



PSI Services LLC
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com



KENTUCKY REAL ESTATE COMMISSION



REAL ESTATE SALES ASSOCIATE AND BROKER EXAMINATIONS CANDIDATE INFORMATION BULLETIN

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

EXAMINATIONS BY PSI SERVICES LLC

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

Kentucky state laws stipulate that a person may not act as a real estate sales associate or broker without first obtaining a license issued by the Kentucky Real Estate Commission. 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 Kentucky Real Estate Commission has contracted with PSI Services LLC (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers. 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.

Following are the Kentucky real estate licensing examinations offered by PSI:

- Sales Associate
- Broker
- License Recognition Sales Associate
- License Recognition Broker

All questions and requests for information about licensure should be directed to the Kentucky Real Estate Commission

Kentucky Real Estate Commission
656 Chamberlin Avenue Suite B
Frankfort, KY 40601
(502) 564-7760 or (888) 373-3300
Web: www.krec.ky.gov

EDUCATIONAL REQUIREMENTS FOR LICENSURE

Sales Associates

All candidates for the Kentucky sales associate real estate license are required to complete the following educational requirements:

- Six (6) academic credit hours in real estate from an accredited college or university.
or
- Ninety-six (96) classroom hours in real estate from a Kentucky-approved private real estate school.
and
- Proof of high school graduation or successful completion of the General Education Development (GED) test. In lieu of proof of high school education, candidates may submit an official transcript that indicates successful completion of twenty-eight (28) academic credit hours or the equivalent from a post-secondary institution. This documentation **must** accompany the application for licensure. If the education proof (high school or college) is from a foreign country, candidates should contact the

Commission office for information on the required documentation that must be submitted.

Brokers

Broker candidates may request an education review by completing form #603, available on the Kentucky Real Estate Commission website (www.krec.ky.gov). Candidates should send the form and check, as outlined, to the Commission for a review to ensure that the education requirements have been fulfilled before they schedule for an examination.

Broker candidates must have worked an average of twenty (20) hours per week for twenty-four (24) months as a sales associate before applying for a broker license. All candidates for the real estate broker license in Kentucky are required to complete the following educational requirements:

- Twenty-one (21) academic credit hours from an accredited college or university. This must include a minimum of twelve (12) academic credit hours in real estate courses.
or
- Three hundred thirty-six (336) classroom hours in real estate from a Kentucky approved private real estate school.
or
- A combination of academic credit hours/classroom hours in real estate courses (12 academic credit hours/192 classroom hours) and nine (9) college elective hours in any topic.

Note: Continuing education courses will not fulfill this requirement. One semester hour is the equivalent of 16 classroom hours in a proprietary school.

KENTUCKY LICENSING REQUIREMENTS

Candidates must apply for licensure within sixty (60) days of passing the examination.

Candidates are responsible for submitting all real estate education documents and college transcripts for elective hours to the Commission.

An applicant for a broker's license will not be permitted to make a reservation for the broker's exam nor be eligible for a broker's license unless he/she has completed the required education.

DOCUMENTATION OF REAL ESTATE EDUCATION

The official documentation of the real estate education hours will consist of either an official transcript from the college or university **or** a course completion certificate from a Kentucky-approved real estate school.

CANDIDATES WHO HAVE HELD A LICENSE IN ANOTHER STATE

Any candidate who has ever held a real estate license in another state (regardless of whether the license is active or has been canceled) **must** provide a written "Certification of License History" from the licensing agency in that state. This document must be attached to the application and is only valid for ninety (90) days.



CANDIDATES WHO LIVE OUTSIDE KENTUCKY

Applicants who do not reside in Kentucky must complete and attach, as part of the license application, a "Consent to Service of Jurisdiction Form." This form can be found in the Online Document Catalog on the KREC website (www.krec.ky.gov), Document #407.

LICENSE RECOGNITION CANDIDATES

If you are applying for a Kentucky broker or sales associate license under Kentucky license recognition, the state law portion of the examination is required as part of the licensing process. Please register to take this portion of the exam by requesting either the Sales - License Recognition Exam or the Broker - License Recognition Exam.

Please refer to the "License Recognition Application Information" section of the KREC website for instructions and forms. Any questions on the process should be directed to the KREC License Department staff.

Candidates applying under one of these agreements **must** be actively licensed in another state, obtain a criminal background check, and obtain certification of license history to apply. The candidate's license cannot be canceled, in escrow, in retirement, or otherwise in an inactive status that would prohibit the performance of brokerage activity. Candidates applying under license recognition must bring a copy of their license or certificate of licensure to the test center to be administered only the state portion of the examination.

ERRORS AND OMISSIONS INSURANCE

Kentucky real estate licensees can choose to participate in the Commission's group errors and omissions insurance policy or elect to obtain insurance through a private carrier as an individual or as part of a brokerage firm.

Candidates should consult with their principal broker regarding which errors and omissions insurance policy they should obtain.

To obtain the Commission's group errors and omissions insurance policy, candidates should contact RISC Insurance Company. If candidates elect to carry private insurance, they must submit the "Private Carrier Certification of Coverage" form on the Commission's website.

CRIMINAL BACKGROUND CHECK

All persons taking the real estate examination shall submit proof of an FBI Identification Records Check as part of the application for a license. This record must indicate that there have been no felony charges or convictions at any time and no misdemeanor charges or convictions within the past five (5) years.

Applicants must complete the fingerprint process and mail a request for the records check **before** they schedule for an examination.

If there is no record, the report and fingerprint card must be attached to the application for a license and forwarded to the Commission along with the other required documents and fees.

If any charge or conviction appears on the record, the report must be submitted to the Commission within five (5) days of receipt of the report. The Commission will then require that the applicant complete a Privacy Act Waiver and will begin an investigation into the charges or convictions. Following the completion of the investigation, the applicant will either be allowed to continue with education and examination or directed to appear before the Commission for a hearing.

Information regarding the criminal background check procedure is on the Commission's website. If the applicant receives an FBI report indicating that the prints are unreadable, he/she should refer to this document for further instructions on action to take. **The report is valid for ninety (90) days.**

ISSUANCE OF A LICENSE

The passing score report/license application will include a list of all items that must be forwarded to the Commission for issuance of a license. Applications that do not contain all of the necessary documents will be considered incomplete and thus not processed. Once all required documentation has been received, the application will be processed.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

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.

➤ You must complete the prelicensing education prior to taking an examination.

The salesperson and broker examination is divided into two (2) portions: general and state. Candidates who pass one (1) portion of the examination and fail the other need to retake only the section failed. However if you don't pass both portions within 4 months from passing the portion, you must take both portions again. The fee is \$100 regardless if you are taking one portion or both portions.



Examination Fee \$100

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. In order to register over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

1. Log onto PSI's website and complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date.

TELEPHONE REGISTRATION

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

1. Complete the Examination 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 (800) 733-9267 and speak to a PSI registrar Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

FAX REGISTRATION

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

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination, (800) 733-9267.

STANDARD MAIL REGISTRATION

In order to register by mail, please follow the steps below.

1. Complete the PSI registration Form. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**
2. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. Money orders or checks should be made payable to PSI, with your name noted on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**
3. Mail the registration form and payment to:

**PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com**

Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination after 6:30 a.m., Central Time, (800) 733-9267.

RETAKEING A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267.

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 or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly 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.

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 it 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.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

Bowling Green Technical College

1127 Morgantown Rd
Bowling Green, KY 42101

FROM ELIZABETHTOWN AND LOUISVILLE: I-65 TO FOURTH BOWLING GREEN EXIT (EXIT #20). EXIT ONTO NATCHER PARKWAY AND GO APPROXIMATELY 4 MILES TO EXIT #9. AT THE TOP OF THE RAMP, TURN LEFT ONTO MORGANTOWN ROAD/US-231. GO TO THE SECOND STOP LIGHT AND TURN RIGHT. BEAR TO THE LEFT. KATI IS THE BIG GLASS BUILDING NEXT TO WALMART. USE ENTRANCE ON RIGHT SIDE.

Jefferson Community & Technical College

101 W Broadway
Louisville, KY 40202

TAKE I-64 TO THE JEFFERSON STREET EXIT, EXIT 136-C. TAKE THE JEFFERSON STREET RAMP, AND TURN LEFT ONTO S 1ST ST. CONTINUE TO FOLLOW 1ST ST. TO BROADWAY AND PUBLIC PARKING AREAS.

Lexington - NexGen Aviation LLC

4144 Aviator Rd.
Lexington, KY 40510

FROM US-60 BYP E/VERSAILLES BYP, TURN LEFT ONTO LEXINGTON RD. TURN RIGHT ONTO PARKERS MILL ROAD. TURN LEFT ONTO AIRPORT ROAD. TAKE THE 15 LEFT ONTO AVIATOR ROAD.

Louisville

University of Louisville Testing Services
106 E Brandeis St
Davidson Hall - Rm 310
Louisville, KY 40208

FOLLOW I-65 TO EASTERN PARKWAY-WEST (THE SECOND EASTERN PARKWAY EXIT). STOP AT THE STOP SIGN, TURN TO THE RIGHT, CONTINUE MERGING TO THE RIGHT AND FOLLOW THE SIGNS DIRECTING YOU TO EASTERN PARKWAY-WEST. FOLLOW EASTERN PARKWAY UNTIL IT DEAD-ENDS AT THIRD STREET. TURN RIGHT ONTO THIRD STREET NORTHBOUND. GO TO THE THIRD STOP LIGHT AND TURN RIGHT ONTO CARDINAL BOULEVARD. STAY IN THE RIGHT LANE AND PROCEED ONE BLOCK BEFORE TURNING RIGHT INTO THE NORTH ENTRANCE, BELKNAP CAMPUS. PROCEED TO THE STOP SIGN AND TURN RIGHT. FOLLOW THE CIRCLE AROUND IN FRONT OF THE SCHOOL OF BUSINESS AND TURN DOWN THE DRIVE TO THE RIGHT BEFORE THE PLANETARIUM. THE GARAGE ENTRANCE WILL BE ON THE RIGHT. WALK FROM THE GARAGE TOWARD THE PLANETARIUM. DAVIDSON HALL IS JUST PAST THE PLANETARIUM ON THE RIGHT. ONCE YOU ARE IN THE BUILDING, TAKE THE STAIRS OR ELEVATOR FROM THE FIRST FLOOR MAIN LOBBY TO THE THIRD FLOOR. GO TO THE LEFT, AND TAKE THE FIRST HALLWAY TO THE LEFT. OUR DOOR (310) WILL BE DIRECTLY IN FRONT OF YOU.

Maysville Community & Technical College

1755 US 68

Maysville, KY 41056

FOLLOW KY-11 - BEARING RIGHT ON KY-419 - GO 2.2 MILES. BEAR LEFT ON KY HIGHWAY 11[KY-11] - GO 2.1 MILES. TURN LEFT ON KY-9 - GO 2.7 MILES. TURN LEFT ON LEXINGTON RD[US-62] - GO 0.4 MILES. ARRIVE AT 1755 US HIGHWAY 68, MAYSVILLE, ON THE RIGHT.

Mt Sterling

Kentucky Airmotive, Inc.

709 Airport Road

Mount Sterling, KY 40353

COMING FROM THE EAST, TAKE 113 EXIT. TURN LEFT AND FOLLOW THAT ROAD TO REDLIGHT E. GO THROUGH THE REDLIGHT AND GO APPROXIMATELY 1 MILE AND TURN RIGHT ONTO AIRPORT ROAD. FROM THE WEST, TAKE THE 110 EXIT AND TURN RIGHT. GO TO THE 2ND REDLIGHT AND TURN RIGHT. TURN RIGHT AT REDLIGHT E ONTO U.S. 60 W. GO APPROXIMATELY 1 MILE AND TURN RIGHT ONTO AIRPORT ROAD.

FROM THE SOUTH, TAKE ROUTE 11 UNTIL YOU GET TO THE MT. STERLING BYPASS. AT THAT REDLIGHT, TURN LEFT AND TRAVEL UNTIL YOU GET TO REDLIGHT E. TURN LEFT ONTO U.S. 60 W AT REDLIGHT E. GO APPROXIMATELY 1 MILE AND TURN RIGHT ONTO AIRPORT ROAD.

FROM THE NORTH AT FLEMINGSBURG, TAKE MT. STERLING ROAD. TURN RIGHT AT THE 2ND REDLIGHT AND TRAVEL UNTIL YOU GET TO REDLIGHT E. TURN RIGHT ONTO U.S. 60 W. GO APPROXIMATELY 1 MILE AND TURN RIGHT ONTO AIRPORT ROAD

AIRPORT ROAD DEAD ENDS INTO THE AIRPORT PARKING LOT. TESTING CENTER IS IN THE BRICK BUILDING.

Owensboro - Owensboro Comm and Tech College

1501 Frederica St

Owensboro, KY 42301

FROM U.S. 431, GO NORTH ON FREDERICA ST TOWARD SOUTHTOWN BLVD. DESTINATION WILL BE ON THE RIGHT.

West Kentucky Community & Technical College

4810 Alben Barkley Drive

Emerging Tech Ctr - Tm 118

Paducah, KY 42002

TRAVELING ON I-24 TOWARD PADUCAH GET OFF AT EXIT 7. GO STRAIGHT THROUGH THE INTERSECTION ONTO AN EXIT RAMP AND GET INTO THE LEFT HAND TURNING LANE AT THE NEXT TRAFFIC LIGHT. TURN LEFT ONTO HWY 62 AND GO THROUGH TWO TRAFFIC LIGHTS. YOU WILL SEE THE CAMPUS ON YOUR LEFT.



Somerset Community College

808 Monticello Street
Somerset, KY 42501

FROM I-75, TAKE THE US-25 EXIT (EXIT 62). MERGE ONTO US-25 TOWARD MT VERNON. STAY STRAIGHT TO GO ONTO KY-461, TURNING RIGHT ONTO RUSSELL S DYCHE MEMORIAL HWY W. TURN LEFT ON TO US-27 S. TURN LEFT ONTO UNIVERSITY OF KENTUCKY DR. TURN LEFT ONTO MONTICELLO ST. 808 MONTICELLO ST IS ON THE RIGHT.

Cincinnati

4010 Executive Park Dr., Suite 435
Cincinnati, OH 45241

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

Johnson City

904 Sunset Dr., Ste 7A
Johnson City, TN 37604

TAKE I-26 TO EXIT 19 (OLD NUMBER 36). GO SOUTH ON HIGHWAY 381 (NORTH STATE OF FRANKLIN ROAD) APPROXIMATELY 2.2 MILES. AT THE 4TH LIGHT TURN LEFT (THIS IS SUNSET DRIVE), GO APPROXIMATELY .7 TENTHS OF A MILE. THERE IS A LARGE BUILDING ON THE LEFT HAND SIDE OF THE ROAD. THIS IS 904 SUNSET DRIVE. SUITE 7A IS IN THE ROW OF OFFICE SPACES BEHIND THIS BUILDING.

Knoxville

308 North Peters Rd, Ste 205
Knoxville, TN 37922

FROM EAST KNOXVILLE: I-40 WEST (I-75 SOUTH) TO EXIT #378A (CEDAR BLUFF). TAKE A LEFT UPON EXITING (UNDER FREEWAY). TAKE A RIGHT ON N PETERS RD AT THE SECOND TRAFFIC LIGHT (MARKET PLACE). TAKE A RIGHT INTO ADVANTAGE PLACE (ACROSS FROM MICROTEL HOTEL). TAKE FIRST LEFT INTO PARKING LOT.

FROM WEST KNOXVILLE (FARRAGUT OR ANYWHERE WEST OF KNOXVILLE): I-40 EAST (I-75 NORTH) TO EXIT #378A (CEDAR BLUFF). TAKE A RIGHT ONTO CEDAR BLUFF RD. TAKE A RIGHT ON N PETERS RD AT THE FIRST TRAFFIC LIGHT (MARKET PLACE). TAKE A RIGHT INTO ADVANTAGE PLACE (ACROSS FROM MICROTEL HOTEL). TAKE FIRST LEFT INTO PARKING LOT.

FROM NORTH KNOXVILLE: I-275 SOUTH TO I-40 WEST I-40 WEST (I-75 SOUTH) TO EXIT #378A (CEDAR BLUFF). TAKE A LEFT UPON EXITING (UNDER FREEWAY). TAKE A RIGHT ON N PETERS RD AT THE SECOND TRAFFIC LIGHT (MARKET PLACE). TAKE A RIGHT INTO ADVANTAGE PLACE (ACROSS FROM MICROTEL HOTEL). TAKE FIRST LEFT INTO PARKING LOT.

FROM KINGSTON PIKE: HEAD WEST ON KINGSTON. TAKE A RIGHT AT CEDAR BLUFF RD. TAKE A LEFT ON N PETERS RD AT THE FIRST TRAFFIC LIGHT (MARKET PLACE). TAKE A RIGHT INTO ADVANTAGE PLACE (ACROSS FROM MICROTEL HOTEL). TAKE FIRST LEFT INTO PARKING LOT.

Nashville

The Oaks
1100 Kermit, Suite 103
Nashville, TN 37217

FROM I-40 EAST, TAKE EXIT ONTO I-24 (EXIT 213-A). TAKE MURFREESBORO ROAD AT THE FIRST EXIT (EXIT 52). STAY IN THE RIGHT LANE ON THE RAMP, AS THE EXIT APPEARS WHILE YOU ARE STILL IN THE CURVE. ON MURFREESBORO, STAY IN THE LEFT LANE. YOU WILL PASS DAYS INN AND H.G. HILL GROCERY ON YOUR RIGHT. TURN LEFT ONTO KERMIT ST WHEN THERE IS A MCDONALD'S ON YOUR RIGHT. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

FROM I-40 WEST, TAKE EXIT ONTO BRILEY PARKWAY, TURN LEFT ONTO BRILEY. EXIT ONTO MURFREESBORO RD. STAY IN THE RIGHT LANE. TURN RIGHT ONTO KERMIT ST BETWEEN A FIRESTONE STORE AND SILVERADO DANCE HALL. TURN RIGHT ONTO KERMIT ST. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

Anderson

Ivy Tech Community College
104 W 53rd St
Anderson, IN 46002

NORTH OF ANDERSON:
I-69 SOUTH, EXIT 26, TAKE RIGHT (SR 9), AT THE 3RD LIGHT TAKE LEFT (53RD ST.) GO 4 LIGHTS AND CROSS MAIN ST. CAMPUS ON RIGHT, ROOM 201.

SOUTH OF ANDERSON:
I-69 NORTH, EXIT 22. TAKE LEFT. JUST BEFORE THE 3RD LIGHT (THE ROAD WILL Y), TAKE A RIGHT (W. 53RD). GO THROUGH 1 LIGHT. CAMPUS ON THE LEFT BEFORE THE 2ND LIGHT. ROOM 201.

Evansville, IN

Ivy Tech Community College
3501 First Avenue
Evansville, IN 47710

FROM KENTUCKY (SOUTH):
TAKE HWY 41 N TO THE DIAMOND AVE. EXIT, GOING WEST TO FIRST AVENUE TURN RIGHT GOING NORTH. YOU WILL TRAVEL THROUGH 2 STOPLIGHTS BEFORE REACHING WENDY'S RESTAURANT. TURN RIGHT AT WENDY'S AND OUR PARKING LOT IS IMMEDIATELY TO YOUR LEFT.

FROM THE AIRPORT:
TAKE A LEFT ON HWY 57 TO HWY 41. GO LEFT GOING SOUTH ON HWY 41 TO THE DIAMOND AVENUE EXIT, GOING WEST TO FIRST AVENUE TURN RIGHT GOING NORTH. YOU WILL TRAVEL THROUGH 2 STOPLIGHTS BEFORE REACHING WENDY'S AND OUR PARKING LOT IS IMMEDIATELY TO YOUR LEFT.

FROM THE WEST:
FROM ILLINOIS, TAKE HWY 66 E TO FIRST AVENUE. TURN LEFT GOING NORTH. YOU WILL TRAVEL THROUGH 2 STOPLIGHTS BEFORE WENDY'S. TURN RIGHT AT WENDY'S AND OUR PARKING LOT IS IMMEDIATELY TO YOUR LEFT

Muncie, IN

Ivy Tech Community College
4301 South Cowan Rd, Room 520
Muncie, IN 47302

FROM I-69, TAKE EXIT 34 IN-67N/IN-32 (TOWARDS MUNCIE). FOLLOW HIGHWAY 67 APPROXIMATELY 11 MILES TO COWAN RD. TURN NORTH ON COWAN RD. TO IVY TECH STATE COLLEGE ON THE WEST SIDE OF THE ROAD. ENTER THE NORTH BUILDING.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by filling out and submitting the Exam Accommodations Request Form found 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

You must provide 2 forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form. *Unacceptable forms of photo identification:* Employment ID cards, student ID cards, and any type of temporary identification.



Candidates who **do not present** the required items will be **denied** admission to the examination, considered absent, and will forfeit the examination fee.

Candidates applying under license recognition must bring a copy of their license or certificate of licensure to the test center to be administered only the state portion of the examination.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. **Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.**

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

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.



DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or call 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.

Now you can take the practice examination online at www.psiexams.com to prepare for your Kentucky Real Estate Examination.

Please note that practice examinations are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination for the general portion. 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 examinations an unlimited number of times; however, you will need to pay each 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 Kentucky Real Estate Commission. Use the latest edition available.

NATIONAL PORTION OF THE EXAMINATION

- *Real Estate Fundamentals*, 9th Edition, 2015, Gaddy and Hart, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com



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 Kentucky Real Estate Commission, 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

In order to pass the examinations, you must receive a score of at least 75% correct.

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.



- *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*, 5th edition, 2017, Mettling, Stephen and Cusic, David, Performance Programs Company, www.performanceprogramscompnay.com

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.

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

SALES ASSOCIATE/BROKER GENERAL PORTION

- 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
Timeshares
 4. Condominiums
Co-ops
 5. Ownership in severalty/sole ownership
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

DESCRIPTION OF EXAMINATIONS

EXAMINATION SUMMARY TABLE

Examination	Portion	# of Items	Time Allowed
Sales Associate	General	80 (80 points)	150 minutes
	State	50 (50 points)	90 minutes
	Both	130 (130 points)	240 minutes
Broker*	General	75 (80 points)	150 minutes
	State	50 (50 points)	90 minutes
	Both	125 (125 points)	240 minutes
License Recognition Salesperson		50	90 minutes
License Recognition Broker		50	90 minutes

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

The salesperson and broker examination is divided into two (2) portions: general and state. Candidates who pass one (1) portion of the examination and fail the other need to retake only the section failed. However if you don't pass both portions within 4 months from passing the portion, you must take both portions again.



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

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

KENTUCKY STATE CONTENT OUTLINE

Real Estate Commission (Sales Associate 5 Items, Broker 7 Items)

1. General Powers
 - a. Authority to issue licenses
 - b. Examination and audit of records
 - c. Administration of Education, Research, and Recovery Fund
2. Enforcement Powers
 - a. Investigations, hearings, and appeals
 - b. Sanctions
 - i. Fines
 - ii. License suspension, revocation, and other action
 - iii. Criminal action

Requirements for a License (Sales Associate 10 Items, Broker 8 Items)

1. Activities requiring a license
2. Eligibility
3. Renewal of license
4. License procedures
 - a. License changes and information to be reported
 - b. Escrow of license



5. Continuing and post-license education
6. Errors and omissions insurance
7. Criminal background check

Brokerage Activities and Requirements (Sales Associate 18 Items, Broker 18 Items)

1. Broker/sales associate relationship
2. Commissions
3. Advertising
4. Handling of monies
5. Handling of documents
6. Place of business
7. Records
8. Escrow accounts
9. Improper conduct
10. Unlicensed assistants
11. Broker lien law
12. Zero (no-call) list
13. Brokerage management (broker only)
14. Unlicensed brokerage

License Law Requirements for Contracts (Sales Associate 6 Items, Broker 6 Items)

1. Statute of Frauds
2. Listing contracts
3. Purchase contracts
 - a. Submission of offers
 - b. Finance provisions
 - c. Other required provisions
4. Licensee Duties

Disclosures and Agency Issues (Sales Associate 8 Items, Broker 8 Items)

1. Agency relationships, requirements, and disclosure
2. Disclosures of personal interests in real estate transactions
3. Condominium seller certificates
4. Seller disclosure of property condition
5. Other disclosure issues (stigmatizing factors)

Property Management (Sales Associate 3 Items, Broker 3 Items)

1. Management agreements
2. Procedures and guidelines
3. Handling of security deposits

KENTUCKY REAL ESTATE COMMISSION

PLEASE USE THE SCHOOL CODE WHERE YOU RECEIVED THE MAJORITY OF YOUR PRE-LICENSE TRAINING

Accredited Colleges and Universities

1803 Ashland Community College	1818 Maysville Community College
1824 Big Sandy Community College	1819 Morehead State University
1816 Bluegrass Community and Technical College	1820 Murray State University
1831 Bowling Green Community College of	1822 Owensboro Community College
1807 Elizabethtown Community College	1825 Somerset Community College
1806 Eastern Kentucky University	1826 Southeast Community College
1810 Hopkinsville Community College	1828 University of Kentucky
1811 Jefferson Community College	1839 University of Louisville
1814 Kentucky State University	1823 West Kentucky Community College
1817 Madisonville Community College	1858 Western Kentucky University

Proprietary Schools

1800 A-Pass-Weikel Institute	1859 Kentucky Real Estate College
1856 American School of Real Estate Express	1851 Kentucky Realtors Institute
1840 Century Real Estate School	1836 Northern Kentucky Real Estate College
1834 Career Development Center	1857 The CE Shop
1852 Cooke Real Estate School	1845 Thornton's Real Estate Academy
1855 GC Real Estate School	1829 Ward Elliott School of Real Estate
1838 HomeServices Real Estate Academy	1832 Wilson Educational Group
1813 Kentucky Academy of Real Estate	

9999 Miscellaneous Code (i.e., license recognition, exempt, out of state education) Candidate's education must be approved by the KREC before testing.

Candidates who attended a school that is not listed, or who are exempt from education requirements, should contact the KREC for the proper school code to provide to PSI when making an examination reservation.



9. **Total Fee \$100.** Pay by credit card, money order, company check or cashier's check. 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: _____

10. I am submitting the Exam Accommodations Request (at the end of this bulletin) and required documentation. Yes No

11. **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 Services LLC * ATTN: Examination Registration KY RE
3210 E Tropicana Ave * Las Vegas, NV* 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com



EXAM ACCOMMODATIONS 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.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#). Or see the fax/email instructions below.

Requirements for exam accommodation requests

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

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

Date: _____

SS#: _____

Legal Name: _____

Last Name	First Name
-----------	------------

Address: _____

Street	Civ. State. Zip Code
--------	----------------------

Telephone: (_____) _____ - _____ (_____) _____ - _____

Home	Work
------	------

Email Address: _____

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

- | | |
|---|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time
(Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> *Out-of-State Testing Request (this request does not require additional documentation) _____ | |

Site requested: _____

**You may email your out-of-state request to OutofStateRequest@psionline.com.*

- After you have registered for the exam, complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121