



PSI Services LLC
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www.psiexams.com



TEXAS DEPARTMENT OF AGRICULTURE



**STRUCTURAL PEST CONTROL
 LICENSING EXAMINATION
 CANDIDATE INFORMATION BULLETIN**

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

Before paying and scheduling for an examination, make sure that you have reviewed the following checklist.

- You must apply for an Examination and License with the Department. To apply go to the Departments website at: <http://www.texasagriculture.gov/RegulatoryPrograms/Pesticides/StructuralPestControlService.aspx>. You may also call the Department at (866) 918-4481 for assistance.
- Upon approval from the Department, you will be sent an Examination Eligibility Letter, along with instructions for paying and scheduling the examination.
- If you fail the examination, you must wait one business day before paying and scheduling to re-take the examination.

***Schedule your examination:**

- Upon approval from the Department, you are responsible for contacting PSI to pay and schedule for the examination. You may either schedule via the Internet at www.psiexams.com, or schedule over the telephone at (800) 733-9267.

***Note: If you have previously scheduled an exam with PSI and have not yet taken that exam, you will not be able to schedule additional exams until the currently scheduled exam is taken. If you wish to schedule multiple exams, you are best served to schedule all of them during the same scheduling session.**

Take your examination:

- You must bring one form of a Government issued identification, which bears your signature and your photograph.
Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Please arrive 30 minutes prior to appointment.

After your examination:

- Upon passing the examination, your results will be made available to the State.
- To inquire about license requirements, contact the Texas Department of Agriculture at (866) 918-4481, or visit their website at: <http://texasagriculture.gov/>.



EXAMINATIONS BY PSI SERVICES LLC

The Texas Department of Agriculture has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides these examinations through a network of computer examination centers in Texas.

GUIDELINES FOR EXAMINATION QUALIFICATION

You must apply for an Examination and License with the Department. Go to the Department's website at: <http://www.texasagriculture.gov/RegulatoryPrograms/Pesticides/StructuralPestControlService.aspx>. You may also call the Department at (866) 918-4481 for assistance.

Upon approval from the Department, you will be sent an Examination Eligibility Letter, along with instructions for paying and scheduling the examination.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Once you are approved by the Department, it is your responsibility to contact PSI to schedule for the examination and pay any examination fees which are due at that time.

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

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you schedule for your examination using the Internet. You schedule online by accessing PSI's website at www.psiexams.com. Internet scheduling is available 24 hours a day.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Department has provided to PSI. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
2. You will enter the TDA account number. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

See step-by-step instructions on page 3.

TELEPHONE

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available at (800) 733-9267, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday, between 8:00 am and 4:30 pm, Central Time, to receive your payment and schedule your appointment for the test.

FAX REGISTRATION

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

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

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

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/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 or use the PSI website.

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

RETAKE 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.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled 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.



SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation 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 Special Arrangement Request form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666.

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 will not be penalized. You will be rescheduled at no additional charge.

Instructions for Scheduling an Examination Online at www.psiexams.com

1. Go to www.psiexams.com and select "Create an Account."

If you have already registered and created an account, type in your email address and password.

2. **VERY IMPORTANT STEP.** You must put in your email address and the spelling of your name **EXACTLY** as it was submitted to the Department.
3. Be sure to check the box "Check here to attempt to locate existing records for you in the system" and select **Submit**.

4. Select the organization, state, account, and classification (as seen below). Enter your ID number that the Department provided to you and select **Submit**.

5. You are now ready to select the portion of the examination you would like to take and pay for it. Select **Pay for a test**.

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
TX Technician Exams		TEXAS Department of Agriculture	04/05/2014	Pay for a test

Then select the portion.

Please select the portions which you would like to be tested, whose total duration when added up does not exceed 300 minutes

Portion	Test Duration	Type
<input type="checkbox"/> TX Commodity Fumigation Technician (150 minutes)	Optional	
<input type="checkbox"/> TX Wood Preservation Technician (150 minutes)	Optional	
<input type="checkbox"/> TX Pest Control Technician (150 minutes)	Optional	
<input type="checkbox"/> TX Termite Technician (150 minutes)	Optional	
<input type="checkbox"/> TX Weed Control Technician (150 minutes)	Optional	
<input type="checkbox"/> TX Lawn and Ornamental Technician (150 minutes)	Optional	

6. Type in your credit card information and select **Submit**.

Registration Fee	Cost (\$)
TX Commodity Fumigation Technician	64.00
Total	64.00

Payment

You will be charged **64.00**.

Credit Card

Card Type: *

Card Number: *

Expiration Date: *

Name on Card: *

ZIP Code: * Card ID Number: * [What is Card ID no?](#)

I accept PSI's Payment terms & conditions.
[Click here](#) to read terms & conditions.

7. You are now ready to schedule for the examination.

Congratulations!! You have successfully registered for TX Technician Exams. An Email has been sent to your Email ID with the registration details.

Registration Details

Exam:	TX Technician Exams
Sponsor:	TEXAS Department of Agriculture
Confirmation Number:	R5630321
Registration Validity:	04/05/2014
Schedule Before:	04/04/2014
Testing Mode:	Computer
StateProvided ID:	0553208
Total Fee (\$):	64.00

[Print Receipt](#)

You can do the following activities:

- » [Schedule for the test](#)
- » [Take online Practice Test](#)
- » [Find sessions](#)
- » [Go to activity page](#)
- » [Take a Customer Satisfaction Survey!](#)

8. Enter your zip code or the city where you live. You will get a list of the testing centers closest to you. Select the desired **Test center** and select **Continue**.

Test Center Selection

Country: Zip or City: [Search](#)

Choose one or more test centers, then click the 'Continue' button to view available dates for scheduling:

Distance	Testcenter Name	Address
<input type="checkbox"/> 42.9 miles	HOUSTON EAST	11811 I-10 East Fwy,Suite 260,Houston,Texas,77029
<input type="checkbox"/> 54.5 miles	HOUSTON SW	9555 W. Sam Houston Pkwy South,Suite 140,Houston,Texas,77099
<input type="checkbox"/> 55.3 miles	HOUSTON - NORTHWEST FREEWAY	9800 Northwest Freeway,Suite 200,Houston,Texas,77092
<input type="checkbox"/> 56.9 miles	HOUSTON NORTH (GREENBRIAR PLACE)	650 North Sam Houston Pkwy, East,Suite 535,Houston,Texas,77060
<input type="checkbox"/> 187.4 miles	AUSTIN - LACOSTA CORPORATE PARK	6448 Hwy 290 East,Suite F111,Austin,Texas,78723

9. You will now see the availability. Click on the date and time of your choice and select **Schedule**.

You may take test on [04/24/2013] or later

Please choose the date and month (or date range) to check the available sessions.

From: To: [Find](#)

• If there are no dates available, please call 800-733-9267 for assistance.

Test Center	Available Date	Start Time
<input checked="" type="radio"/> HOUSTON EAST, Texas	04/25/2013	9:00 AM
<input type="radio"/> HOUSTON EAST, Texas	05/02/2013	2:30 PM
<input type="radio"/> HOUSTON EAST, Texas	05/03/2013	9:00 AM
<input type="radio"/> HOUSTON EAST, Texas	05/03/2013	2:30 PM

[Schedule](#) [Back](#)

10. A confirmation will appear that you can print out, and you will receive an email confirmation.

Your Schedule Details

Exam: TX Technician Exams
 Sponsor: TEXAS Department of Agriculture
 Confirmation Number: R5630321
 Test Center: HOUSTON EAST
 Address: HOUSTON EAST
 11811 I-10 East Fwy,
 Suite 260,
 Houston,
 Texas,
 USA

Test Schedule Date: 04/25/2013
 Test Schedule Time: 9:00 AM

You must arrive at the test center 30 minutes before the start of your schedule time or you forfeit your examination fees and will not be allowed to take your scheduled examination.

Directions to Test Center: From I-10 EASTBOUND, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right hand side, next to Papacitas. From I-10 East, take the Holland Rd exit. Stay on the feeder road, building is on the right hand side, next to Papacitas.

[Print Details](#)

EXAMINATION SITE LOCATIONS

Abilene

Commerce Plaza
1290 S. Willis, Suite 109
Abilene, TX 79605

The test site is on the corner of South 14th Street and Willis. The site is behind the First Financial Bank.

Amarillo

4312 Teckla, Suite 500
Amarillo, TX 79109

Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.

From Canyon, take Bell St exit and go North to traffic light at 45th St and turn right. Turn left at the 2nd traffic light to Teckla.

Arlington

2008 E. Randol Mill Road, Suite 102
Arlington, TX 76011

From Hwy 183, take Industrial South. Turn left on Lamar Blvd. Turn right on Ball Park. Turn left on Randol Mill Road, to 2008 Randol Mill Road. The site is one block east of the ballpark.

From I-30, take Collins (Hwy 157) exit South. Turn left on Randol Mill Road.

Austin

LaCosta Corporate Park
6448 Hwy 290 East, Suite F111
Austin, TX 78723

If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the examination site is in the business park on the left, Ste. F-111.

If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the examination site is in the business park on the left, Ste. F-111.

PSI is located in NORTH Austin at the North West corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.

Austin

8000 Anderson Square, Ste 301B
Austin, Texas 78757

If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.

If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.

Corpus Christi

2820 S Padre Island Dr, Suite 105
Corpus Christi, TX 78415

From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.

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.

Dallas (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 hand 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.

El Paso

The Atrium
1155 Westmoreland, Suite 110

El Paso, TX 79925

From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.

Fort Worth

6801 McCart Avenue, Suite B-1
Fort Worth, TX 76133

From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.

Harlingen

Executive Central
722 Morgan Blvd, Suite C
Harlingen, TX 78550

From Expressway 83 (I-2), exit on New Hampshire St. and go north, past Arroyo Park. After going through a long S-bend and past a railroad crossing, turn left at first stoplight (Bus. 77 Sunshine Strip). After passing the walkway bridge to the High School, take the right fork to Morgan Blvd. Go past the stoplight at Washington St and turn right into the first large parking lot at 722 Morgan. You may park in any space marked "Reserved for Tenants and Customers". Do NOT park on or across the street or in spaces marked "Act Management." (Note that GPS instructions may not be accurate for this location.)

Houston North (Greenbriar Place)

Greenbriar Place
650 North Sam Houston Pkwy E, Suite 535
Houston, TX 77060

From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.

From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).

Houston (East)

Atrium Building
11811 I-10 East Freeway, Suite 260
Houston, TX 77029

From I-10 EASTBOUND, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right hand side, next to Papacitas. From I-10 East, take the Holland Rd exit. Stay on the feeder road, building is on the right hand side, next to Papacitas.

Houston (Southwest)

One West Belt
9555 W. Sam Houston Pkwy South, Suite 140
Houston, TX 77099



The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.

From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From US 59, heading North: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From the West Sam Houston Pkwy South (also known as Beltway 8), heading South: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Turn left into the parking lot of the first building on the left.

Houston (Northwest)

9800 Northwest Freeway
Suite 200

Houston, TX 77092

From Hwy 290 EASTBOUND take Exit 13C toward West T C Jester Blvd. Stay Straight to go onto N Loop Fwy W. Make a u-turn onto N Loop Fwy W. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Driving north on Loop 610 West exit at T.C.Jester and then u-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Lubbock

The Center
4413 82nd St., Suite 210
Lubbock, TX 79424

From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82nd St.

McAllen

7000 N. 10th Street Suite C-4
McAllen, TX 78504

From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. The test site is on the left.

Midland

Westwood Village Shopping Center
4200 West Illinois Avenue, Suite 200
Midland, TX 79703

From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.

San Antonio

One Park Ten
6800 Park Ten Blvd, Suite 174-W
San Antonio, TX 78213

From Loop 410 West (near Crossroads Mall), take IH 10 East. Exit on Vance Jackson. Use the turnaround to get on the IH10West access road. Stay on the access road until the One Park Ten building.

From IH 10 West, exit on Vance Jackson. Stay on the access road. The building is off of IH10/US87 approximately one mile inside Loop 410. The One Park Ten building is on the right, immediately after Park Ten Blvd. Suite 174-W is located on the first floor to the right of the main entrance.

San Antonio

9502 Computer Drive, Ste 105
San Antonio, TX 78229

From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105.

From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.

Tyler

3800 Paluxy Dr, Suite 310
Tyler, TX 75703

From I-20 turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.

Waco

345 Owen Lane, Suite 124
Waco, TX 76710

From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.

If you are coming in on the South Hwy 6, take the South Loop 340, then take Sanger Ave Exit.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by filling out the special accommodation form found at the end of this Candidate Information 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

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. Required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form 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.



IDENTIFICATION - Choose One

- US Government issued driver's license
- US Government issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

SECURITY PROCEDURES

The following security procedures apply during examinations:

- All examinations are closed book.
- You will have access to an online calculator.
- 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

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.

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 to the computer and keyboard 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 using the keys, answering questions, and reviewing your answers.

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.

EXAMINATION QUESTION EXAMPLE

You will begin with an Examination Tutorial to practice answering questions and review the computer examination process. The "Function Bar" at the top of the screen provides mouse-click access to the features available on the current examination. These also are available by using the labeled keys on the keyboard.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar displaying: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main content area contains a question: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the interface, there are two buttons: "<< Back" and "Next >>".

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 Department, will be regularly 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, by using the comment key on the keyboard. These comments will be analyzed by PSI examination development staff. 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 candidate results and adjust them accordingly. **This is the only review of the written examination available to candidates.**

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - a score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

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

PRE-TEST QUESTIONS

In addition to the number of examination items specified, a small number of 5 to 10 “pretest” questions may be administered during the examinations. **These questions will not be scored and the time taken to answer them will not count against examination time.** The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS

For information on the examination content outlines and reference material please contact the Texas A&M AgriLife Extension Service at <http://agriflife.org/aes/manual-order-forms/> or call 979-845-1099.





SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

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

Requirements for special arrangement 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: _____ TDA Account #: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

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

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

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

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

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (800) 367-1565, ext 6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

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

PSI Services LLC
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Las Vegas, NV 89121