.com](http://www.psixams.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](http://www.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 both 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. Effective July 1, 2009, fingerprinting will be 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.
8. Once fingerprinting is done, the license application must be received by the Board within 45 calendar days 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.
- 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.

### National 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 (10<sup>th</sup> 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

- *Real Estate Board Regulations*
- *Real Estate License Laws*
- *Virginia Real Estate Transaction Recovery Act*
- *Virginia Fair Housing Law and Regulations*
- *Virginia Real Estate Time-Share Act and Regulations*
- *Virginia Condominium Act and Regulations*
- *Virginia Residential Landlord and Tenant Act*
- *Code of Virginia web site at*  
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC5401000002100000000000>
- *DPOR web site at*  
<http://www.dpor.virginia.gov/dporweb/lawsandregs.cfm>

## 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            | 155 Minutes  |

### NATIONAL 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. Replacement Cost or Summation 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. Expiration
- b. Completion/Performance
- c. Termination by Operation of Law
- d. Destruction of Property/Death of Principal
- e. Termination by Acts of Parties

#### 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)
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 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-5 items, Broker-7 items]

- a. Qualifications/Requirements
- b. Broker’s Supervisory Requirements
- c. Disciplinary Procedures and Sanctions
- d. Virginia Real Estate Transaction Recovery Act
- e. Real Estate Education

## Escrow Accounts [Salesperson-6 items, Broker-9 items]

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

- a. Property Disclosure Form (incl Chesapeake Bay Act)
- b. Aircraft Noise/Crash Disclosure
- c. Septic Disclosure
- d. Megan’s Law



e. Stigmatized Properties

Agency Definitions and Relationships (incl. Limited service, Disclosure of Agency, Agency duties) [Salesperson-12 items, Broker-14 items]

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

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

- a. Virginia Real Estate Time-Share Act and Regulations
- b. Virginia Condominium Act and Regulations
- c. Virginia Residential Landlord and Tenant Act
- d. Virginia Common Interest Communities Act

**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.*

After your school has submitted your file to PSI, please go to [www.psiexams.com](http://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.

Fees apply to both Broker and Salesperson Examinations.

**ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.**

|                 |         |
|-----------------|---------|
| Examination Fee | \$60.00 |
|-----------------|---------|

### INTERNET REGISTRATION

You may register and schedule for your examination at [www.psiexams.com](http://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. NOTE:

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.

### 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.

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. All out-of-state education needs to be verified by the Virginia Department of Professional and Occupational Regulation before submission to PSI. Payment of fees can be made by money order, company check, or cashier's check. Cashier's checks, company checks, and money orders 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, 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.
3. Please allow 2 weeks to process your registration. After 2 weeks, you may schedule for your examination at [www.psiexams.com](http://www.psiexams.com) or by calling (800) 733-9267.

### TELEPHONE REGISTRATION

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

1. 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 through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time to take the information on your Registration Form and schedule your appointment.

### FAX REGISTRATION

Fax Registration is available only to those candidates whose education completion has been previously provided to PSI. For Fax Registration, you will need a valid VISA or MasterCard.

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. Please include your credit card number and expiration.
2. Fax the completed form (both sides) 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](http://www.psiexams.com) or by calling (800) 733-9267.

### 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 Department of Professional and Occupational Regulation. 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 your social security number to the state to complete the licensing process.

### 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 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 CSR, 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 internet, 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.

### WALK-IN EXAMINATIONS

Walk-in registration is available only to those candidates who have previously provided complete certification of their required education to PSI. YOU MUST PRESENT A CONFIRMATION NOTICE OR A FAILING SCORE REPORT TO BE ELIGIBLE FOR A WALK-IN EXAMINATION. You are strongly encouraged to schedule an examination. However, you may take the examination as a walk-in candidate. Walk-in examinations are available on a space-available, "first-come", "first-served" basis. Walk-in candidates will only be admitted after all scheduled candidates have been admitted. Because of seating limitations at examination centers, admission cannot be guaranteed to walk-in candidates. There is an additional fee of \$15 for walk-in candidates. This fee must be paid by money order, cashier's check, or company check at the examination center.

## 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.*



## REPORTING TO THE EXAMINATION CENTER

### RICHMOND AREA

Daniel Building  
3805 Cutshaw Ave., Suite 310  
Richmond VA 23230

*From I-64, exit Staples Mill Road and proceed East approximately 1 mile. Turn left on Broad Street and proceed approximately ¾ miles. Turn right on Kent Road. The Daniel Building is on the corner of Cutshaw Avenue. Use street parking.*

### PSI VIRGINIA BEACH

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

*From I-264, merge onto S Independence Blvd/VA-225 N via Exit 17B toward Pembroke Area. Make a u-turn at Broad St onto Independence Blvd/VA-225 S. The site is near the Pembroke Mall.*

### 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

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

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.*

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. 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.*

**NOTE:** If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your education verification, your examination registration form, and your 2 forms of identification.

### SECURITY PROCEDURES

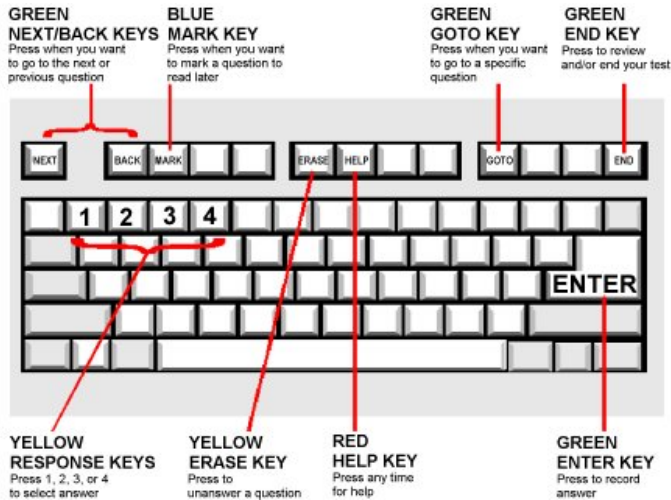
The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Please be advised that children, cell phones, pagers, cameras, programmable electronic devices and recording devices of any kind are NOT allowed to enter PSI testing centers. Additionally, NO personal items are to enter the testing centers. PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.
- 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.



### PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" 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 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 |
|--------------------|----------------|
| <b>Salesperson</b> |                |
| National Portion   | 56             |
| State Portion      | 30             |
| <b>Broker</b>      |                |
| 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 can write to PSI to request a duplicate of your score report.

## LICENSE APPLICATION INSTRUCTIONS

After you have passed both 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. The licensure process cannot begin until you have passed both portions of the examination. *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/dporweb/reb\\_form.cfm](http://www.dpor.virginia.gov/dporweb/reb_form.cfm). 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, your completed application and fee must be received within 1 year of passing the examination. **Fingerprinting for all Virginia real estate license applicants will be mandatory.**

Note: You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours. The prints will be forwarded electronically to the appropriate review agencies. It is offered for walk-ins only, on a 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 up to 4 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 both portions.

Once fingerprinting is done, the license application must be received by the Board within 45 calendar days or the applicant will have to pay to be fingerprinted again before a license will be issued.

PSI will send you a pass notice, and you will need to send a completed application form, the appropriate license application fee, and any required documentation to the address below:

Commonwealth of Virginia  
Department of Professional and  
Occupational Regulation  
Real Estate Board  
P.O. Box 26792  
Richmond, VA 23261

Questions regarding the license application should be directed to the Virginia Department of Professional and Occupational Regulation. *Do not contact PSI.*

#### Salesperson

1. If you now hold or have ever held a real estate license in another state, you must include a certification of licensure from each state dated no more than 60 days prior to submission of the license application. This certification is not a copy of your license; it is an official history of licensure prepared by the licensing agency.
2. Allow at least 3 weeks from the date you pass the examination for processing your application. If a criminal offense or previous disciplinary action on a real estate license is involved, processing may take 8 weeks or more.
3. Acceptance by the Real Estate Board of a non-refundable application fee neither indicates approval of your application nor connotes eligibility for licensure. The applicant may not perform any of those acts associated with Section 54.1-2101, Code of Virginia, until the license is issued.
4. All applicable items must be properly completed and attached, or the application will be rejected and processing will be delayed.

#### Reciprocal Salesperson Applicants ONLY:

5. After passing the State portion of the PSI examination and having your fingerprints taken at the PSI site, you must submit an application which is available on the web site [http://www.dpor.virginia.gov/dporweb/reb\\_form.cfm](http://www.dpor.virginia.gov/dporweb/reb_form.cfm) and fee.

You will also need to submit the following:

- Original Certification of Licensure/Letter of Good Standing dated within the last 60 days from EACH State/Jurisdiction you had or currently hold a license dated no more than 60 days prior to submission of the license application. **DO NOT** send a copy of your license. Photocopies of your license(s) will NOT be accepted in place of Certifications of Licensure/Letters of Good Standing.
- Original transcripts or certified copies of transcripts from the educational institution where the applicant's real estate courses were completed (transcripts must indicate completion of at least 60 hours of a "Principles of Real Estate" course that meets Virginia's real estate education requirements).



Principal Broker, Associate Broker,  
and Sole Proprietor

Verification Form(s) are available on the website at [http://www.dpor.virginia.gov/dporweb/reb\\_form.cfm](http://www.dpor.virginia.gov/dporweb/reb_form.cfm).

1. If you now hold or have ever held a real estate license in another state, you must include a certification of licensure from each state dated no more than 60 days prior to submission of the license application. This certification is not a copy of your license; it is an official history of licensure prepared by the licensing agency.
2. Allow at least 3 weeks from the date you passed the examination for processing your application. If a criminal offense or previous disciplinary action on a real estate license is involved, processing may take 8 weeks or more.
3. Acceptance by the Real Estate Board of a non-refundable application fee does not indicate approval of your application nor connotes eligibility for licensure. The applicant may not perform any of those acts associated with Section 54.1-2100, Code of Virginia, until the license is issued.
4. All applicable items must be properly completed and attached, or the application will be rejected and processing will be delayed.
5. All applicants must have the principal broker or sole proprietor or supervising broker of the firm complete the Experience Verification form. The applicant must be actively engaged as a real estate salesperson and/or broker for at least 40 hours per week for a period of 36 of the 48 months preceding their application for licensure.

**NOTE:** It is advisable to keep these instructions for future reference, along with copies of your application and other related documents.

You may obtain additional forms by visiting the Virginia Department of Professional and Occupational Regulation website at [www.dpor.virginia.gov](http://www.dpor.virginia.gov)

Sole proprietors trading under a fictitious or assumed name:

7. A Certificate of Ownership, Individual Trading Under an Assumed or Fictitious Name must be completed in the presence of a Notary Public and attested by the Clerk of the Court in the city or county in which the business is located. Please remit the copy of your certificate.

Reciprocal Brokers Applicants ONLY:

8. After passing the State portion of the PSI examination and having your fingerprints taken at the PSI site, you must submit an application which is available on the web site [http://www.dpor.virginia.gov/dporweb/reb\\_form.cfm](http://www.dpor.virginia.gov/dporweb/reb_form.cfm) and fee.

You will also need to submit the following:

- Original Certification of Licensure/Letter of Good Standing dated within the last 60 days from EACH State/Jurisdiction you had or currently hold a license dated no more than 60 days prior to submission of the license application. DO NOT send a copy of your license. Photocopies of your license(s) will NOT be accepted in place of Certifications of Licensure/Letters of Good Standing.
- Original transcripts or certified copies of transcripts from the educational institution where the applicant's real estate course were completed (transcripts must show proof of completing 180 classroom hours of real estate broker pre-licensing courses that meets Virginia's real estate education requirements).
- Experience Verification Form(s) verifying that the applicant has been actively engaged for at least 40 hours per week as a real estate licensee during 36 of the 48 months immediately preceding the date of application. The Experience



## 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 #** Your Social Security Number is used for identification purposes only. Print only one number per box.
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.
7. **EXAMINATION** Place an "X" in the box indicating the examination for which you are registering. Then, indicate whether you are taking this examination for the first time by checking the appropriate box.
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.
9. **RECIPROCITY** Check the box if you will be applying for a reciprocal license in Virginia. Refer to the Candidate Information Bulletin under section titled Registration Procedures for eligibility.
10. **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.
11. **SCHOOL CODE** 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).
12. **REQUIRED INFORMATION** All candidates are required to answer these questions by indicating either "yes" or "no". If you answer "yes" to any of these questions, refer to page 16 of your Candidate Information Bulletin for further instruction.
13. **SPECIAL ARRANGEMENTS REQUEST** Applicants with disabilities or those who would otherwise have difficulty taking the examination 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 SCHOOL CODES

|      |  |      |  |
|------|--|------|--|
| 1865 | 360training.com dba Agentcampus.com                      | 1875 | Lawyer's Title Insurance Corp                |
| 1840 | ACT Web Services   | 1504 | Liberty University                           |
| 1833 | Advanced School of Real Estate                           | 1855 | Long & Foster, ASHBURN                       |
| 1702 | Alexandria City Public Schools                           | 1105 | Long & Foster, FAIRFAX                       |
| 1852 | Allied Business Schools, Inc.                            | 1749 | Long & Foster, HAMPTON                       |
| 1860 | American Business College, Inc.                          | 1861 | Long & Foster, ROANOKE                       |
| 1796 | America's Best   | 1128 | Long & Foster, VIRGINIA BEACH                |
| 1101 | Alpha-Omega College, EXMORE/VA BCH                       | 1102 | Long & Foster, WEST END                      |
| 1138 | Alpha-Omega College, NEWPORT NEWS                        | 1793 | Long & Foster, WARRENTON                     |
| 1864 | American Institute of Real Estate                        | 1712 | Loundon County High School                   |
| 1800 | American School of Real Estate Express LLC               | 1710 | Lynchburg City Public Schools                |
| 1701 | Arlington Public Schools                                 | 1334 | Longwood College                             |
| 1849 | Avery Hess Academy of Real Estate                        | 1310 | Lord Fairfax Community College               |
| 1729 | Blacksburg High School                                   | 1766 | Lynchburg College                            |
| 1302 | Blue Ridge Community College                             | 1842 | MAI Institute                                |
| 1778 | Blue Ridge Real Estate School                            | 1722 | Massanutten Tech Center                      |
| 1514 | Bluefield State College                                  | 1874 | Master Institute                             |
| 1831 | Bluestone High School                                    | 1843 | MBH Settlement Group L.C.                    |
| 1848 | Career Webschool   | 1788 | Millennium School of Real Estate             |
| 0630 | Carruthers Academy of Real Estate                        | 1863 | Mo Mills Institute of Real Estate            |
| 1303 | Central Virginia Community College                       | 1877 | Montague Miller Real Estate Academy          |
| 1136 | Central Virginia School of Real Estate                   | 1729 | Montgomery County Public Schools             |
| 1786 | Century 21 New Millennium University                     | 1140 | Moseley-Dickinson Academy, ROANOKE           |
| 1707 | Chesterfield County Public Schools                       | 1112 | Moseley-Flint, CHARLOTTESVILLE/BUCKINGHAM    |
| 1501 | Christopher Newport University                           | 1113 | Moseley-Flint, RICHMOND                      |
| 1127 | Churchland Academy of Real Estate                        | 1111 | Moseley-Flint, ROANOKE                       |
| 1888 | Cindy Bishop Worldwide, LLC                              | 1118 | Moseley Real Estate Schools, Inc.            |
| 1850 | Class Act Real Estate Education Center                   | 1311 | Mountain Empire Community College            |
| 1736 | Clover Hill High School                                  | 1312 | New River Community College                  |
| 1104 | Coldwell Banker Residential Brokerage School, ANNANDALE  | 1529 | New River Valley Assoc of Realtors           |
| 1129 | Coldwell Banker Residential Brokerage School, LAKE RIDGE | 1829 | New Star Realty School                       |
| 1853 | Cooke Real Estate School Hdqtrs                          | 1717 | Norfolk City Schools                         |
| 1780 | D&D School of Real Estate                                | 1510 | Norfolk State University                     |
| 1304 | Dabney's Lancaster Community College                     | 1851 | No VA Apartment Association                  |
| 1776 | Dailey Real Estate School                                | 1155 | No VA Assoc of Realtors Schls of Real Estate |
| 1305 | Danville Community College                               | 1314 | No VA Comm Coll, ALEXANDRIA                  |
| 1761 | Dulles Area Real Estate School                           | 1313 | No VA Comm Coll, ANNANDALE                   |
| 1306 | Eastern Shore Community College                          | 1315 | No VA Comm Coll, MANASSAS                    |
| 1887 | Elite School of Real Estate                              | 1316 | No VA Comm Coll, STERLING                    |
| 1884 | Entry Realty School                                      | 1317 | No VA Comm Coll, WOODBRIDGE                  |
| 1703 | Fairfax County Public Schools                            | 1505 | Old Dominion University                      |
| 1781 | Frederick Academy of Real Estate                         | 1881 | One Stop Real Estate School                  |
| 1502 | George Mason University                                  | 1318 | Patrick Henry Community College              |
| 1307 | Germanna Community College                               | 1319 | Paul D Camp Community College                |
| 1753 | Gold Market Real Estate Academy                          | 1737 | Peninsula Real Estate School                 |
| 1752 | Gracious School of Real Estate                           | 1708 | Petersburg City Public Schools               |
| 1719 | Hampton City Schools                                     | 1765 | Piedmont School of Real Estate               |
| 1335 | Hampton Roads School of Real Estate                      | 1320 | Piedmont Virginia Community College          |
| 1151 | Henderson Professional Development Seminars              | 1142 | Potomac Real Estate Institute Inc            |
| 1705 | Henrico County Public Schools                            | 1886 | Prime Realty & Investment, Inc               |
| 1890 | Horizon Real Estate School, Inc                          | 1748 | Prince George Community College              |
| 1869 | Institute of Finance and Real Estate                     | 1746 | Prince William Association of Realtors       |
| 1882 | Irene L Lemons dba Blue Eagle Spec Trng                  | 1801 | The Professional Development Institute       |
| 1308 | J Sargeant Reynolds Community College                    | 1764 | Prudential Carruthers                        |
| 1503 | James Madison University                                 | 1511 | Radford University                           |
| 1711 | John Handley High School                                 | 1321 | Rappahannock Community College               |
| 1309 | John Tyler Community College                             | 1871 | Real Estate III School of Real Estate        |
| 1844 | Kaplan Real Estate School                                |      |  |
| 1857 | Keller Williams School of Real Estate                    |      |  |
| 1145 | Kirks' Institute for Advanced R E Studies                |      |  |

Continued on Next Page

1834 The Real Estate Education Center  
 1785 The Real Estate Academy, Inc.  
 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  
 1751 Shenandoah College  
 1789 Shenandoah Valley Training Center  
 1845 SML School of Real Estate  
 1846 Smith Mountain Academy  
 1883 Southeast Kentucky Comm and Tech College  
 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  
 1509 Virginia Commonwealth University  
 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  
 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



10. 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.*

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

12. ALL CANDIDATES MUST COMPLETE THE FOLLOWING QUESTIONS BY ANSWERING "YES" OR "NO" TO EACH:

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| A. Are you now or have you ever been, licensed as a real estate salesperson or broker in Virginia? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Do you hold or have you ever held a real estate license in any other jurisdiction? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| C. My pre-license education was obtained in a jurisdiction other than Virginia.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Have you ever been convicted of, pleaded guilty to, or entered a plea of nolo contendere to a misdemeanor involving drug distribution, sexual offense, physical injury or moral turpitude (lying, cheating, stealing) or any felony in any jurisdiction?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have you ever had a real estate license suspended, revoked, or subjected to a disciplinary action in Virginia or any other jurisdiction.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Have you ever been found to have violated the fair housing laws of any jurisdiction? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| G. I am UNDER 18 years of age .....  | <input type="checkbox"/> | <input type="checkbox"/> |
- If my address listed on this application, or at any time in the future, is not within the state of Virginia, I do hereby irrevocably consent that suits and actions may be commenced against me in the proper courts of the Commonwealth of Virginia in accordance with the provisions of Chapter 18, Title 54, Section 54-773, Code of Virginia, 1950.*

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

To register by mail, complete and send with examination fee to:  
PSI licensure:certification \* ATTN: Examination Services VA RE  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 \* TDD (800) 735-2929 \* [www.psiexams.com](http://www.psiexams.com)  
To register by fax, complete and send with MC or VISA info to: (702) 932-2666



## INSTRUCTIONS FOR "YES" RESPONSES IN SECTION 12 OF THE EXAMINATION REGISTRATION FORM

The following documentation is required at the time you apply for a license. **DO NOT SUBMIT THIS MATERIAL WITH YOUR Examination REGISTRATION FORM.** Applications for licensure will not be considered without this documentation.

1. If you answered "yes" to Question B, indicating that you have held or now hold a license in another jurisdiction, you must provide certification of licensure for each jurisdiction.
2. If you answered "yes" to Question D, indicating that you have been convicted of a misdemeanor involving moral turpitude, drug distribution, sexual offense, or physical injury, or any felony in any jurisdiction, you must submit ALL of the following information:
  - a. your original police criminal history record;
  - b. certified true copies of court documents for all said convictions and misdemeanors that provide information on original charges and final conviction charges (jail/prison term, monetary fine, probation status, counseling, etc.);
  - c. a written account by you stating the part you played at the time the offense occurred and current status on resolution of final conviction charges.

To receive your original state police criminal history record, request and complete a criminal history record from your state police department. Virginia residents should complete the Virginia State Police Form in the presence of a Notary Public and mail to the Dept. of State Police, Central Criminal Records Exchange, P.O. Box 27472, Midlothian, VA 23261-7472. When you receive the criminal history record, you must request certified copies of court documents for all pertinent convictions.

To obtain certified true copies of pertinent court documents involving all felony convictions and misdemeanors involving moral turpitude, drug offense or physical injury, write to the Clerk of the Court in the appropriate jurisdiction. Copies must be certified true copies with seal and should provide information on original charges and final conviction.

3. If you answered "yes" to Question E indicating that you have had a real estate license suspended, revoked, or subjected to disciplinary action, provide certified true copies from the jurisdiction involved that outline details of the suspension, revocation, or disciplinary action.
4. If you answered "yes" to Question F indicating a violation of the fair housing laws, provide a brief explanation and certified true copy of the court documents or conciliation agreement.

## 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](http://www.psionlinestore.com)
- ✦ Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at [www.psionlinestore.com](http://www.psionlinestore.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 &amp; 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 \_\_\_\_\_



# 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 or those who would otherwise have difficulty taking the examination 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 stationary 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 \_\_\_\_\_

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"/> Other _____                                      |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | _____   |

Site requested: \_\_\_\_\_

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 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 Services, LLC  
3210 E Tropicana  
Las Vegas, NV 89121

FIRST CLASS MAIL

