



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

*Before paying for  
 your examination registration,  
 be sure you understand  
 the contents of this bulletin.  
 Please retain and use it as a reference  
 when contacting PSI.*

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

**REAL ESTATE  
 CANDIDATE INFORMATION BULLETIN**

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9/23/2020

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a real estate salesperson or broker in South Carolina. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations relating to real estate. South Carolina's Office of Property, Environmental, Design and Construction Services (OPEDACS) has contracted with PSI licensure: certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the South Carolina Real Estate Commission to be certain that examinations meet local as well as national requirements and basic principles of real estate and examination development standards.

Apply to the Real Estate Commission prior to registering with PSI for an examination. Once you are approved, you will receive an Examination Eligibility letter. Examination Eligibility is valid for 1 year. If you fail you may retest on an unlimited basis during the 1 year period.

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

- Real Estate Salesperson
- Real Estate Broker

Each examination consists of state and 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  
(855) 340-3701 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

Questions about applications for licensure should be directed to the:

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

## GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

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

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

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

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

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

- Start with a current copy of this South Carolina Real Estate Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Review your prelicense course material with a special emphasis on the topics listed in the examination content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory; it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the real estate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the South Carolina Real Estate Commission. Use the latest edition available.

### National Portion References

- *Real Estate Fundamentals*, 9th Edition, 2015, Gaddy and Hart, Dearborn Real Estate Education, (800) 972-2220, [www.dearborn.com](http://www.dearborn.com)
- *Modern Real Estate Practice*, 19th Edition, Galaty, Allaway, and Kyle, Dearborn Real Estate Education, (800) 972-2220, [www.dearborn.com](http://www.dearborn.com)
- *Real Estate Law*, 9th Edition, 2016, Elliot Klayman, Dearborn Real Estate Education, (800) 972-2220, [www.dearborn.com](http://www.dearborn.com)
- *The Language of Real Estate*, 7th Edition, 2013, John Reilly, Dearborn Real Estate Education, (800) 972-2220, [www.dearborn.com](http://www.dearborn.com)
- *Real Estate Principles & Practices*, 9th Edition, 2014, Arlyne Geschwender, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, [www.oncoursepublishing.com](http://www.oncoursepublishing.com) ISBN 0324784554
- *Real Estate Principles*, 12th Edition, Charles Jacobus, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, [www.oncoursepublishing.com](http://www.oncoursepublishing.com) ISBN 1285420985
- *Real Estate Math*, 7th Edition, 2014, Linda L. Crawford, Dearborn Real Estate Education, (800)972-2220, [www.dearborn.com](http://www.dearborn.com)

## DESCRIPTION OF EXAMINATIONS & EXAMINATION CONTENT OUTLINES

### EXAMINATION SUMMARY TABLE

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

Examination	Portion	# of Questions	Time Allowed
Salesperson	National	80 (80 points)	120 Minutes
	State	40 (40 points)	80 Minutes
	Both	120 (120 points)	200 Minutes
Broker*	National	75 (80 points)	120 Minutes
	State	50 (50 points)	80 Minutes
	Both	130 (130 points)	200 Minutes

\*Note: National broker exams include questions that are scored up to two points

### EXPERIMENTAL QUESTIONS

A small number of “experimental” questions (i.e., 5 to 10) 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 testing time. The administration of such unscored, experimental questions is an essential step in developing future licensing exams.

### EXAMINATION CONTENT OUTLINES

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

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

#### NATIONAL PORTION (REAL ESTATE PRINCIPLES AND PRACTICES)

##### Property ownership (Salesperson 8%; Broker 10%)

- A. Real versus personal property; conveyances
- B. Land characteristics and legal descriptions
  1. Types of legal descriptions; Metes and bounds, Lot and block, government survey
  2. Measuring structures
  3. Livable, rentable, and usable area
  4. Land Measurement
  5. Mineral, air, and water rights

- *Property Management*, 10th edition, 2016, Kyle, Robert C., Baird, Floyd M. and Kyle, C. Donald, Chicago: Dearborn Real Estate Education
- *Principles of Real Estate Practice*, 6th edition, 2019, Mettling, Stephen and Cusic, David, Performance Programs Company, [www.performanceprogramscompnay.com](http://www.performanceprogramscompnay.com)

#### State Portion References

- AWARE in South Carolina. 10<sup>th</sup> Edition, Charles D. Wyatt, Jr., Wyatt Institute, 710 E. North Street, Greenville, SC 29601, (800) 922-9252 or (864) 271-9732
- Real Estate Broker, Salesmen, and Property Managers License Laws; South Carolina Code of Laws, Title 40, Chapter 57 - <https://llr.sc.gov/re/laws.aspx>
- South Carolina Fair Housing Laws; South Carolina Code of Laws, Title 31, Chapter 21 - <https://www.scstatehouse.gov/Archives/CodeofLaws2017/t31c021.php>
- South Carolina Residential Landlord and Tenant Act; South Carolina Code of Laws Title 27, Chapter 40 - <https://www.scstatehouse.gov/code/t27c040.php>
- South Carolina Vacation Rental Act; South Carolina Code of Laws, Title 27, Chapter 50, Article 2 - <https://www.scstatehouse.gov/code/t27c050.php>
- South Carolina Vacation Time Sharing Plans Act; South Carolina Code of Laws, Title 27, Chapter 32, Article 1 - <https://www.scstatehouse.gov/code/t27c032.php>
- State Fire Marshal Law; South Carolina Code of Laws, Title 23, Chapter 9, Article 1 - <https://www.scstatehouse.gov/code/t23c009.php>
- Building Codes and Fire Prevention, South Carolina Code of Laws, Title 5, Chapter 25, Section 5-25-1310 - <https://www.scstatehouse.gov/code/t05c025.php>
- Homestead and Other Exemptions; South Carolina Coded Laws, Title 15, Chapter 41, Article 1 - <https://www.scstatehouse.gov/code/t15c041.php>
- Assessment of Property Taxes; South Carolina Coded Laws, Title 12, Chapter 37 - <https://www.scstatehouse.gov/code/t12c037.php>
- Residential Property Condition Disclosure Statement; South Carolina Code of Laws, Title 27, Chapter 50, Article 1 - <https://www.scstatehouse.gov/code/t27c050.php>
- Taxation Deed Recording Fee; South Carolina Code of Laws, Title 12 Taxation Chapter 24 - <https://www.scstatehouse.gov/code/t12c024.php>
- Taxation County Equalization and Reassessment; South Carolina Code of Laws, Title 12 Taxation Chapter 43, Section 12-43-220 - <https://www.scstatehouse.gov/code/t12c043.php>
- Consumer Protection Code; South Carolina Code of Laws, Title 37 - <https://www.scstatehouse.gov/code/title37.php>

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

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



- C. Encumbrances and effects on property ownership
  - 1. Liens
  - 2. Easements and licenses
  - 3. Encroachments
  - 4. Other potential encumbrances of title
- D. Types of ownership
  - 1. Tenants in common
  - 2. Joint tenancy
  - 3. Common- interest ownership  
Timeshares
  - 4. Condominiums  
Co-ops
  - 5. Ownership in severalty/sole ownership  
Life Estate ownership
  - 6. Property ownership held in trust (BROKER ONLY)

**Land use controls and regulations (Salesperson 5%; Broker 5%)**

- A. Government rights in land
  - 1. Property taxes and special assessments
  - 2. Eminent domain, condemnation, escheat
- B. Government controls
  - 1. Zoning and master plans
  - 2. Building codes
  - 3. Regulation of special land types
    - a) Flood zones
    - b) Wet lands
  - 4. Regulation of environmental hazards
    - a) Types of hazards
    - b) Abatement and mitigation
    - c) Restrictions on contaminated property
- C. Private controls
  - 1. Deed conditions or restrictions
  - 2. Covenants, conditions, and restrictions (CC&Rs)
  - 3. Homeowners association regulations

**Valuation and market analysis (Salesperson 7%; Broker 7%)**

- A. Appraisals
  - 1. Purpose and use of appraisals for valuation
  - 2. General steps in appraisal process
  - 3. Situations requiring appraisal by certified appraiser
- B. Estimating Value
  - 1. Effect of economic principles and property characteristics
  - 2. Sales or market comparison approach
  - 3. Cost approach
  - 4. Income analysis approach
- C. Competitive/Comparative Market Analysis
  - 1. Selecting comparables
  - 2. Adjusting comparables

**Financing (Salesperson 10%; Broker 8%)**

- A. Basic concepts and terminology
  - 1. Points
  - 2. LTV
  - 3. PMI
  - 4. Interest
  - 5. PITI
  - 6. Financing instruments (mortgage, promissory note, etc.)
- B. Types of loans

- 1. Conventional loans
- 2. FHA Insured loans
- 3. VA guaranteed loans
- 4. USDA/rural loan programs
- 5. Amortized loans
- 6. Adjustable-rate mortgage loans
- 7. Bridge loans
- 8. Owner financing (installment and land contract/contract for deed)
- C. Financing and lending
  - 1. Lending process application through closing
  - 2. Financing and credit laws and rules
    - a) Truth in lending
    - b) RESPA
    - c) Equal Credit Opportunity
    - d) CFPB/TRID rules on financing and risky loan features
  - 3. Underwriting
    - a) Debt ratios
    - b) Credit scoring
    - c) Credit history

**General principles of agency (Salesperson 13%; Broker 11%)**

- A. Agency and non-agency relationships
  - 1. Types of agents and agencies
  - 2. Other brokerage relationships (non-agents)
    - a) Transactional
    - b) Facilitators
- B. Agent's duties to clients
  - 1. Fiduciary responsibilities
  - 2. Traditional agency duties (COALD)
  - 3. Powers of attorney and other delegation of authority
- C. Creation of agency and non-agency agreements; disclosure of conflict of interest
  - 1. Agency and agency agreements
    - a) Key elements of different types of listing contracts
    - b) Key elements of buyer brokerage/tenant representation contracts
  - 2. Disclosure when acting as principal or other conflict of interest
- D. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
- E. Termination of agency
  - 1. Expiration
  - 2. Completion/performance
  - 3. Termination by force of law
  - 4. Destruction of property/death of principal
  - 5. Mutual agreement

**Property disclosures (Salesperson 6%; Broker 7%)**

- A. Property condition
  - 1. Property condition that may warrant inspections and surveys
  - 2. Proposed uses or changes in uses that should trigger inquiry about public or private land use controls
- B. Environmental issues requiring disclosure
- C. Government disclosure requirements (LEAD)
- D. Material facts and defect disclosure

### Contracts (Salesperson 17%; Broker 18%)

- A. General knowledge of contract law
  1. Requirements for validity
  2. Factors affecting enforceability of contracts
  3. Void, voidable, unenforceable contracts
  4. Rights and obligations of parties to a contract
  5. Executory and executed contracts
  6. Notice, delivery and acceptance of contracts
  7. Breach of contract and remedies for breach
  8. Termination, rescission and cancellation of contracts
  9. Electronic signature and paperless transactions
  10. Bilateral vs. unilateral contracts (option agreements)
- B. Contract Clauses, including amendments and addenda
- C. Offers/purchase agreements
  1. General requirements
  2. When offer becomes binding
  3. Contingencies
  4. Time is of the essence
- D. Counteroffers/multiple offers
  1. Counteroffers
  2. Multiple offers

### Leasing and Property Management (Salesperson 3%; Broker 5%)

- A. Basic concepts/duties of property management
- B. Lease Agreements
  1. Types of leases, e.g., percentage, gross, net, ground
  2. Key elements and provisions of lease agreements
- C. Landlord and tenant rights and obligations
- D. Property manager's fiduciary responsibilities
- E. ADA and Fair Housing compliance in property management
- F. Setting rents and lease rates (*BROKER ONLY*)

### Transfer of Title (Salesperson 8%; Broker 7%)

- A. Title Insurance
  1. What is insured against
  2. Title searches, title abstracts, chain of title
  3. Marketable vs insurable title
  4. Potential title problems and resolution
  5. Cloud on title, suit to quiet title (*BROKER ONLY*)
- B. Deeds
  1. Purpose of deed, when title passes
  2. Types of deeds and when used
  3. Essential elements of deeds
  4. Importance of recording
- C. Escrow or closing; tax aspects of transferring title to real property
  1. Responsibilities of escrow agent
  2. Prorated items
  3. Closing statements/TRID disclosures
  4. Estimating closing costs
  5. Property and income taxes
- D. Special processes
  1. Foreclosure
  2. Short sale

- E. Warranties
  1. Purpose of home or construction warranty programs
  2. Scope of home or construction warranty programs

### Practice of real estate (Salesperson 13%; Broker 14%)

- A. Trust/escrow accounts
  1. Purpose and definition of trust accounts, including monies held in trust accounts
  2. Responsibility for trust monies, including commingling/conversion
- B. Federal fair housing laws and the ADA
  1. Protected classes
  2. Prohibited conduct (red-lining, blockbusting, steering)
  3. Americans with Disabilities (ADA)
  4. Exemptions
- C. Advertising and technology
  1. Advertising practices
    - a) Truth in advertising
    - b) Fair housing issues in advertising
  2. Use of technology
    - a) Requirements for confidential information
    - b) Do-Not-Call List
- D. Licensee and responsibilities
  1. Employee
  2. Independent Contractor
  3. Due diligence for real estate transactions
  4. Supervisory responsibilities (*BROKER ONLY*)
    - a) Licensees
    - b) Unlicensed personnel
- E. Antitrust laws
  1. Antitrust laws and purpose
  2. Antitrust violations in real estate

### Real estate calculations (Salesperson 10%; Broker 8%)

- A. Basic math concepts
  1. Loan-to-value ratios
  2. Discount points
  3. Equity
  4. Down payment/amount to be financed
- B. Calculations for transactions
  1. Property tax calculations
  2. Prorations
  3. Commission and commission splits
  4. Seller's proceeds of sale
  5. Buyer funds needed at closing
  6. Transfer fee/conveyance tax/revenue stamps
  7. PITI (Principal, Interest, Taxes and Insurance) payments
- C. Calculations for valuation, rate of return (*BROKER ONLY*)
  1. Net operating income
  2. Depreciation
  3. Capitalization rate
  4. Gross Rent and gross income multipliers

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

### South Carolina Real Estate Commission and Licensing Requirements (Salesperson-9 items, Broker-10 items)

- A. Real Estate Commission Purpose, Powers, and Duties
- B. Activities Requiring a License and Exemptions from Licensure
- C. License Types, Maintenance, Duration, Statuses, and Changes

### Statutes Governing the Activities of Licensees and Non-Licensees (Salesperson-11 items, Broker-16 items)

- A. Advertising
- B. Broker, Salesperson, and Non-Licensee Relationships
- C. Commissions and Other Compensation
- D. Disclosure of Licensee's Interest in Real Estate Transactions
- E. Offers and Counteroffers
- F. Handling of Documents and Record Keeping
- G. Handling of Monies and Accounting Practices
- H. License Law Violations, Investigations, and Penalties

### South Carolina Agency and Non-agency Relationships and Issues (Salesperson-11 items, Broker-13 items)

- A. Permissible Relationships and Obligations to Parties
- B. Disclosure Requirements and Issues
- C. Creation and Termination of Agency
- D. South Carolina Agency and Non-agency Contracts

### Additional South Carolina Statutes and Topics (Salesperson-6 items, Broker-7 items)

- A. Consumer Protection Code
- B. Homestead Exemption
- C. Residential Landlord and Tenant Act
- D. Vacation Rental and Time Sharing Plans Acts (Broker Only)
- E. Residential Property Condition Disclosure Statements
- F. SC Fair Housing Law
- G. SC Smoke Detector Law

### Closing Details (Salesperson-3 items, Broker-4 items)

## SAMPLE QUESTIONS

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

### SAMPLE SALESPERSON QUESTIONS

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

2. A vacant property.
3. A new property.
4. An historic property.

**Answers to Sample Salesperson Questions:**

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

**Answers (Points) to Sample Broker Questions:**

- A. 1 (2 points), 2 (1 point), 3 (0 point), 4 (0 point), 5 (1 point) , 6 (0 point);
- B. 1 (1 point), 2 (2 points), 3 (1 point), 4 (0 point), 5 (0 point) , 6 (0 point);

**SAMPLE BROKER QUESTIONS (SCENARIO-BASED)**

**Scenario:**

You are hosting an open house. Mr. and Mrs. Charles Martin come into the house. You greet them and show them the house. The Martins tell you the house is exactly what they are looking for and they are very interested in purchasing it. You then give them information showing the various types of financing available with down payment options and projected payments.

Mr. Martin tells you they have been working with Mary Hempstead of XX Realty, a competing real estate company. Before leaving, you thank them for coming and give them your business card.

- A. The first thing on Monday morning, Mrs. Martin calls and indicates they have tried to reach Mary and cannot. They indicate they have a written buyer’s agent agreement with Mary’s broker. They are afraid someone else is going to buy the house. Which of the following should you do? Select the best answer.
1. Seek advice from your supervising broker.
  2. Tell them to come to your office.
  3. Ask them to bring the buyer’s agency agreement to you for your interpretation.
  4. Tell them to be patient and continue trying to reach Mary.
  5. Tell them to call Mary’s supervising broker or branch manager.
  6. Tell them you are really sorry, but there is nothing you can do.
- B. The Martins come to your office and explain that neither Mary nor her supervising broker are available. They insist you immediately write an offer for the house. How should you proceed? Select the best answer.
1. Write the offer after entering into a buyer’s broker agreement with them.
  2. Write the offer after explaining they may owe Mary’s broker a commission.
  3. Write the offer after trying to contact Mary’s broker yourself.
  4. Refuse to write an offer and explain that doing so would be unethical.
  5. Refuse to write and offer since it would be illegal.
  6. Refuse to write the offer and tell the Martins to contact another Salesperson in Mary’s office.

**REGISTRATION & SCHEDULING PROCEDURES**

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

**FEE SCHEDULE**

Fees apply to both Broker and Salesperson Examinations.

Both Portions	\$63
One Portion	\$55

***ATTENTION: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.***

**INTERNET REGISTRATION**

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid credit card (VISA, MasterCard, American Express or Discover). Candidates register online by accessing PSI’s registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI’s website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the commission has on file. Be sure to **check the box next to “Check here to attempt to locate existing records for you in the system”**
2. You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (855) 340-3701 for help.

**TELEPHONE REGISTRATION**

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). Call (800) 733-9267 and speak to a PSI registrar Monday through Friday



between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

### FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination, (855) 340-3701.

### STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees can be made by valid credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier's check, made payable to PSI. Print your name on the check or money order to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination Monday through Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, (855) 340-3701.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

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

### EXAM ACCOMMODATIONS

All 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

### CANCELING OR RESCHEDULING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday.

**Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.**

### **IMPORTANT NOTE ABOUT SCHEDULING OR RESCHEDULING!**

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability.

### MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 days before the schedule examination date; or
- Do not appear for your examination appointment; or
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

### EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of a examination center on a scheduled testing date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your testing schedule by calling (855) 340-3701. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

## **EXAMINATION CENTER LOCATIONS**

### **GREENVILLE/SPARTANBURG**

**Park East, Anderson Building  
150 Executive Center Drive, Suite 218  
Greenville, South Carolina 29615**

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

### **COLUMBIA**

**Synergy Business Park  
Congaree Building  
121 Executive Center Drive, Suite 143  
Columbia, South Carolina 29210**

*From I-20, take exit 63 (Bush River Road). Proceed west and turn right onto Berryhill Road. Turn left onto Executive Center Drive. Enter the Congaree Building through the front*



door. From the lobby take the corridor to the right to the end and turn left. PSI Suite 143 is on the left.

#### CHARLESTON

4600 Goer Drive, Suite 112A

North Charleston, South Carolina 29406

At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave, exit East Montague. Take first right at Goer Drive. Site is adjacent to the Marriott Hotel.

#### BEAUFORT/HILTON HEAD

Regions Bank Building

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

Beaufort, South Carolina 29906

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

#### MYRTLE BEACH

1601 North Oak Street, Suite 305

Myrtle Beach, South Carolina 29577

From the west: Take Rte 501 to 17 Bypass North. Take 17 Bypass North one exit to 10th Avenue (Mr Joe White Ave). Turn right and go about 2 miles to Oak St. Take left on Oak St and follow to #1601(Myrtle Offices). Go around to back of building. PSI is in Suite #305

From the south: Take 17 Bypass North to 10th Avenue. Turn right and follow above directions.

From the North: Take Rte 31 to Robert Grissom Parkway. Follow RGP to 21st Avenue. Turn left on 21st Ave and follow to Oak St. Turn right on Oak St and follow to #1601. (Myrtle Offices). PSI is around the back of building.

#### CHARLOTTE

Tyvola Executive Park 1

5701 Westpark Dr, #202

Charlotte, NC 28217

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

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

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

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by following the instructions on the Out-Of-State Request Form at the end of this Candidate Information Bulletin.

## REPORTING TO THE EXAMINATION CENTER

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

**examination center and you will forfeit your registration fee.**

#### REQUIRED IDENTIFICATION

You must provide **2 forms of identification**. One must be a **VALID** form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form and your Examination Eligibility Form.

If you cannot provide the required identification, you must call (855) 340-3701 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. **Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.**

#### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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.
- 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.

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.

### EXAMINATION REVIEW

PSI, in cooperation with the South Carolina Real Estate Commission, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. 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 a discrepancy is found during the comment review, PSI and the department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

## 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.

## 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	28
<b>Broker</b>	
National Portion	60
State Portion	36

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

The following summary describes the score reporting process:



**On screen** - Your score will appear immediately on the computer screen.

- If you **pass**, you will immediately receive a successful notification on the screen.
- If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type.

**On Paper** - An official result report will be printed at the examination center.

### **DUPLICATE SCORE REPORTS**

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling (855) 340-3701.





## EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST INSTRUCTIONS

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 should request for alternative arrangements by [Clicking Here](#).

### 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 uploaded 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

**MAKE SURE YOU ARE ELIGIBLE FOR THE EXAMINATION BEFORE  
REQUESTING EXAMINATION ACCOMMODATIONS**



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"/>	<a href="#">Modern Real Estate Practice</a>
<input type="checkbox"/>	<a href="#">Real Estate Fundamentals</a>
<input type="checkbox"/>	<a href="#">The Language of Real Estate</a>
<input type="checkbox"/>	<a href="#">Real Estate Principles</a>
<input type="checkbox"/>	<a href="#">Real Estate Principles &amp; Practices</a>

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

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121