



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.*

**OHIO DEPARTMENT OF COMMERCE**



**DIVISION OF REAL ESTATE AND  
 PROFESSIONAL LICENSING  
 REAL ESTATE SALESPERSON AND BROKER  
 CANDIDATE INFORMATION BULLETIN**

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## EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

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

Ohio state laws stipulate that a person may not act as a real estate salesperson or broker without first obtaining a license issued by the Division of Real Estate & Professional Licensing. 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.

The Division of Real Estate & Professional Licensing has contracted with PSI licensure:certification (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers in Ohio. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

The following are the Ohio real estate licensing examinations offered by PSI:

- Real Estate Salesperson
- Real Estate Broker

## HOW TO OBTAIN A LICENSE

1. Complete your pre-examination education requirements.
2. Submit your License Application, and appropriate fee, to the Division.

License Applications can be obtained from prelicensing schools, offices of real estate brokers, local boards of Realtors® or from the Division's Web site at [www.com.ohio.gov/real](http://www.com.ohio.gov/real). The application must be typed or hand written with black ink. Photocopies of your transcripts or certificates of completion of the educational requirements must be included.

**Ohio Department of Commerce**  
**Division of Real Estate & Professional Licensing**  
 77 South High Street, 20th Floor  
 Columbus, OH 43215-6133  
 (614) 466-4100 FAX (614) 644-0584  
[www.com.state.oh.us](http://www.com.state.oh.us)

3. The Division staff will process your examination application for eligibility. If approved by the Division, PSI will mail you this Candidate Information Bulletin containing the examinations that you are eligible for, and instructions for registering and scheduling the examination(s).

- You must pass both portions of the examination within 12 months of the date on the label of the initial Candidate Information Bulletin from PSI.
- You must take both portions of the exam in the same examination session unless you have previously passed a single portion. You are not allowed to split the exam into two separate portions to be taken in two different examination sessions.

## LICENSE REQUIREMENTS

To be eligible for licensure, candidates must meet qualifications established by Ohio Revised Code 4735 and Ohio Administrative Code 1301:5. License requirements may vary depending on whether you are applying for a salesperson or broker license.

# LICENSE REQUIREMENTS FOR REAL ESTATE SALESPERSON

Persons applying for a real estate salesperson license must:

1. Be honest, truthful and of good reputation.
2. Be at least 18 years old.
3. Be sponsored by an Ohio Broker.
4. Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a court of law or violated any rules of the Ohio Division of Real Estate. In some circumstances, it is possible to have a conviction or violation disregarded, which would allow you to sit for the exam. The Division may only make a determination with respect to a conviction or violation if you file an application. For additional information on this process, contact the Division directly or review the additional information found on the Division's Web site.
5. Have a high school diploma or its equivalent as recognized by the Ohio Department of Education if you were born after 1950.
6. Any person who has not been licensed as a real estate salesperson or broker within a four-year period immediately preceding his/her current application for the salesperson's exam must have completed the following classroom instruction within a 10-year period immediately preceding the current salesperson application. This education must have been completed at an institution of higher education that awards a degree in at least a two-year program (i.e. an associate degree):

Education Requirements	Hours
Real Estate Principles and Practices	40 hours
Ohio Real Estate Law, including instruction in civil rights, housing discrimination and desegregation problems*	40 hours
Real Estate Appraisal	20 hours
Real Estate Finance	20 hours

*\*This course in real estate law is not required of an applicant admitted to the practice of law before the Supreme court of Ohio.*



# LICENSE REQUIREMENTS FOR REAL ESTATE BROKER

Persons applying for a real estate broker license must:

1. Be honest, truthful and of good reputation.
2. Be at least 18 years old.
3. Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a court of law or violated any rules of the Ohio Division of Real Estate. In some circumstances, it is possible to have a conviction or violation disregarded, which would allow you to sit for the exam. The Division may only make a determination with respect to a conviction or violation if you file an application. For additional information on this process, contact the Division directly or review the additional information found on the Division's Web site.
4. Based upon the date you were originally licensed as a salesperson, you are required to complete the following classroom instruction prior to taking the broker exam. These courses must have been completed at an institution of higher education that awards a degree in at least a two-year program (i.e. an associate degree). You must pass both portions of the examination within 12 months of the initial approval date listed on the mailing label of your bulletin. The label will indicate your 12 month eligibility period. If you do not pass both portions of the exam within the 12 month eligibility period you must start the process over by sending in a new Exam Application to the Division. If you pass only one portion of the exam or if you failed both portions of the exam, within the 12 months you must use the Retake application to retake the portion (s) you failed. If you use the wrong application you will forfeit your fee (ORC 4735.06 or 4735.09) and have to submit the correct application with another fee.

Education Requirements if Licensed Prior to January 2, 1972	Hours
(No additional educational requirements are needed)	0 hours
Education Requirements if Licensed on or After January 2, 1972, but prior to January 3, 1984	Hours
Real Estate Principles and Practices	30 hours
Ohio Real Estate Law	30 hours
Real Estate Appraisal	30 hours
Real Estate Finance	30 hours
Education Requirements if Licensed on or After January 3, 1984, but prior to August 1, 2001	Hours
Real Estate Principles and Practices	30 hours*
Ohio Real Estate Law	30 hours*

Real Estate Appraisal	30 hours*
Real Estate Finance	30 hours*
Financial Management	30 hours*
Human Resource or Personnel Management	30 hours*
Applied Business Economics	30 hours*
Business Law	30 hours*
Minimum of Two Years of College**	

\*Or three-quarter hours or its equivalent in semester hours.

\*\*The courses listed in this chart may be included in your two years of college.

Education Requirements if Licensed on or After August 1, 2001	Hours
Real Estate Principles and Practices	40 hours
Ohio Real Estate Law	40 hours
Real Estate Appraisal	20 hours
Real Estate Finance	20 hours
Financial Management	30 hours
Human Resource or Personnel Management	30 hours
Applied Business Economics	30 hours
Business Law	30 hours
Minimum of Two Years of College*	

\*The courses listed in this chart may be included in your two years of college.

5. Experience:
  - You must have been licensed as a broker or salesperson for at least two years.
  - You must have worked as a broker or salesperson for an average of 30 hours per week for two of the last five years immediately preceding your application. If you have been licensed in another state, these years can be counted.
  - You must have completed 20 real estate transactions or have such equivalent experience as defined by rules adopted by the Ohio Real Estate Commission.

The 20 points needed to qualify are counted if the licensee received compensation as part of the transactions listed:

- One point for each completed sale of real property, for the account of another, during which the licensee was the selling and the procuring agent.
- One half point for each completed sale of real property, for the account of another, during which the licensee was the listing agent.
- One half point for each completed sale of real property, for the account of another, during which the licensee was the selling agent.
- One half point for each completed lease of an individual commercial or industrial property, for the account of another, for a term of at least one year, during which the licensee was the listing agent.
- One fourth point for each completed lease of residential property, for the account of another, for a term of at least one year during which the licensee was the listing and/or the procuring agent.



The application requires the licensee to list the total number of transactions, the Division will calculate the points earned and send out an affidavit to each of the Brokers listed on your Broker Application. The affidavits will be used to verify you have met the 20 point minimum to qualify for the Broker Exam (ORC 4735.07(b) (5) (a).

**IMPORTANT:** Your eligibility is good for only 12 months from the initial approval date listed on the mailing label of your bulletin. If you do not pass both portions of the exam within the 12 month eligibility period you must start the process over by sending in a new Exam Application to the Division. If you pass only one portion of the exam or if you failed both portions of the exam, within the 12 months you must use the Retake application to retake the portion (s) you failed. If you use the wrong application you will forfeit your fee (ORC 4735.06 or 4735.09) and have to submit the correct application with another fee.

Real Estate Salesperson - State & National taken at same time	\$63.00
Real Estate Broker - National Only	\$43.00
Real Estate Broker - State Only	\$43.00
Real Estate Broker - State & National taken at same time	\$43.00

**NOTE:** EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

**ON-LINE (WWW.PSIXAMS.COM)**

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

- 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 department has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter the OH RE\_ID# that was provided to you. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

**TELEPHONE**

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). Call (800) 733-9267, 24 hours a day and speak to a PSI 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.

**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 go online or call PSI to schedule the examination.

**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 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 go online or call PSI to schedule the examination.

**EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES**

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

**PSI licensure:certification**  
**3210 E Tropicana**  
**Las Vegas, NV 89121**  
**(800) 733-9267 • Fax (702) 932-2666**  
**[www.psiexams.com](http://www.psiexams.com)**

Upon approval of eligibility by the Division, you may proceed with the Examination Registration and Scheduling process.

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay PSI at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

- Candidates must pass both portions of the exam, one is a state section and one is a national section, within the 12 month period listed on the label of this bulletin.
- Candidates who fail one or both portions of the examination must submit a retake application and appropriate fee to the Division. The retake application will be provided to the candidate with the failing score report at the examination site. After the Division has notified PSI of your new eligibility, you may register and schedule for the examination.
- You must re-apply using the Retake Application and retake the examination, within the 12 month period indicated on the label of this bulletin.
- If you are over your 12-month eligibility period you must start the process over using either the Sales Exam Application or the Broker Exam Application.

**FEES**

Examination	Registration Fee
Real Estate Salesperson - National Only	\$43.00
Real Estate Salesperson - State Only	\$43.00



## CANCELING AN EXAMINATION 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.

**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.

## MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, 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;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

## RE-TAKING A FAILED PORTION

Candidates who fail one or both portions of the examination must submit a retake application and appropriate fee to the Division. The retake application will be provided to the candidate with the failing score report at the examination site. After the Division has notified PSI of your new eligibility, you may register and schedule for the examination.

You must re-apply, using the Retake Application, for the portion you failed, and retake the examination, within the 12 month period indicated on the label of this bulletin.

## EXAM ACCOMMODATIONS

All 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. 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.

## EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site 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. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

## **EXAMINATION SITE LOCATIONS**

The Real Estate Licensing examinations are administered at the examination centers listed below:

### **Akron**

Bryden Center

1815 West Market Street, Suite 101

Akron, OH 44313

*FROM I-77N MERGE ONTO I-77N VIA EXIT 125B TOWARD CLEVELAND/DOWNTOWN AKRON. TAKE THE MULL AVE/WHITE POND DR EXIT 132. TAKE THE WHITE POND DR RAMP. TURN RIGHT ONTO WHITE POND DR. TURN RIGHT ONTO MULL AVE. CONTINUE ON MULL AVE, AROUND THE CIRCLE AND TURN RIGHT ONTO N HAWKINS. AT THE TRAFFIC LIGHT TURN LEFT ONTO W MARKET ST/OH-18.*

*FROM I-71S TOWARD COLUMBUS. TAKE THE OH-18 EXIT 218- TOWARD MEDINA/AKRON. TURN LEFT ONTO MEDINA RD/OH-18 E CONTINUE TO FOLLOW OH-18 E.*

### **Cambridge**

1300 Clark Street, Suite #4

Cambridge, OH 43725

*FROM I-70E OR I-70 W MERGE ONTO I-77 N VIA EXIT 180B OR TOWARD CLEVELAND. TAKE THE US 22/EXIT 47 TOWARD CAMBRIDGE TURNING LEFT ONTO CADIZ RD/US-22. TURN RIGHT ONTO BRENTON RD. (NEAR CORPORATION LIMINTS AND MARKED WITH SIGN TO HOSPITAL). TURN RIGHT ONTO OAKLAND BLVD. CONTINUE THROUGH THE TRAFFIC LIGHT MAKING A SLIGHT RIGHT ONTO CLARK ST. TURN RIGHT INTO THE NORTH STAR SHOPPING PLAZA. THE PSI OFFICE IS LOCATED ABOUT HALFWAY INTO THE SHOPPING PLAZA.*

### **Cincinnati**

4000 Executive Park Dr., Suite 105

Cincinnati, OH 45241

*FROM I-275 EASTBOUND TAKE THE US-42 EXIT 46 TOWARD MASON/SHARONVILLE. TURN RIGHT ONTO LEBANON RD/US-42. TURN LEFT INTO EXECUTIVE PARK OFFICE COMPLEX.*

*FROM I-275 WESTBOUND TAKE THE US-42 EXIT 46 TOWARD SHARONVILLE/MASON. TURN LEFT ONTO LEBANON RD/US-42. TURN LEFT INTO EXECUTIVE PARK OFFICE COMPLEX.*

### **Cleveland**

7029 Pearl Rd, Suite 320

Middleburg Heights, OH 44130

*FROM I-71S - TAKE EXIT 235 FOR BAGLEY RD. USE THE LEFT TWO LANES TO TURN LEFT ONTO BAGLEY RD. TURN LEFT ONTO PEARL RD. THE OFFICE COMPLEX WILL BE ON THE RIGHT. WE ARE LOCATED IN SUITE 320.*

### **Columbus North**

6397 Emerald Pkwy, Suite 150

Dublin, Ohio 43017

*FROM I-270 W TAKE THE TUTTLE CROSSING BLVD EXIT AND TURN RIGHT. TURN LEFT ONTO BLAZER PKWY. TURN LEFT ONTO RINGS ROAD. TURN LEFT ONTO EMERALD PKWY.*

### **Columbus South**

6431 Alum Creek Dr, Suite I

Groveport, OH 43125

*IF COMING FROM (CLEVELAND) 270W OR 270S TOWARD CINCINNATI, TAKE ALUM CREEK EXIT. TURN RIGHT TOWARD GROVEPORT. TURN RIGHT AT SPIEGEL DRIVE AND AN IMMEDIATE RIGHT INTO FIRST PARKING LOT ON RIGHT. IF COMING FROM 270 E OR 270S TOWARD WHEELING, EXIT ALUM CREEK. TURN LEFT TOWARD GROVEPORT. TURN RIGHT ON SPIEGEL DR. AND TURN AN IMMEDIATE RIGHT INTO FIRST PARKING LOT ON RIGHT.*



## Toledo

1446 S. Reynolds Road, Suite 201  
Maumee, OH 43537

*FROM THE NORTH OR SOUTH: TAKE I-75 TO I-475/US 23, BYPASSING DOWNTOWN TOLEDO. FROM THE NORTH, USE EXIT 204; AND FROM THE SOUTH, USE EXIT 192 TO MERGE ONTO I-475/US 23. TAKE I-475/US 23 TOWARD MAUMEE, AND EXIT AT DUSSEL DRIVE/SALISBURY ROAD (EXIT 6). DRIVE EAST ON DUSSEL DRIVE, TOWARD MAUMEE.*

*FROM THE EAST OR WEST: TAKE THE OHIO TURNPIKE TO EXIT 59, THE MAUMEE - TOLEDO EXIT. UPON EXITING THE TURNPIKE, DRIVE SOUTH ON SOUTH REYNOLDS ROAD (TOWARD MAUMEE) TO DUSSEL DRIVE. TURN LEFT ON DUSSEL DRIVE.*

*PSI IS LOCATED ON THE SE CORNER OF DUSSEL DRIVE AND SOUTH REYNOLDS ROAD, IN THE "RMS" BUILDING. ENTRANCES TO THE PARKING LOT AND BUILDING FACE DUSSEL DRIVE. USE THE CENTER (MAIN) BUILDING ENTRANCE, AND FROM THE LOBBY TAKE THE STAIRS/ELEVATOR TO THE SECOND FLOOR. PSI IS IN SUITE 201.*

## Troy

1100 Wayne Street, Suite 3330

Troy, OH 45373

*FROM I-75 SOUTH TAKE THE STATE ROUTE 55 EXIT #73 FOR TROY/LUDLOW FALLS. TURN LEFT AT THE LIGHT AT THE EXIT TOWARDS TROY ONTO ST RT 55 (BECOMES WEST MARKET ST). FOLLOW ST RT 55/ MARKET ST TO THE FOURTH LIGHT AFTER THE EXIT. TURN LEFT ONTO RIDGE AVE. CONTINUE TO WAYNE STREET AND TURN LEFT. THE TEST SITE IS UP THE HILL LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDE MEMORIAL HOSPITAL.*

*FROM I-75 NORTH TAKE THE STATE ROUTE 55 EXIT #73 FOR TROY/LUDLOW FALLS. TURN RIGHT AT THE LIGHT ONTO ST RT 55 (BECOMES WEST MARKET ST.). FOLLOW ST RT 55/MARKET TO THE THIRD LIGHT AFTER THE EXIT. TURN LEFT ONTO RIDGE AVE. CONTINUE TO WAYNE STREET AND TURN LEFT. THE TEST CENTER IS UP THE HILL LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDE MEMORIAL HOSPITAL.*

*Enter the hospital grounds from Wayne right at the sign that says, "STOUDE CENTER 1100". You will enter a short driveway that curves to the right. As you begin to turn to the right, you will see the "WEST ENTRANCE" marked on your left. This is your entrance and the only one that has wooden doors. So if you enter the complex somewhere else through metal doors---you are at the wrong entrance. Continue on the short drive to the parking lot immediately in front of you. This is the WEST lot. Park and enter the complex through the WOODEN DOORS marked "WEST ENTRANCE". You will enter what used to be the main hospital entrance. A gift shop area will be on your right and a reception desk on your left. Go past the reception desk to the large elevator doors just to the left a bit. DO NOT go down the hallway to the right. Enter the elevator, which also has doors in the back. You will need to push "3F" so the doors open to the office suites. If you accidentally push 3R, the doors to the Residential side will open instead. When the doors open on the third floor, walk around to your right to the PSI Office.*

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination by completing and faxing the Out-of-State Testing Request form at the end of this bulletin.

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 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 site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

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 Examination Registration Form and your Registration Confirmation Notice.

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.*

### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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.
- 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. Items may not exceed 15" x 15". 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.

### EXAMINATION REVIEW

PSI, in cooperation with the Division of Real Estate and Professional Licensing, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

## SCORE REPORTING

Your score will be given to you immediately following completion of the examination. 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 **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - an unofficial score report will be printed at the examination site.

### 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 800-733-9267.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.



- Start with a current copy of this 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.
- 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 Division of Real Estate & Professional Licensing. Use the latest edition available.

### NATIONAL PORTION FOR SALESPERSON AND BROKER

- *Real Estate Fundamentals*, 9th Edition, 2011, Gaddy and Hart, Dearborn Real Estate Education, 332 Front Street South, Suite 501, LaCrosse, WI 54601, (800) 972-2220, [www.dearbornRE.com](http://www.dearbornRE.com), ISBN 9781427731449
- *Modern Real Estate Practice*, 18th Edition, Galaty, Allaway, & Kyle, Dearborn Real Estate Education, 332 Front Street South, Suite 501, LaCrosse, WI 54601, (800) 972-2220, [www.dearbornRE.com](http://www.dearbornRE.com), ISBN 1427787905
- *Real Estate Principles & Practices*, 8th Edition, Arlyne Geschwender, Cengage Learning, (800) 354-9706, [www.cengage.com](http://www.cengage.com), ISBN 0324784554
- *Real Estate Law*, 7th Edition, 2009, Karp and Clayman, Dearborn Real Estate Education, 332 Front Street South, Suite 501, LaCrosse, WI 54601, (800) 972-2220, [www.dearbornRE.com](http://www.dearbornRE.com), ISBN 1427782628
- *Real Estate Principles*, 11th Edition, Charles Jacobus, Cengage Learning, (800) 354-9706, [www.cengage.com](http://www.cengage.com), ISBN 0324787499
- *The Language of Real Estate*, 6th Edition, 2006, John Reilly, Dearborn Real Estate Education, 332 Front Street South, Suite 501, LaCrosse, WI 54601, (800) 972-2220, [www.dearbornRE.com](http://www.dearbornRE.com), ISBN 1419524798
- *Ohio Real Estate Law*, 10th Edition (2015), Hondros Learning, 4140 Executive Parkway, Westerville, OH 43081, (866) 845-3276, [www.hondroslearning.com](http://www.hondroslearning.com), ISBN: 978-1-59844-263-2
- *Ohio Real Estate Principles & Practices*, 11th Edition (2015), Hondros Learning, 4140 Executive Parkway, Westerville, OH 43081, (866) 845-3276, [www.hondroslearning.com](http://www.hondroslearning.com), ISBN: 978-1-59844-264-9
- *Ohio Real Estate Finance*, 7th Edition (2015), Hondros Learning, 4140 Executive Parkway, Westerville, OH 43081, (866) 845-3276, [www.hondroslearning.com](http://www.hondroslearning.com), ISBN: 978-1-59844-259-5
- *Ohio Real Estate Appraisal*, 6th Edition (2015), Hondros Learning, 4140 Executive Parkway, Westerville, OH 43081, (866) 845-3276, [www.hondroslearning.com](http://www.hondroslearning.com), ISBN: 978-1-59844-265-6

- *National Sales Review Crammer*, 13th Edition (2015), Hondros Learning, 4140 Executive Parkway, Westerville, OH 43081, (866) 845-3276, [www.hondroslearning.com](http://www.hondroslearning.com), ISBN: 978-1-59844-269-4
- *Ohio Real Estate State-Specific Sales Review*, Crammer, 14th Edition (2015), Hondros Learning, 4140 Executive Parkway, Westerville, OH 43081, (866) 845-3276, [www.hondroslearning.com](http://www.hondroslearning.com), ISBN: 978-1-59844-268-7

### STATE PORTION FOR SALESPERSON AND BROKER

- *Ohio Administrative Code*, 2006, Ohio Department of Commerce, Division of Real Estate & Professional Licensing, 77 South High Street, 20th Floor, Columbus, OH 43215-6133, <http://www.com.state.oh.us/real/realrevcodes.aspx>
- *Ohio Revised Code*, 2006, Ohio Department of Commerce, Division of Real Estate & Professional Licensing, 77 South High Street, 20th Floor, Columbus, OH 43215-6133, <http://www.com.state.oh.us/real/realrevcodes.aspx>

Now you can take the practice exam online at [www.psiexams.com](http://www.psiexams.com) to prepare for your Ohio 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.

## DESCRIPTION OF EXAMINATIONS

Candidates must pass both portions of the examination within one year of the date on the label of the initial Candidate Information Bulletin from PSI. If you fail one or both portions of the examination you must submit a retake application and appropriate fee to the Division. After the Division has notified PSI of your eligibility, you may register and schedule for the examination. You must apply and retake the failed portion by the date indicated on the label of the initial Candidate Information Bulletin.

### EXAMINATION SUMMARY TABLE

Examination	Portion	# of Items	Passing Score	Time Allowed
Salesperson	National	80	70%	120 minutes
	State	40	70%	60 minutes
	Both	120	70%	180 minutes
Broker	National	80	75%	120 minutes
	State	40	75%	60 minutes
	Both	120	75%	180 minutes

### EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of five to ten “experimental” questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them





will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

## 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 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 CONTENT OUTLINE

#### (REAL ESTATE PRINCIPLES AND PRACTICES)

##### CONTENT OUTLINE

##### **Property ownership (Salesperson 7 items/Broker 6 items)**

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

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

1. Government rights in land
  - a. Property taxes and special assessments
  - b. Eminent domain, condemnation, escheat
  - c. Police power
2. Public controls based in police power
  - a. Zoning and master plans
  - b. Building codes
  - c. Environmental impact reports
  - d. Regulation of special land types (floodplain, coastal, etc.)
3. Regulation of environmental hazards
  - a. Abatement, mitigation and cleanup requirements
  - b. Restrictions on sale or development of contaminated property

- c. Types of hazards and potential for agent or seller liability
4. Private controls
    - a. Deed conditions or restrictions
    - b. Homeowners association (HOA) regulations

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

1. Value
  - a. Market value and market price
  - b. Value
    - i. Types and characteristics of value
    - ii. Principles of value
    - iii. Market cycles and other factors affecting property value
2. Methods of estimating value/appraisal process
  - a. Market or sales comparison approach
  - b. Replacement cost or summation approach
  - c. Income approach
  - d. Basic appraisal terminology (e.g., replacement versus reproduction cost, reconciliation, depreciation, kinds of obsolescence)
3. Competitive/Comparative Market Analysis (CMA)
  - a. Selecting and adjusting comparables
  - b. Contrast CMA and appraisal
    - i. Price per square foot
    - ii. Gross rent and gross income multipliers
    - iii. Capitalization rate
4. Appraisal practice; situations requiring appraisal by a certified appraiser

##### **Financing (Salesperson 6 items/Broker 7 items)**

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



- b. Fraud and lending practices
  - i. Mortgage fraud
  - ii. Predatory lending practices (risks to clients)
  - iii. Usury lending laws
  - iv. Appropriate cautions to clients seeking financing

\*The new TRID rule regarding the integrated loan estimate and closing disclosure forms took effect on October 3, 2015.

- g. Known alterations or additions
- 5. Material facts related to public controls, statutes of public utilities
  - a. Zoning and planning information
  - b. Boundaries of school/utility/taxation districts, flight paths
  - c. Local taxes and special assessments, other liens
  - d. External environmental hazards
  - e. Stigmatized/psychologically impacted property, Megan's Law issues

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

1. Nature of agency relationships
  - a. Types of agents and agencies (special, general, designated, subagent, etc.)
  - b. Nonagents (transactional/facilitational)
  - c. Fiduciary responsibilities
2. Creation and disclosure of agency and agency agreements (general, not state specific)
  - a. Agency and agency agreements
  - b. Disclosure when acting as principal or other conflict of interest
3. Responsibilities of agent/principal
  - a. Duties to client/principal (buyer, seller, tenant or landlord)
  - b. Traditional common law agency duties; effect of dual agency on agent's duties
4. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
5. Termination of agency
  - a. Expiration
  - b. Completion/performance
  - c. Termination by force of law
  - d. Destruction of property/death of principal
  - e. Mutual agreement

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

1. Property condition disclosure
  - a. Property owner's role regarding property condition
  - b. Licensee's role regarding property condition
2. Warranties
  - a. Purpose of home or construction warranty programs
  - b. Scope of home or construction warranty programs
3. Need for inspection and obtaining/verifying information
  - a. Explanation of property inspection process and appropriate use
  - b. Agent responsibility to inquire about "red flag" issues
  - c. Responding to non-client inquiries
4. Material facts related to property condition or location
  - a. Land/soil conditions
  - b. Accuracy of representation of lot or improvement size, encroachments or easements affecting use
  - c. Pest infestation, toxic mold and other interior environmental hazards
  - d. Structural issues such as roof, gutters, downspouts, doors, windows, foundation
  - e. Condition of electrical and plumbing systems, and of equipment or appliances that are fixtures
  - f. Location within natural hazard or specifically regulated area, potentially uninsurable property

#### Contracts (Salesperson 11 items/Broker 12 items)

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

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

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



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

1. Trust/escrow accounts (general, not state specific)
  - a. Purpose and definition of trust accounts, including monies held in trust accounts
  - b. Responsibility for earnest money and other trust monies, including commingling/conversion
2. Federal fair housing laws
  - a. Protected classes
    - i. Covered transactions
    - ii. Specific laws and their effects
  - b. Compliance
    - i. Types of violations and enforcement
    - ii. Exceptions
3. Advertising and technology
  - a. Incorrect “factual” statements versus “puffing”
    - i. Truth in advertising
    - ii. Fair housing issues in advertising
  - b. Fraud, technology issues
    - i. Uninformed misrepresentation versus deliberate misrepresentation (fraud)
    - ii. Technology issues in advertising and marketing
4. Agent supervision and broker-associate relationship
  - a. Liability/responsibility for acts of associated licensees (employees or independent contractors) and unlicensed employees
  - b. Responsibility to train and supervise associated licensees (employees or independent contractors) and unlicensed employees
5. Commissions and fees
  - a. Procuring cause/protection clauses
  - b. Referrals and other finder fees
6. General ethics
  - a. Practicing within area of competence
  - b. Avoiding unauthorized practice of law
7. Antitrust laws
  - a. Antitrust laws and purpose
  - b. Antitrust violations in real estate

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

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

- e. Gross rent and gross income multipliers (GRM, GIM)

### Specialty areas (Salesperson 2 items/Broker 3 items)

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

### STATE-SPECIFIC PORTION

#### State Governance of the Real Estate Profession (4 Items)

- a. General Powers and Structure of Governing Bodies
- b. Audit of Records
- c. Investigations, Hearings and Appeals
- d. Violations and Penalties  
Edu. Sanction/Reprimands)
- e. Recovery Fund

#### Licensing Requirements (6 items)

- a. Activities Requiring a License
- b. License Renewal and Maintenance
- c. Change in License Status (military, retired, inactive)
- d. Post License Education and Continuing Education

#### License Law and Rules of the Ohio Real Estate Commission (16 items)

- a. Advertising/Use of Business  
Name/Misrepresentation/Team Advertising
- b. Broker/Salesperson Employment or Independent Contractor Agreement
- c. Commissions and fees paid through broker only/Agent compensation
- d. Document Handling and Record Keeping (Includes Contracts and Listings)
- e. Handling of Monies/Considerations (Items of Value)
- f. Trust or Special Accounts
- g. Types of Listings, Rules
- h. Offers, Counteroffers, Acceptance
- i. Ohio Broker Lien Law (broker only)
- j. Inducements
- k. Ancillary Trustee (Procedure if Broker Dies)
- l. Property Management (Includes Leases)
- m. Rentals
- n. Fair Housing Sign and Brokers License Display (broker only)

#### Brokerage Relationships (Agency Law) (14 items)

- a. Creating Agency and Agency Contracts/Types of Agency Relationships
- b. Licensee Duties and Obligations to Clients and Customers, Licensee Liabilities, Waiver of Duties
- c. Termination of Agency
- d. Confidentiality
- e. Disclosure of Agency Relationships and Listing Information
- f. Disclosures Required when Dealing with Own Properties

- g. Unauthorized Practice of Law
- h. False Representations of Licensee Status or Expertise
- i. Canon of Ethics

**Answers to Sample Salesperson Questions:**  
A: 1; B: 2; C: 4; D: 1; E: 4

## SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the Ohio 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.

### SAMPLE BROKER QUESTIONS

- A. A real estate licensee acting solely as a seller's agent is MOST likely to be held liable for claims of misrepresentation by a buyer if the licensee committed which of the following acts in the course of the transaction?
  - 1. Failed to provide previous purchase prices for the property.
  - 2. Obeyed the seller's instructions to leave all discussions of property condition to the seller.
  - 3. Continued to accept and present offers on the property after the seller accepted the buyer's offer.
  - 4. Deposited the earnest money check in a personal account to clear before transferring it to the trust account.
  
- B. A lender wanting title insurance coverage on property pledged as collateral would ask for which of the following policies?
  - 1. A mortgagee's policy.
  - 2. An owner's policy.
  - 3. An errors and omissions policy.
  - 4. An extended homeowner's policy.
  
- C. A business property is valued at \$20,000. To earn 12% on the total investment, the property should return a monthly income of
  - 1. \$200.
  - 2. \$500.
  - 3. \$1,200.
  - 4. None of the above.
  
- D. A lender is making a loan on a property and wants to make sure that a borrower will be legally obligated to pay off the entire unpaid loan balance if the borrower defaults on the payments. Which of the following clauses should be included in the contract?
  - 1. Defeasance.
  - 2. Prepayment.
  - 3. Acceleration.
  - 4. Due-on-sale.
  
- E. A financial arrangement by which a buyer purchases property using borrowed funds but does not actually receive title to the property until after the loan has been fully repaid is BEST referred to as a
  - 1. Leveraged sale.
  - 2. Sale and leaseback.
  - 3. Purchase money mortgage.
  - 4. Land contract.

**Answers to Sample Broker Questions:**  
A: 2; B: 1; C: 1; D: 3; E: 4





# OHIO REAL ESTATE LICENSING EXAMINATION REGISTRATION FORM

*Before you begin. . .*

*Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable.*

1. **Legal Name:**     
Last Name First Name M.I.
2. **ID Number:**
3. **Mailing Address:**    
Number, Street Apt/Ste  
  -   
City State Zip Code
4. **Telephone:** Home   -  Office   -
5. **Birth Date:**  -  -   
M M D D Y Y
6. **Email:** \_\_\_\_\_@\_\_\_\_\_
7. **Examination:** (Check one)  Salesperson - National and State \$63  Broker - National and State \$43  
 Salesperson - National Only \$43  Broker - National Only \$43  
 Salesperson - State Only \$43  Broker - State Only \$43  
(Check one)  FIRST TIME  RETAKE
8. **Payment:** Pay by credit card, money order, company check or cashier's check payable to PSI. Cash and personal checks are not accepted.  
If paying by credit card, check one:  VISA  MasterCard  American Express  Discover
- Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
- Card Verification No: \_\_\_\_\_ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*
- Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_
- Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_
9. I am submitting the Exam Accommodations Request (at the end of this bulletin) and required documentation.  Yes  No
- Check this box if you do not want PSI to share your information with third parties. Please note that PSI will NOT release social security numbers to 3<sup>rd</sup> parties.
10. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.  
Complete and forward this registration form with the applicable examination fee to:  
PSI licensure:certification \* ATTN: Examination Registration OH RE  
3210 E Tropicana Ave \* Las Vegas, NV\* 89121  
Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929 \* www.psiexams.com





Department of Commerce

Division of Real Estate & Professional Licensing

John R. Kasich, Governor
Andre T. Porter, Director

77 South High Street, 20th Floor
Columbus, Ohio 43215-6133

Please visit our website at
www.com.ohio.gov/real

614 | 466-4100

FAX 614 | 644-0584

TTY/TDD: 800 | 750-0750

REAL ESTATE RETAKE APPLICATION

Broker Fee: \$100
Salesperson Fee: \$60

A check or money order for any fees, made payable to the Division of Real Estate & Professional Licensing, must accompany this application. Cash will not be accepted. The name and date of birth on this application must match the name and date of birth on the applicant's government-issued photo ID for identity verification at the examination site.

EXAMS

[ ] BROKER - STATE AND NATIONAL

[ ] SALESPERSON - STATE AND NATIONAL

[ ] BROKER - NATIONAL ONLY

[ ] SALESPERSON - NATIONAL ONLY

[ ] BROKER - STATE ONLY

[ ] SALESPERSON - STATE ONLY

APPLICANT INFORMATION

CANDIDATE ID NUMBER FIRST NAME MIDDLE INITIAL OR NAME LAST NAME SUFFIX

HOME ADDRESS HOME PHONE LAST 4 OF SSN

CITY STATE ZIP CODE COUNTY DATE OF BIRTH

EMAIL ADDRESS

SPONSORING BROKER INFORMATION [ ] CHECK IF SPONSORING BROKER INFORMATION HAS CHANGED SINCE LAST SUBMISSION

COMPANY FILE NUMBER BROKER/COMPANY NAME BUSINESS PHONE

MAIN BUSINESS ADDRESS (NOT A BRANCH OFFICE ADDRESS) CITY STATE ZIP CODE

ETHICAL CONDUCT AND LEGAL HISTORY

PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES."
QUESTIONS CONCERNING PROFESSIONAL LICENSES APPLY TO ALL PROFESSIONAL LICENSES REGARDLESS OF PROFESSION.

SINCE the last filing of your application for Ohio real estate licensure, have you:

[ ] YES [ ] NO been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule?

[ ] YES [ ] NO been refused or denied any professional license or registration by any public entity?

[ ] YES [ ] NO had any professional license revoked, suspended or limited in any way for any reason?

[ ] YES [ ] NO been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule?

[ ] YES [ ] NO been the subject of any unsatisfied judgments?

[ ] YES [ ] NO been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form may subject me to criminal prosecution and the loss of my Ohio real estate license.

SIGNATURE OF APPLICANT DATE

THE SPONSORING BROKER MUST COMPLETE THE FOLLOWING CERTIFICATION

I hereby certify that, from the investigations made by me, I find the above listed applicant for a real estate license is honest, truthful and of good reputation. I understand that any false statement on this form that is known to me at the time of my signing may subject me to criminal prosecution and the loss of my Ohio real estate license.

NAME OF BROKER (please type or print) FILE NUMBER SIGNATURE OF BROKER DATE

NOTICE: This application and the information contained therein, except for the social security number, is public record pursuant to Ohio Revised Code 149.43.
NOTICE: Refusal of check payment by the drawer's bank may result in a one-hundred-dollar fee to the superintendent and/or the rejection or withdrawal of approval of this application.



# EXAM ACCOMMODATIONS 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 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 accommodations 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: \_\_\_\_\_ SS#: \_\_\_\_\_

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 \_\_\_\_\_
- \*Out-of-State Testing Request (this request does not require additional documentation) \_\_\_\_\_

Site requested: \_\_\_\_\_  
*\*You may email your out-of-state request to [OutofStateRequest@psionline.com](mailto:OutofStateRequest@psionline.com).*

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



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



## OHIO DEPARTMENT OF COMMERCE NOTICE OF ELIGIBILITY LETTER

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This notice serves to confirm that you are now **eligible** to take the examination that is listed directly under the mailing address on the mailing label.

This bulletin is designed to provide you with information regarding examination procedures and content areas. To schedule your examination, please refer to the instructions in this bulletin.

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