



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.

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

LOUISIANA REAL ESTATE COMMISSION

REAL ESTATE BROKERS, SALESPERSONS, AND PRELICENSING/CONTINUING EDUCATION INSTRUCTORS LICENSING INFORMATION BULLETIN

<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>
Introduction	2	Internet Registration.....	10
Background.....	2	Walk-in Registration	10
The Computer Testing Program	2	Exam Accommodations	10
License Requirements & Qualifications.....	3	Scheduling Procedures	10
Applying for the Examination Authorization Form	3	Scheduling an Appointment.....	10
Salesperson and Broker Candidates.....	3	Canceling or Rescheduling an Appointment	10
Instructor Candidates.....	3	Missed Appointment or Late Cancellation	11
Tips for Preparing for your License Examination.....	4	Registering to Retake the Examination.....	11
Examination Study Materials	4	Emergency Test Center Closing	11
Principles and Practices (National Portion).....	4	Test Center Locations	11
Louisiana Laws, Rules, and Regulations (State Portion)	4	Reporting to the Test Center	12
Description of Examinations and Examination Content Outlines.....	4	Required Identification	12
Experimental Questions	5	Security Procedures	13
Principles and Practices (National Portion).....	5	Taking the Test by Computer	14
Louisiana Laws, Rules and Regulations (State Portion)	7	Identification Screen.....	14
Sample Questions.....	8	Tutorial	14
Registration Procedures	9	Test Review	14
Registering and Scheduling	9	Score Reporting	14
Fees	9	Duplicate Score Reports	15
Standard Mail Registration	10	License Application Instructions	15
Telephone Registration.....	10	Examination Registration Form	16-17
FAX Registration.....	10	Exam Accommodations Request Form	18

Please refer to our website to check for the most updated information at www.psiexams.com

INTRODUCTION

Background

This bulletin provides you with information about the license examination and application process for becoming licensed as a real estate professional in the state of Louisiana. Each applicant for a license must first complete the educational requirements and then pass an examination that tests the applicant's competency to act as a real estate professional in a manner that protects the interests of the public.

The Commission has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI offers the following tests:

- Real Estate Salesperson Examination
- Real Estate Broker Examination
- Real Estate Instructor Examination (Pre-licensing and Continuing Education)

PSI works closely with the Louisiana Real Estate Commission and the Examination Review Committees to be certain that examinations meet local requirements and test development standards.

The Computer Testing Program

PSI offers computer administration of examinations at test centers throughout Louisiana. The centers are located in Baton Rouge, Lafayette, Lake Charles, Metairie, New Orleans, and Shreveport. The test may also be taken in several test centers in Texas. (See *Test Site Locations* on page 11 of this document.)

No previous computer experience is necessary. Taking the exam by computer is very simple using PSI's customized keyboard with prominently colored and specially labeled keys. A tutorial guides you through the testing process.

See "Taking the Test by Computer" for more detail.

Questions about *license applications* should be directed to:

Louisiana Real Estate Commission
Louisiana Real Estate Commission
9071 Interline Avenue
Baton Rouge, LA 70809
(225) 925-1923
(800) 821-4529 (Louisiana only)
(225) 925-4501 (fax)
www.lrec.state.la.us

Please direct all questions and requests for information about *examinations* to:

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com
(800) 733-9267
FAX (702) 932-2666 ♦ TTY (800) 735-2929



LICENSE REQUIREMENTS & QUALIFICATIONS

The Louisiana Real Estate Commission (LREC) administers and enforces the provision of the Louisiana Real Estate License law which include the requirements for qualifying for and obtaining a real estate salesperson or broker license, or a certificate for certified real estate instructor. You must submit your licensing application directly to the LREC and receive approval for testing prior to contacting the testing service (PSI licensure:certification). Please review this bulletin, application forms and other information provided by the LREC prior to applying for your licensing or certification examination. If licensed or previously licensed in another jurisdiction, you must submit to the LREC a license verification from the other jurisdiction detailing your license history. This information will be used to determine if you are eligible for a waiver of the National portion of the PSI examination. Some education completed in other jurisdictions may be applicable toward Louisiana's pre-licensing requirements. You must submit any such course work to the LREC for an education review and determination prior to formal application. General prerequisites for licensing and instructor certification are listed herein.

When your documents and fees have been reviewed by the LREC, a determination will be made as to your eligibility for examination. If all documentation is acceptable and the appropriate licensing fees are paid, you will be issued an Examination Authorization Form. Fees paid to the LREC do not include the examination fee. This fee must be paid separately to PSI. Upon receipt of your Examination Authorization Form, you should contact PSI to register and schedule your examination. This Examination Authorization Form is effective for 90 days from the date of issuance and authorizes you to take the examination for one time only. **Please refer to the Registration Procedures and Scheduling Procedures sections of this bulletin for complete details.**

Salesperson Candidates Must:

- 1) be at least 18 years of age;
- 2) have obtained a high school diploma or equivalency certificate (GED);
- 3) show proof of successful completion of ninety (90) hours of real estate education in courses approved by the LREC;
- 4) comply with all application procedures required by the LREC;
- 5) If licensed, or previously licensed, in another jurisdiction, furnish license verification from the other jurisdiction detailing license history;
- 6) pass the real estate salesperson licensing examination; and
- 7) be sponsored by a licensed real estate broker, if active license is granted.

Broker Candidates Must:

- 1) have been licensed and actively served as a salesperson for at least four (4) years in Louisiana or another

- jurisdiction with the last two (2) years being immediately before issuance of the broker license;
- 2) have obtained a high school diploma or equivalency certificate (GED);
- 3) show proof of successful completion of one hundred-fifty (150) hours, or its equivalent, in courses specified and approved by the LREC;
- 4) If licensed, or previously licensed in another jurisdiction, furnish license verification from the other jurisdiction detailing license history;
- 5) comply with all application procedures required by the LREC; and
- 6) pass the broker licensing examination.

Instructor Candidates Must:

- 1) meet education and experience requirements specified by the LREC;
- 2) comply with all application procedures;
- 3) pass an instructor assessment examination pertaining to general real estate principles and practices and, if applying for pre-licensing certification, also pass an examination on Louisiana Laws, Commission Rules, and Regulations.

APPLYING FOR THE EXAMINATION AUTHORIZATION FORM

To apply for the Examination Authorization Form, candidates must provide all of the following to the Commission:

Salesperson and Broker Candidates

- 1) Initial license application obtained from pre-license school or the Commission.
- 2) Proof of completion of required pre-license education.
- 3) Appropriate application fee(s) listed in the next section, payable to the Louisiana Real Estate Commission.
- 4) Out-of-state license verification (if applicable).

Instructor Candidates

- 1) An initial instructor application obtained from the Commission.
- 2) An application fee of \$35.00, payable to the Louisiana Real Estate Commission.

License Application Fee

All application fees are payable to the Louisiana Real Estate Commission in the appropriate amount listed below. The appropriate fee(s) must accompany the application. **License application fees are separate from the testing fee.**

Salesperson \$90
Broker \$165
Instructor \$35
Submit completed application and fee(s) to:

Louisiana Real Estate Commission
9071 Interline



To obtain more information on **licensing requirements**, contact the **Licensing/Testing Division**, (800) 821-4529 or (225) 925-1923, or visit our website at lrec.gov. DO NOT CONTACT PSI.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your exam. Planned preparation, in addition to the required classroom hours, increases your likelihood of passing.

- Use the exam content outline provided in this bulletin as the basis of your study. The outline itself is a study tool because it can familiarize you with real estate terms.
- Learn the major points associated with each outline topic.
- Select 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. Underline or highlight key ideas that will help with a later review.
- Read the study materials, making sure you understand each idea before going on to another.
- Check off each topic from the outline when you feel you have an adequate understanding. Plan to take your test when all topics have been checked.
- 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 decrease 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 Louisiana Real Estate Commission. Use the latest edition available.

Principles and Practices (National Portion)

- *Real Estate Fundamentals*, 9th Edition, 2015, Gaddy and Hart, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- *Modern Real Estate Practice*, 19th Edition, Galaty, Allaway, and Kyle, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- *Real Estate Law*, 9th Edition, 2016, Elliot Klayman, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com

- *The Language of Real Estate*, 7th Edition, 2013, John Reilly, Dearborn Real Estate Education, (800) 972-2220, 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 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 ISBN 1285420985
- *Real Estate Math*, 7th Edition, 2014, Linda L. Crawford, Dearborn Real Estate Education, (800)972-2220, www.dearborn.com
- *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

Louisiana Laws, Rules, and Regulations (State Portion)

NOTE: All references below may be obtained from the Louisiana Real Estate Commission Website at lrec.gov

- *Louisiana Real Estate License Law and the Law of Agency*
- *Louisiana Real Estate Commission Rules and Regulations*

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

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

Now you can take the practice exam online at www.psiexams.com to prepare for your Louisiana Salesperson 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 & EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been approved by the Louisiana Real Estate Commission. These outlines reflect the minimum knowledge required by real estate professionals to

perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outlines as the basis of your study. The outlines list all of the topics that are on the test and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outlines.

For national broker and instructor exams, scenario-based test questions are included to contain more than four options and ONLY ONE BEST option shall be selected to answer the question. Some options are appropriate but not the BEST ANSWER. Please select the option that best answers the question in the exam. A BEST ANSWER reflects the optimal solution or most complete resolution to the scenario presented in the question. These items are associated with scenarios presented in the form of text, graphs, or tables representing a situation in which candidates must identify the best course of action by selecting only one option. Each option is weighted as zero-point, one-point, or two-points based on the completeness and accuracy of the solution. Sample questions are provided.

The Examination Summary Table below shows the number of questions, score points and the time allowed for each exam portion.

EXAMINATION SUMMARY TABLE			
Exam	Portion	No. of Questions (Points)	Time Allowed
Salesperson	National	80 (80 Points)	105 minutes
	State	55 (55 Points)	75 minutes
	Both	135 (135 Points)	180 minutes
Broker*	National	75 (80 Points)	105 minutes
	State	55 (55 Points)	75 minutes
	Both	130 (135 Points)	180 minutes
Continuing Education Instructor*	Single Portion	75 (80 Points)	105 minutes
Prelicensing Instructor*	National	75 (80 Points)	105 minutes
	State	55 (55 Points)	75 minutes
	Both	130 (135 Points)	180 minutes

*Note: National broker and instructor 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.

Real Estate Principles and Practices (National Portion)

CONTENT OUTLINE

- I. **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
 - 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
 - a) Timeshares
 - b) Condominiums
 - c) Co-ops
 4. Ownership in severalty/sole ownership
 5. Life Estate ownership
 6. Property ownership held in trust
(BROKER ONLY)
- II. **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
- III. **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
- IV. 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
- V. 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
- VI. 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
- VII. 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
- VIII. 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*)

IX. 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

X. 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

4. Supervisory responsibilities (*BROKER ONLY*)
 - a) Licensees
 - b) Unlicensed personnel
- E. Antitrust laws
 1. Antitrust laws and purpose
 2. Antitrust violations in real estate

XI. 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

Louisiana Laws, Rules, and Regulations (State Portion)

CONTENT OUTLINE

Duties and Powers of the Real Estate Commission (Salesperson-5 Items, Broker-5 Items)

- General Powers
- Examination of Records
- Investigations, Hearings, and Appeals
- Sanctions
 - Fines
 - License Suspension and Revocation

Licensing Requirements (Salesperson-6 Items, Broker-6 Items)

- Activities Requiring License
- Types of Licenses
- Eligibility for Licensing
- License Renewal
- Change in License Status
- Education

Statutory Requirements Governing the Activities of Licensees (Salesperson-17 Items, Broker-17 Items)

- Advertising and Use of Name for Business
- Broker/Salesperson Relationship
- Commissions

- Disclosures
- Conflict of Interest
- Handling of Documents
- Handling of Moneys
- Listings
- Place of Business
- Record Keeping
- Property Management

- Bond for Deed
- Privileges and Mortgages
 - Definitions
 - Priorities
 - Foreclosure
 - Usury
 - Property Taxes
- Leases
 - Verbal and Written Leases
 - Reconduction
- Eviction
- Security Deposits

Louisiana Civil Law System (Salesperson-16 Items, Broker-16 Items)

- Property
 - Classification
 - Immovables
 - Movables
 - Legal Descriptions
- Rights in Immovables
 - Ownership
 - Servitudes
 - Usufruct
 - Habitation
 - Right of Use
 - Building Restrictions
- Ownership
 - Co-ownership
 - Community Property
 - Separate Property
 - Partnerships and Corporations
 - Condominiums
- Transfer of Ownership without the Aid of a Broker
 - Donations inter Vivos
 - Successions
 - Terminology
 - Testate
 - Intestate
 - Usufruct of the Surviving Spouse
 - Eminent Domain
 - Possession
 - Acquisitive Prescription
- Obligations and Contracts
 - Types of Contracts
 - Novation
 - Revocable Offers
 - Irrevocable Offers
 - Expiration
 - Acceptance of Offer
 - Revocation
 - Counteroffers
 - Cause
 - Nullity
 - Earnest Money
 - Designation of Deposit
- Sales
 - Requirements
 - Transfer
 - Price
- Seller's Warranties

Louisiana Law of Agency (Salesperson-11 Items, Broker-11 Items)

- Definition of Terms
 - Ministerial Acts
 - Confidential Information
 - Designated Agent/Agency
 - Dual Agent/Agency
- Customer/Client
 - Section 3892 Relationships between Licensees and Persons
 - Duties of Licensees Representing Clients
 - While contract is in effect
 - After agency relationship is terminated
 - Licensees Relationship with Customers
 - Dual Agency
 - Consent and Disclosure
 - Dual Agent's Duties
 - Other Details
 - Vicarious Liability (of client)
 - Agency Disclosure Informational Pamphlet

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.
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.

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)

Answers to Sample Salesperson Questions:

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

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.

REGISTRATION PROCEDURES

All candidates for the real estate examinations must be pre-approved by the Real Estate Commission BEFORE registering for or scheduling the examination. You must obtain an Examination Authorization Form from the Real Estate Commission. You will not be able to test without this document. It must be the original Examination Authorization Form, a copy will not be accepted.

Our registration form is found at the end of this 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 ONE examination only. You must first register for an exam and then schedule an appointment.

Registering and Scheduling

The examination process is completed in two steps:

Registering

- Candidate submits registration materials and fee to PSI.
- PSI emails Confirmation Notice to candidate.

Scheduling



- Candidate receives Confirmation Notice from PSI.
- Candidate calls PSI to schedule a test appointment.

Fees

The following fee table lists the applicable fee for each examination. The fee is for each registration, whether you are taking the test for the first time or repeating, sitting for two portions or one.

Fee Table	
Exam Type	Standard Fee
Salesperson	\$85
Broker	\$85
CE Instructor	\$85
Prelicensing Instructor	\$85

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

Standard Mail Registration

- 1) Complete the Exam Registration Form. Improperly completed forms will be returned to you unprocessed.
- 2) Return the completed form to PSI with the appropriate fee. Send to PSI licensure:certification, 3210 E Tropicana, Las Vegas, NV 89121. Please allow two weeks for processing your initial registration. Payment of fees may be made by credit card (VISA, MasterCard, American Express or Discover), money order, company check, certified check, or cashier's check made payable to PSI. Print your identification number on your check or money order to ensure that your fees are properly assigned. Cash and personal checks are not accepted for standard mail registration.
- 3) After processing your completed form and fees, a Registration Confirmation Notice will be mailed to you confirming that you are registered to take the examination and explaining how to make a testing appointment.

Telephone Registration

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

- 1) Complete the Exam Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
- 2) Call **1-800-733-9267** (1-800-RE-EXAMS) Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. A PSI registrar will request the information on your Registration Form and register you on the phone.
- 3) You may schedule your appointment to take the exam during the same phone call, or you may call back later.

FAX Registration

(Available 24 hours a day.)

For fax registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

- 1) Complete the Exam Registration Form, including your credit card number, expiration date, and your signature.
- 2) Fax the completed form (both sides) to PSI at 702-932-2666.
- 3) A Registration Confirmation Notice will be mailed to you confirming you are registered to take the exam and explaining how to make a testing appointment.
- 4) Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267

Internet Registration

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

1. Complete the registration form on line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

Walk-in Registration

Please note that no walk-in testing will be conducted under the current testing program. The availability of daily testing sessions allows great flexibility in scheduling a testing date, eliminating the need for walk-in testing. You must first register for an examination and then schedule an appointment by calling (800) 733-9267.

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.

SCHEDULING PROCEDURES

Scheduling an Appointment

After you have received the notice confirming PSI's acceptance of your registration, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the test center location and time that is most convenient for you. To schedule your examination, call PSI at **1-800-733-9267** (1-800-RE-EXAMS), Monday through Friday between 6:30 am and 9:00 pm, and Saturday/Sunday between 8:00 am and 4:30 pm, Central Time. If space is available in the test center of



your choice, you may schedule an examination up to two business days prior to the examination date of your choice. Please be prepared to offer alternative test appointment choices. Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.

Canceling or Rescheduling an Appointment

You may cancel or reschedule an appointment without forfeiting your fee *if your notice is received two full business days before the scheduled testing date.* (Example: For a Monday appointment, the cancellation notice would need to be received by the close of business on the previous Thursday.) You may call (800) 733-9267 or fax a note to (702) 932-2666.

Note: A voicemail or email 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 test as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two full business days before the scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive so late that beginning your test would disrupt the center's schedule; or
- Do not present proper identification when you arrive for the examination; or
- Do not present a valid Exam Authorization Form obtained from the Commission.

Registering To Retake the Examination

To retake the examination, you only need to sit for the portion(s) you failed. For example, if you fail the State portion only, you will need to retake the entire State portion. Likewise, if you fail the National portion only, you will need to retake the entire National portion.

You must apply for a new Examination Authorization Form from the Louisiana Real Estate Commission, and pay a \$15.00 re-eligibility fee, before you can reschedule for the examination. This check must be payable to the Louisiana Real Estate Commission.

Please contact the Louisiana Real Estate Commission at (800) 821-4529 or (225) 925-1923 for instructions (after your one year initial anniversary date). You will be issued a **new** Examination Authorization form. This **new** Examination Authorization Form is needed in order for you to be scheduled for your retake test appointment.

The test is administered in two parts. If you failed both parts of the test, you must retake both parts at the same exam session. The fee for retaking the entire test is \$85. If you passed one part of the test, but failed the other, the fee for retaking either part of the test is \$85.

If you take and fail to pass one or both portions of the initial examination, you may apply to retake the examination by submitting to the LREC a copy of the fail notice and a new examination processing fee within ninety days of the date of failure. If you do not reapply for an examination within a year of the initial application, your application file will be closed by the LREC and all fees will be forfeited. Thereafter, you will be required to submit a new licensing application and remit all prescribed fees to be eligible for the licensing examination.

You may continue to retake the licensing examination **for a period of one year from your initial examination.** There is no limit on the number of times you may retest during this one-year period; however, you must obtain a new examination authorization form from the LREC. If you fail to achieve a passing score on both the National and State portions of the examination within this one-year period, you will lose examination eligibility. Please note that if you achieve a passing score on **ONLY** one portion of the examination, failure to achieve a passing score on the remaining portion during this one-year period will invalidate your score on the portion you passed.

Emergency Test Center Closing

In the event that severe weather or another emergency forces the closure of a test center on a scheduled testing date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your testing schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check PSI's website at www.psiexams.com.

TEST CENTER LOCATIONS

Following are the test centers where you may take the Louisiana Real Estate Examination. (NOTE: No walk-in registrations are accepted. You must pre-register and then call (800) 733-9267 to schedule an appointment.)

LOUISIANA SITES

Baton Rouge
10099 N. Reiger Rd
Baton Rouge, LA 70809

From I-10 East: Take EXIT 163 toward LA-3246/Siegen Lane. Turn slight left to take the LA-3246 N/Siegen Lane ramp. Take the 1st left onto Siegen Lane/LA-3246 N. Turn left onto N. Reiger Road. 10099 N. Reiger Road is on the right.

From I-10 West: Merge onto Siegen Lane/LA-3246 N via EXIT 163. 2. Take 1st left onto N. Reiger Road. 10099 N. Reiger Road is on the right.

Lafayette
Acadian Aviation Testing Center



**123 Grissom Road
Lafayette, LA 70508**

From the I-10, take exit 103A Morgan City. Turn left on Surrey, then right on Grissom. At the end of the road, turn right into parking lot of Landmark Aviation.

From LA 90: Turn right on Surrey, then right on Grissom. At the end of road, turn right into parking lot of Landmark Aviation.

Entrance to Acadian Aviation Testing Center is on right side of building next to the steps and ramp.

left onto Pierremont Rd. Continue straight to stay on Pierremont Rd. Turn left onto Fairfield Ave. Turn right at the first cross street onto Southfield Rd. This will take you into the parking lot of the Pierremont Office Park. 910 Pierremont is the building on the left.

From I-49 N: Use the right lane to take exit 203 to merge onto Pierremont Rd. Continue on Pierremont Rd. Turn left onto Fairfield Ave. Turn right at the first cross street onto Southfield Rd. This will take you into the parking lot of the Pierremont Office Park. 910 Pierremont is the building on the left.

Lake Charles

**Acadian Aviation Testing Center
513 W. College St,
Lake Charles, LA 70605**

From West Broad Street, turn left onto Ryan Street. Turn right onto W Prien Lake Road. Take the first left onto Ernest Street, then take the 1st right onto W College Street. The site will be on the left side of the street.

Metairie

**2750 Lake Villa Drive
NY II Bldg, Suite 202
Metairie, LA 70002**

From the East, follow I-10 W to N Interstate 10 Service Rd W in Metairie. Take exit 226 from I-10 W. Merge onto I-10 W. Use the right lane to take exit 226 for Clearview Pkwy N. Follow N Interstate 10 Service Rd W to Lake Villa Dr. Merge onto N Interstate 10 Service Rd W. Turn left onto Lake Villa Dr. Destination will be on the left.

From the West, follow I-10 E to Clearview Pkwy in Metairie. Take exit 226 from I-10 E. Follow Clearview Pkwy and Veterans Blvd/Veterans Memorial Blvd to Lake Villa Dr. Merge onto Clearview Pkwy. Turn right toward Veterans Blvd/Veterans Memorial Blvd. Slight right onto Veterans Blvd/Veterans Memorial Blvd. Turn right onto Lake Villa Dr. Destination will be on the right.

New Orleans

**Delgado Community College
615 City Park Ave
Building 2, Room 302
New Orleans, LA 70119**

From Slidell: I-10 W - NO Merge on I-610 W via EXIT 238B to NO INTL AIRPORT/BATON ROUGE. Turn Left on Canal Blvd, Turn Left on Navarre Ave.

From Baton Rouge: I-10 E via the ramp on Left toward HAMMOND/NO. Stay Left to take I-610 E via Exit 230 to Slidell, Take West End Blvd/ Canal Blvd exit 1A to CITY Park/Delgado Univ, Take Canal Blvd ramp, Turn Right. Turn LEFT onto Navarre Ave.

From Covington: US-190 East, turns into N CauseWay Blvd, turns into Lake Pontchartrain CSW. Merge on I-10 E to NO. Stay Left to I-610 E via EXIT 230 toward Slidell, Take West End Blvd/Canal Blvd exit 1A to City Park/Delgado College, Turn Right on Canal Blvd, Right on Navarre.

From Westbank: Take WestBank Expwy, to TOLL BRIDGE, turns into Crescent City Connection/ Greater NO Bridge, turns into US-90 BR E, and turns into I-10 W, I-10 E to NO. Keep Left to I-610 E via EXIT 230 to Slidell, Take the West End Blvd/Canal Blvd exit 1A to City Park/Delgado College, Turn Right on Canal Blvd. Turn on Navarre Ave.

Shreveport

**910 Pierremont Rd, Suite 216
Shreveport, LA 71106**

From I-49 S: Use the right 2 lanes to take exit 203 for Pierremont road/Hollywood Ave. Use the left 2 lanes to turn



TEXAS SITES

Dallas

One Empire, 1140 Empire Central Dr, Suite 610
Dallas, TX 75247

From I-35E Southbound (Stemmons Fwy), exit Empire Central (#434A), turn right on Empire Central Dr. ONE EMPIRE BLDG is on the left.

From I-35E Northbound, exit Empire Central and turn Left on Empire Central. ONE EMPIRE is on the Left.

From Hwy 183 Eastbound (John carpenter Fwy), exit left on Regal row, turn right on Governors row, and turn left on Empire central. ONE EMPIRE is on the right.

From Hwy 183 Westbound - Exit Mockingbird LN turn right on Empire Central. ONE EMPIRE is on the right.

Richardson

300 N Coit, Suite 172
Richardson, TX 75080

From 75 South, take the Belt Line Road exit and turn right on Belt Line Road. Stay on Belt Line Road until you reach Coit. Turn right onto N Coit. The building is on the right side.

If you are coming in from LBJ (I635) and going north on 75, you will turn left onto Belt Line and turn right onto Coit.

Houston (Southwest)

9555 W. Sam Houston Pkwy South, Suite 152
Houston, TX 77099

From the South (i.e., driving northward), take the Bissonnet exit. Cross Bissonnet at the intersection, and immediately turn right into the parking lot.

From the North, take the Bissonnet exit. U-turn at Bissonnet and go immediately to the right lane and turn right into the parking lot.

PSI is located at W. Sam Houston Parkway North (on the northbound side of the parkway).

Tyler

3800 Paluxy Dr, Suite 310
Tyler, TX 75703

From I-20 turn south on Hwy 69 and go to Loop 323. Follow Loop 323 to the intersection of Paluxy Drive. Turn right on Paluxy Drive. The building will be immediately on the left.

REPORTING TO THE TEST CENTER

On the day of your scheduled exam, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification, photographing you for your picture on your score report, and familiarizing you with the test process. **If you arrive late, you may not be admitted to test and you will forfeit your registration fee.**

Required Identification

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be

refunded.

PRIMARY IDENTIFICATION (with photo) - Choose one or two from this list:

- State issued driver's license
- The LA Wallet Digital Driver's License is an acceptable form of identification
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose one if two will not be provided from the above list:

- Credit Card (must be signed)
 - Social Security Card
- *NOTE: Birth Certificate, Student ID and Employment ID are **NOT** acceptable forms of identification.

You must obtain an Examination Authorization Form from the Real Estate Commission. You will not be able to test without this document. It must be the original Examination Authorization Form, a copy will not be accepted.

Security Procedures

The following security procedures will apply during the examination:

- You will be given a piece of scratch paper and a pencil. Both will be returned to the proctor at the end of the examination.
- Ear plugs are available upon request.
- 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 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. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**



- **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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- 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 TEST 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 exam. 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. The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

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.

If you pass, you will immediately receive a successful notification on the screen without the numeric score. The numeric score will be printed on the score report.

Test Review

PSI, in cooperation with the Louisiana Real Estate Commission, will be consistently evaluating the tests 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.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. Although 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.

If you do not pass, you will immediately receive an unsuccessfully notification on the screen along with a diagnostic report indicating your strengths and weaknesses by exam topic. Registration forms for submittal to PSI to retake the examination will be available at the test center.

On Paper - All testers will receive an official score report at the test center after the examination.

Exam results are confidential and will be reported only to you and the Louisiana Real Estate Commission.

Duplicate Score Reports

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown on each part of the examination.

Salesperson	Passing Score
Real Estate Principles and Practices (National Portion)	56
Louisiana Laws, Rules, and Regulations (State Portion).....	40
Broker	
Real Estate Principles and Practices (National Portion)	60
Louisiana Laws, Rules, and Regulations (State Portion).....	40
Continuing Education Instructor-	
Single Portion	60
Pre-licensing Education Instructor	
National Portion	60
State Portion.....	40

The following summary describes the scoring process:

On Screen - Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.

LICENSE APPLICATION INSTRUCTIONS

To continue your license application, you must submit a copy of passing score report to the Louisiana Real Estate Commission.

Louisiana Real Estate Commission
9071 Interline Avenue
Baton Rouge, LA 70809

Upon receipt of passing Score Reports for both parts of the examination, you will be contacted by the Commission concerning the issuance of your license. If you have any questions regarding the license application process, you may call the Commission's Licensing/Testing Division at (800) 821-4529 or (225) 925-1923.

Questions regarding the license application should be directed to the Louisiana Real Estate Commission. **Do not contact PSI.**





COMPLETING THE EXAMINATION REGISTRATION FORM
NOTE: Be certain to provide all requested information.

1. **NAME** - Print your name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible.
2. **IDENTIFICATION NUMBER** - Print only one number per box.
3. **MAILING ADDRESS** - Print only one letter or number per box. Do not include punctuation marks. Leave blank boxes to show spaces. *All test information and materials will be sent to the address you provide here.*
4. **EMAIL ADDRESS** - Please provide your email address on the line provided.
5. **TELEPHONE NUMBERS** - Please provide both home and office phone numbers (including area codes).
6. **BIRTH DATE** - Please provide your date of birth (e.g., "06-01-50" for June 1, 1950).
7. **TEST** - Place an "X" in the box indicating the test for which you are registering. Then, indicate whether you are taking this exam for the first time by checking the appropriate box.
8. **TOTAL FEE** - \$85. If paying by credit card, fill out the card information completely.
9. **SCHOOL CODE** - Identify the real estate school that you last attended using the table listed below. Fill in the four-digit code in the space provided (or "0000" if the school you last attended is not on the list).
10. **ELIGIBILITY DATE** - See your authorization letter.
11. **EXAM ACCOMMODATION REQUESTS** - A letter is required for all exam accommodation requests.
12. **SIGNATURE** - All applicants are required to sign and date the registration form.

Review your completed registration form carefully before sending it in. Any registration form that is incomplete, incorrect, or that contains incorrect fee payment will be returned to you unprocessed.

School Code	Name of School	Location
0036	Adams Real Estate Institute	Shreveport
0059	Baker's Professional Real Estate College	Shreveport
0205	Baton Rouge Community College	Baton Rouge
0002	Bob Brooks School of Real Estate and Insurance, Inc.	Baton Rouge
0220	Bossier Parish Community College	Bossier City
0100	Burk Baker School of Real Estate and Appraising, LLC	Baton Rouge
0024	Donaldson Educational Services, LLC.	Metairie
0238	Dore Real Estate Institute	Lafayette
0175	First Professional Real Estate School	Metairie
0165	Gulf South Real Estate Institute, Inc	Lake Charles
0110	Louisiana Technical College - Shreveport / Bossier Campus	Shreveport
0083	Louisiana Technical College - Sullivan Campus	Bogalusa
0235	McKissock, LP	
0237	OnCourse Learning Corporation, dba Career Webschool	
0195	Pro Educate	Metairie
0236	Real Estate Express	
0185	Real Estate School & More, LLC	Alexandria
0239	The CE Shop, Inc.	Greenwood Village, CO
0225	The Real Estate School, LLC	Lake Charles
0230	UL Lafayette, Continuing Education Division	Lafayette
0103	Uptown Professional Real Estate School	Metairie
0200	WebTaught, LLC	New Orleans
0115	Wingate School of Real Estate	DeRidder
9999	Any Other Louisiana Colleges and Universities	Any
7777	PRELICENSING EDUCATION DETERMINATION CERTIFICATE	Baton Rouge





LOUISIANA REAL ESTATE EXAMINATION REGISTRATION FORM

IMPORTANT: YOU MUST OBTAIN THE AUTHORIZATION TO TEST FORM FROM LREC BEFORE APPLYING TO TEST WITH PSI.

1. Legal Name [Last Name] [Generation] [First Name] [M.I.]

2. Identification # []

3. Mailing Address [Number, Street] [City] [State] [Zip Code] [Apt. No.]

4. Email Address _____@_____

5. Telephone Home [] - [] - [] Office [] - [] - []

6. Birth Date [M] [M] [D] [D] [Y] [Y]

7. Test (Check One) [] Salesperson - Nat'l and State [] Salesperson - Nat'l [] Salesperson - State [] Broker - Nat'l and State [] Broker - Nat'l [] Broker - State [] Prelicensing Instructor- Nat'l and State [] Prelicensing Instructor- Nat'l [] Prelicensing Instructor- State [] Continuing Education Instructor (Check One) [] First Time [] Retake

8. Total Fee: \$85. You may pay by credit card, company check, cashier's check or money order. Make check or money order payable to PSI; note your ID# on it. If paying by credit card, check one: [] VISA [] MasterCard [] American Express [] Discover

Card Number: _____ Exp. Date: _____ Card Verification No: _____ Billing Street Address: _____ Billing Zip Code: _____ Cardholder Name (Print): _____ Signature: _____

9. School Code [] [] [] []

10. Eligibility Date (from Authorization Letter): ____/____/____

11. I am submitting the Exam Accommodation Request Form (on the next page) and required documentation. [] Yes [] No

12. You must sign and date this application on the lines provided in order to be tested. If all required information is not complete, your form will be returned to you unprocessed.

Signature _____ Date _____

To register by mail, complete and send this form with the applicable fee to:
PSI licensure:certification * ATTN: Examination Registration LA RE
3210 E Tropicana * Las Vegas, NV * 89121
(800) 733-9267 * FAX (702) 932-2666 * TDD (800) 735-2929
www.psiexams.com



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

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

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

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

PSI
3210 E Tropicana
Las Vegas, NV 89121