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<https://www.psiexams.com/mare>



MASSACHUSETTS DIVISION OF PROFESSIONAL LICENSURE BOARD OF REGISTRATION OF REAL ESTATE INSTRUCTORS AND TEACHING METHODS

Examination Candidate Information Bulletin (CIB)

Introduction:

This Bulletin provides information on the requirements as well as the process for achieving licensure. Candidates are eligible for the two-part examination when their application and supporting documentation are approved. In order to be approved for examination by the Board of Registration of Real Estate Brokers and Salespeople, candidates must have the required work requirement and education. The Board has contracted with PSI to process applications, field any questions on applications, notify candidates and conduct examinations. Hence PSI will always have the most up-to-date information on applications and exams.

- Applicants may seek counsel at any time during the application process.
- The Exam Candidate Information Bulletin is written by the Board and includes the Board's Policies and Procedure as regards the exam process to achieve licensure.
- References to the Massachusetts General Laws (MGL) or the Code of Massachusetts Regulations (CMR) may be excerpted or paraphrased - for the accurate quotes please see the official versions. An exact version is available on the Board's website. Original copies of the CMRs may be obtained from the State Bookstore located:

State House, Room 116
Boston, MA 02133
(617) 727-2834

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EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin (CIB) provides you with information about the examination and application process for obtaining a real estate license in the State of Massachusetts.

THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The Massachusetts Board of Registration of Real Estate Brokers and Salespersons is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The Commonwealth of Massachusetts has retained the services of PSI Services LLC (PSI) to develop and administer its real estate program. PSI is a leading provider of test services to regulatory agencies as well as national associations.

All questions and requests for information about obtaining or maintaining a license after the examination has been passed, should be directed to the Massachusetts Board of Registration of Real Estate Brokers and Salespersons.

Massachusetts Division of Professional Licensure Board of Registration of Real Estate Brokers and Salespersons
1000 Washington Street, Suite 710
Boston, MA 02118-6100
Phone: (617) 727-2373
www.mass.gov/dpl/boards/re

SCHEDULING PROCEDURES

The examination is divided into two (2) parts: the General portion and the State portion. Candidates who pass one (1) portion of the examination and fail the other need to retake only the failed portion. The failed portion must be successfully completed within two (2) years from the completion date on the Educational Certificate form (or the authorized period by the Board). If the Educational Certificate expires, the partial pass also expires. Candidates who obtain a new Education Certificate must retake both portions of the examination.

Examination Fee (First Time and Retake)

Instructor	\$54
Teaching Methods	\$54

If a candidate fails to appear for their scheduled examination or fails to cancel/change their reservation within two-days prior to their scheduled appointment, the examination fee will be forfeited and the candidate will be unable to reschedule an examination until they pay the appropriate re-take fee.

The fee to re-take for is \$54. Payment must be made at the time of scheduling by VISA, MasterCard, American Express or Discover. **Payment for the examination will not be accepted at the test center.**

ACTIVE DUTY MILITARY OR VETERANS

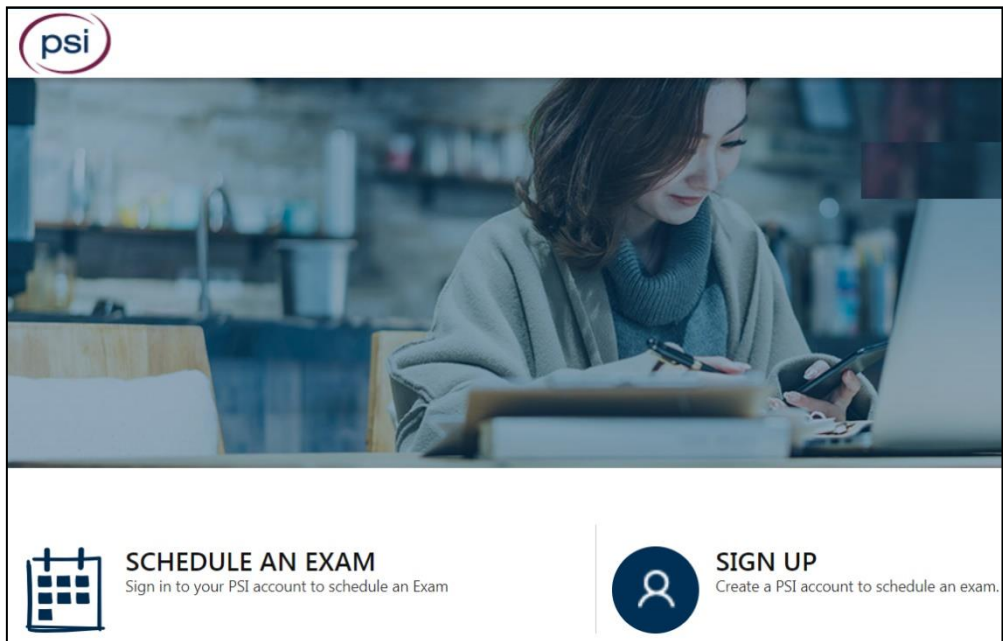
The fee for active duty military or veterans is \$54 for both salesperson and broker candidates. In order for this fee to be honored, the candidate **must** make a reservation by using the *Active Duty Military or Veteran Discount Exam Reservation Form* found in the back of this bulletin and include a photocopy of the military orders or discharge papers (DD-214). The photocopy of the documents will not be returned. **Note: Failure to provide a copy of the documents will require payment of the full fee in order to schedule for the examination.**

After you are approved to exam by the board you will be eligible to schedule the exam using one of the following methods:

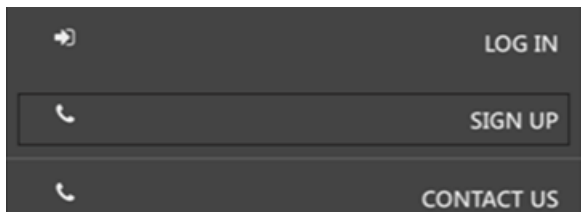
ON-LINE SCHEDULING

For the **fastest and most convenient** examination scheduling process, register for your examinations online by accessing PSI’s registration Website: [Click Here \(https://www.psiexams.com/mare\)](https://www.psiexams.com/mare).

1. Select “**SIGN UP**” to create an account.



2. **On a mobile phone**, you need to select the icon on the top left corner. Then select “**SIGN UP**” to create an account.



3. You will be prompted to create an account with PSI.

Personal Details

Candidate Id
Miller8110

First Name * Last Name *
Cathy Miller

Middle Name Generation
Enter Middle Name Enter Generation

Email *

IMPORTANT

For the candidate ID, it is suggested that you enter your last name and last 4 digits of your phone number.

IMPORTANT

You must enter your First and Last name exactly as it is displayed on your government issued ID.

4. After you submit the form, you will get a message that your account was created successfully. Click on “Login to Continue”.

Account Registration ×

Your account has been created successfully

Login to Continue

Login

Username:
Enter your Email Address

Password:
.....

LOGIN

[Forgot your password?](#)

Note: The username is the email address you entered when creating the account.

5. Select the Examination.

Ready for Registration

MA Salesperson – Ready To Register

Register for Exam

Ready for Registration

MA Broker – Ready To Register

Register for Exam

6. You will enter your personal information.

Primary Contact Address

Street Address1 (required)

Address2

City (required)

State (required)

7. You will now enter payment.

Payment

Credit Card
** Please provide credit card holder name, street details in English.
Please enter a valid Visa, MasterCard, American Express, Discover or JCB card number. Diner 's Club card is currently not accepted.

Credit Card Number *

Credit Card Number

Expiration Date * **CVV ***

MM / YYYY [CVV] ⓘ

Card Holder Name *

Name on Card

Billing Street Address *

Enter Address

Payment Summary

Total Amount Due	USD
------------------	-----

8. You will now select if you want to test at a PSI test center or from a computer at a remote location.

Please select a delivery mode for scheduling ×

Delivery mode

Test Center ⓘ

Remote Online Proctored Exam ⓘ

Cancel Continue

DELIVERY MODE TEST CENTER

Enter the “City or Postal Code” and select “Preferred Month” to take the Exam. Then select “Search Exam Center”.

Find Test Location
[I have a Test Center Code](#) ⓘ
Country / Location:
United States of America
Enter City / Postal Code
Boston, MA, USA
Preferred Month
January 2021
Search Exam Center

Click on the preferred test site.

- 1. **BOSTON (Suite 305)**
56 Roland St Suite 305 Charlestown MA US 02129

- 2. **FALL RIVER**
218 SOUTH MAIN ST SUITE 105 FALL RIVER MA US 02721

Then click on the date and time to make an appointment to take the Exam.

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Start Time(s) for

09:00 AM 01:30 PM

You are now scheduled and will receive an email confirmation.

DELIVERY MODE REMOTE ONLINE PROCTORED EXAM

Before you select the date and time you will be taking the exam, **YOU MUST FIRST CHECK THE COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. You must use Google Chrome Browser. **Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by [clicking here](#).**

Proctored Exam

MA Salesperson

Country: United States of America

Timezone: America/Chicago

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Start Time(s) for Sep.

- > Afternoon (from 12 PM to 5:45 PM)
- > Evening (from 6 PM to 11:45 PM)

• Before taking your remote online proctored exam, please check system compatibility [click HERE](#)

If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support team at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#)

TELEPHONE

The second fastest method of scheduling is via the telephone. Call (855) 340-3704, and speak with a live registrar, available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

PSI must receive your *cancellation at least two (2) days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday. To cancel an appointment, you can use PSI's web site or call PSI at (855) 340-3704.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the PSI Website or speak directly to a PSI customer service representative.

RETAKE A FAILED EXAMINATION

You cannot make a new examination appointment on the same day you have taken an examination because we need time to process and report examination results. A candidate who fails an examination on a Wednesday can call the next day, Thursday, and can retest as soon as Friday, depending upon space availability.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will forfeit your examination fee if you:

- Do not cancel your appointment at least two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. An applicant with a disability or an applicant who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or Email it to PSI at examaccommodations@psionline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

In the event of severe weather or another emergency that 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 appointment by calling (855) 340-3704 or check the website at <https://www.psixams.com/mare>. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your examination will be rescheduled at no additional charge to you.

EXAMINATION CENTER LOCATIONS

You must test in the state of Massachusetts.

Auburn
48 Sword St, Unit 204

Auburn, MA 01501

Boston
56 Roland St., Suite
305

Washington Crossing

Charlestown, MA
02129

Fall River

218 South Main St,
Suite 105

Fall River, MA 02721

Lawrence
1 Ballard Way, Suite 104

Lawrence, MA 01843

West Springfield
1111 Elm Street, Suite
32A
West Springfield, MA
01089

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least thirty minutes before your examination 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.**

Candidates who do not present the **REQUIRED MATERIALS** upon entering the Test Center will be **DENIED** admission to the examination.

REQUIRED IDENTIFICATION

Candidates must register for the exam with their **LEGAL** first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION (with photo) - Choose One

- Government issued driver's U.S. Department of State Driver's License
 - U.S. Learner's Permit (plastic card only with photo and signature)
 - National/State/Country Identification Card
 - US Government Issued Passport or Passport Card
 - US Government Issued Military Identification Card
 - US Government Issued Military Identification Card for spouses and dependents
 - US Government Issued Alien Registration Card (Green Card, Permanent Resident Visa)
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit/Debit Card (must be signed)
 - Social Security Card
 - Any form of ID on the Primary list
- *NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

NOTE: Candidates not presenting the appropriate identification or if the identification does not match exactly the registration information provided will be denied admission to the test center and will forfeit their examination fee.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- An online calculator will be provided; personal calculators will not be permitted.
- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.

- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

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

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

TEST QUESTION SCREEN

The "function bar" at the top of the test question provides mouse-click access to the features available while taking the examination.

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

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



REMOTE ONLINE PROCTORED EXAMINATION

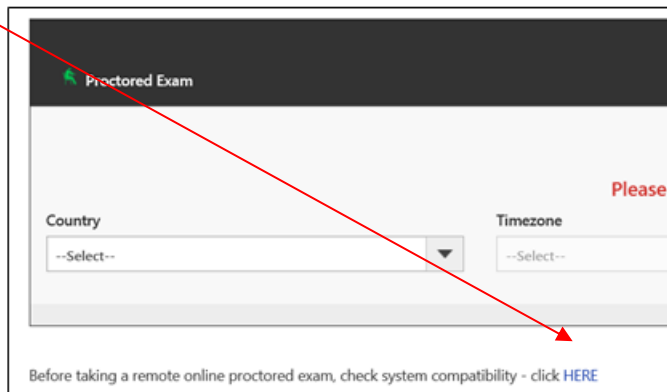
Proctors for online testing will communicate with candidates on-screen during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings. The proctor will pause the exam whenever a candidate leaves the testing station, or an interruption occurs. The proctor may end the test if an interruption is not corrected appropriately. Immediate on-screen results will be displayed on your screen once you complete your exam AND the survey following the exam. Paper score reports will not be available upon completion of the exam for this remotely proctored location.

Before your exam begins, please be aware of the following testing rules:

- ✓ Please be reminded that earbuds, earphones, hats, caps, hood, shades or anything that can be placed on the head or face is NOT allowed.
- ✓ Food, Drinks, or Breaks are not allowed. All personal items must be removed from the work area.
- ✓ Candidates are allowed to have a piece of scratch paper and a pencil. You will be asked to tear up the scratch at the conclusion of the exam.
- ✓ You are not allowed to leave the station during the exam.
- ✓ Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- ✓ You must keep both of your hands on or above the desktop during the exam.
- ✓ Also note that under no circumstances are you allowed to take a screenshot or photo of the exam or the exam results at any time during or after the session.

Violating any of these rules will result in a warning and may result in exam termination and loss of exam fee.

BE SURE TO CHECK THE COMPATIBILITY OF YOUR COMPUTER to include Audio/Video Check, Webcam Check and System Check. Prior to scheduling, click here. You must use Google Chrome Browser.



The image shows a screenshot of a web form titled "Proctored Exam". The form has two dropdown menus labeled "Country" and "Timezone", both with "--Select--" as the current selection. To the right of the "Timezone" dropdown, the text "Please s" is partially visible. Below the form, there is a line of text: "Before taking a remote online proctored exam, check system compatibility - click [HERE](#)". A red arrow originates from the top left of the screenshot and points directly to the "HERE" link in the text below the form.

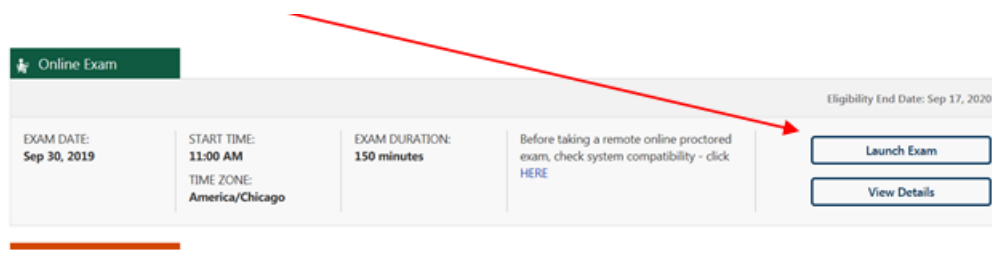
Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by [clicking here](#).

REQUIREMENTS	STATUS	YOUR SYSTEM
Webcam	✓	Integrated Camera (04f2:b5ab)
Microphone	✓	Default - Microphone Array (Realtek High Definition Audio)
PSI Communication Protocol	✓	Connected
Testing System Access	✓	Allowed
PSI System Storage	✓	Allowed
PSI Video Streaming	✓	Allowed

System Check		
REQUIREMENTS	STATUS	YOUR SYSTEM
Browser and Version - Chrome 58.0 and above.	✓	Chrome 75.0
Platform - Windows 7, Windows 8, Windows 8.1, Windows 10 or later and Mac OS X 10.10 or later	✓	Windows 10
Javascript - Enabled.	✓	Enabled
Cookies - Enabled.	✓	Enabled
Upload and Download Minimum Bandwidth - At least 250 kbps.	✓	1448282

Launching the examination

You can launch the examination up to 30 minutes before the scheduled start time.



If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#).

EXAMINATION REVIEW

PSI, in cooperation with the Division of Professional Licensure, 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 by clicking the Comments link on the function bar of the test question screen. 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.**

PRACTICE TEST

Now you can take the practice exam online at <https://www.psiexams.com/mare> to prepare for your Real Estate Examination.

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times; however, you will need to pay each time.

SCORE REPORTING

You need to score a minimum of 70% correct to pass. Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type. If you do not receive your emailed score report, you may print it from your online account.

Candidates taking a remotely proctored exam: you must select to end both the exam portion and survey portion of your test in order to receive your on-screen results and emailed score report.

EXAMINATION CONTENT OUTLINES FOR INSTRUCTOR AND TEACHING METHODS

Passing Instructor and Teaching Method candidates will receive a score report. They **will NOT** get a license card or wall certificate.

MASSACHUSETTS INSTRUCTOR EXAMINATION REQUIREMENTS

- Brokers who have at least two (2) years of experience as a Massachusetts Real Estate Broker must complete either the Teaching Methods portion of the Instructor Examination or complete a thirty (30) hour approved Instructor course at a Board approved real estate school/program.
- Massachusetts Real Estate Licensees with less than two (2) years of Massachusetts Real Estate Broker experience or has at least two (2) years of Massachusetts Real Estate Salesperson experience must complete the entire Instructor Examination. The passing score is 70%.

All other type of Applicants must first obtain Board approval to complete the entire Instructor Examination.

MASSACHUSETTS INSTRUCTOR

Number of Questions (Points)	Minimum Passing Score	Exam Fee	Time Allowed
95 (100 points)	70% (70 points)	\$54	180 Minutes

Note: Instructor exams include questions that are scored up to two points.

Property ownership (7 items)

1. Real versus personal property; conveyances Classes of property
2. Land characteristics and legal descriptions
3. Encumbrances and effects on property
4. Types of ownership

Land use controls and regulations (4 items)

1. Government rights in land
2. Government controls
3. Private controls

Valuation and market analysis (5 items)

1. Appraisals
2. Estimating Value
3. Competitive/Comparative Market Analysis

Financing (6 items)

1. Basic concepts and terminology
2. Types of loans

3. Financing and lending

General principles of agency (9 items)

1. Agency and non-agency relationships
2. Agent's duties to clients
3. Creation of agency and non-agency agreements; disclosure of conflict of interest
4. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
5. Termination of agency

Property disclosures (5 items)

1. Property condition
2. Environmental issues requiring disclosure
3. Government disclosure requirements (LEAD)
4. Material facts and defect disclosure

Contracts (13 items)

1. General knowledge of contract law
2. Contract Clauses, including amendments and addenda
3. Offers/purchase agreements
4. Counteroffers/multiple offers

Leasing and Property Management (4 items)

1. Basic concepts/duties of property management
2. Lease Agreements
3. Landlord and tenant rights and obligations
4. Property manager's fiduciary responsibilities

5. ADA and Fair Housing compliance in property management
6. Setting rents and lease rates

Transfer of Title (6 items)

1. Title Insurance
2. Deeds
3. Escrow or closing; tax aspects of transferring title to real property
4. Special processes
5. Warranties

Practice of real estate (10 items)

1. Trust/escrow accounts
2. Federal fair housing laws and the ADA
3. Advertising and technology
4. Licensee and responsibilities
5. Antitrust laws

Real estate calculations (6 items)

1. Basic math concepts
2. Calculations for transactions
3. Calculations for valuation, rate of return

Instructional methods and techniques (20 items)

1. General adult education principles
2. Class management
3. Instructional techniques
4. Evaluation of learning

MASSACHUSETTS TEACHING METHODS

Number of Questions (Points)	Minimum Passing Score	Exam Fee	Time Allowed
20 (20 points)	70% (14 points)	\$54	60 Minutes

Instructional methods and techniques (20 items)

- General adult education principles (5 Items)
- Class management (5 Items)
- Instructional techniques (5 Items)
- Evaluation of learning (5 Items)



Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of Real Estate Brokers and Salespersons

Application for Examination

Completed by Vendor/Board
 Ex. Date _____
 Ex. Result _____
 Cert. Date _____
 Cert. No. _____

Complete and email this registration form with the applicable examination fee to:
MA.ApplicationProcessor@psionline.com

Applying for	Check One
Real Estate Instructors exam	<input type="checkbox"/>
Real Estate Teaching Methods exam	<input type="checkbox"/>

Please Print or Type. This is an official Document; please enter your legal name and information.

Social Security Number (required)*		Date of Birth		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> prefer not to answer		
Last Name		First Name		Middle Name		Generation
Maiden / Former / Also Known As						
Building number	Street address			Po Box		
City				State		Zip Code
Primary Phone Number ()		Mobile Phone Number ()			Preferred Communication <input type="checkbox"/> Postal Mail <input type="checkbox"/> Email	
Email Address						

*Pursuant to MGL. c 62C § 47A, the Division of Professional Licensure is required to obtain your Social Security number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

If you are enclosing a Special Arrangement Request letter and required documentation please check here

Application Fees:

Applicants must submit the total fees from the table below with the application to PSI (No cash or personal checks allowed). These fees are non-refundable

	Instructor exam	Teaching Methods exam
Exam Fee (Initial and Retake)	\$54	\$54

Money Order or Cashier's Check also accepted. No cash or personal check.

Credit card (MasterCard or VISA) payment accepted for phone or fax review/re-exam registrations only.

MasterCard Visa Discover American Express

Credit Card No:		
Cardholder Name :		
Exp. Date:		Verification No.:
Billing Address		
Billing City	Billing State	Billing Zip Code

***For your security, PSI requires you to enter the card identification number located on the back of the card and consists of the last three digits on the signature strip.*

(Signature)

(Date)



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 exam accommodations.

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

Requirements for exam accommodation requests

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

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

Date: _____ Social Security #: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State Zip Code

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

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: _____)
- Large-print written examination
- Other _____

Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.

After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

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