



PSI Services LLC

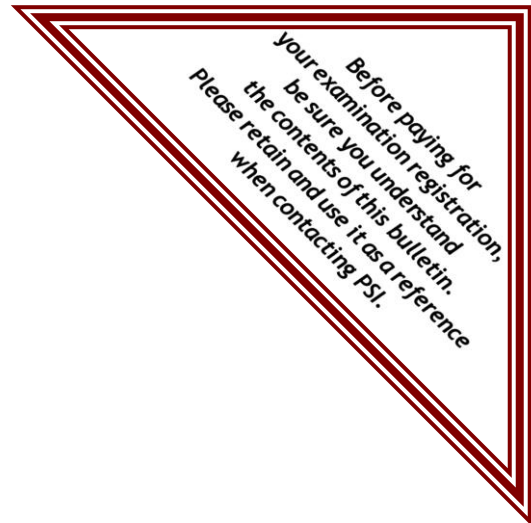
3210 E Tropicana

Las Vegas, NV 89121

Phone: (855) 579-4634

E-mail: examschedule@psionline.com

<https://www.psiexams.com/pare>



COMMONWEALTH OF PENNSYLVANIA

**REAL ESTATE SALESPERSON, BUILDER/OWNER SALESPERSON, RENTAL LISTING REFERRAL AGENT, CEMETERY BROKER, AND BROKER
CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at <https://www.psiexams.com/pare>

EXAMINATIONS BY PSI

Pennsylvania state laws stipulate that a person may not act as a real estate salesperson, builder/owner salesperson, rental listing referral agent, cemetery broker, or broker without first obtaining a license issued by the Department of State. 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 Pennsylvania Real Estate Commission has contracted with PSI Services LLC(PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Pennsylvania. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

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

- Real Estate Broker
- Real Estate Salesperson
 - Cemetery Broker
 - Rental Listing Referral Agent
 - Builder/Owner Salesperson

This Candidate Information Bulletin provides you with information about the examination and application process to become a real estate licensee in the State of Pennsylvania.

If you hold a real estate license in a jurisdiction in which Pennsylvania has a signed reciprocal license agreement with and you plan on keeping that licensee active, you are exempt from taking the examination. Please look on the Commission's website (www.dos.pa.gov/estate) for details.

CONTACT INFORMATION

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(855) 746-8175 * Fax (702) 932-2666
<https://www.psiexams.com/pare>

All questions and requests for information pertaining to licensure should be directed to the Pennsylvania Real Estate Commission.

Pennsylvania Real Estate Commission
P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 783-3658 * Fax (717) 787-0250
www.dos.pa.gov/estate

EXAMINATION ELIGIBILITY AND APPROVAL PROCESS

Your examination scores are only valid for *three years*. Therefore, the Commission must receive your completed application, fees and required documentation within three years of passing the examination. If you miss the three-year deadline,

you will be required to retake the examination before a license will be issued. Note: if you have passed the two sections of examination, on different dates, the three-year period begins the day you pass the first part of the examination.

BROKER:

A candidate for a broker's license must pass the Broker examination. To qualify to take the Broker examination, all applicants must go to www.pals.pa.gov and register, then log in to submit an application. A list of documents needed to include with the application can be found by clicking on 'Application Checklists' from the above link, then selecting the type of license needed to view the checklist items that will be required. Further, you must:

- be at least 21 years old;
- be at least a high school graduate or equivalent;
- have at least 3 years of qualified experience as a licensed salesperson or at least 3 years of equivalent experience, education or both;
- have completed 16 credits or 240 hours of real estate instruction within 10 years prior to the date of successful completion of the licensing examination;
- submit correct fee and required attachments to the Pennsylvania Real Estate Commission.

Upon approval by the Commission, you will be sent a Certificate of Examination Eligibility Registration Form, including instructions for contacting PSI about scheduling/paying for the Broker examination.

If you are denied eligibility, the Commission office will notify you in writing of the reason(s) for denial.

CEMETERY BROKER:

A candidate for a cemetery broker's license must pass the Salesperson examination. To qualify to take the Salesperson examination, all applicants must go to www.pals.pa.gov and register, then log in to submit an application. A list of documents needed to include with the application can be found by clicking on 'Application Checklists' from the above link, then selecting the type of license needed to view the checklist items that will be required. Further, you must:

- be at least 21 years old;
- have at least 3 years of experience as a licensed salesperson or cemetery salesperson, or at least 3 years of equivalent experience, education or both;
- have completed 4 credits or 60 hours of real estate instruction within 10 years prior to the date of successful completion of the licensing examination;
- submit correct fee and required attachments to the Pennsylvania Real Estate Commission.

Upon approval by the Commission, you will be sent a Certificate of Examination Eligibility Registration Form, including instructions for contacting PSI about scheduling/paying for the Salesperson examination.

If you are denied eligibility, the Commission office will notify you in writing of the reason(s) for denial.



SALESPERSON AND RENTAL LISTING REFERRAL AGENT:

A candidate for a salesperson or rental listing referral agent license must pass the Salesperson examination. To qualify to take the Salesperson examination, you must:

- be at least 18 years old;
- Meet one of the following:
 - Have completed education requirements in one of the following ways:
 - Successfully completed 5 credits or 75 hours of basic real estate courses through:
 - A real estate education provider in Pennsylvania approved by the Commission; or
 - A real estate education provider outside of Pennsylvania that has been approved by the real estate licensing authority of the jurisdiction where the real estate education provider is located; or
 - An accredited college
 - Possess one of the following:
 - A bachelor's degree with a major in real estate from an accredited college or university; or
 - A bachelor's degree from an accredited college or university, having completed coursework equivalent to a major in real estate; or
 - A juris doctor degree from an accredited law school

The National portion of the examination will be waived if you meet the following:

- Completed the education requirements listed above and possess a Certification of Licensure (Letter of Good Standing) from the licensing authority of another jurisdiction showing you have been actively licensed within the past 5 years. Submit a Certification of Licensure from that jurisdiction, dated within 90 days of the date you are registering.

If you meet the qualifications above, you may register with PSI to take the Salesperson examination by:

- Submitting the completed PSI Registration Form (form included in this packet), including the \$49 examination fee and;
- Submitting one of the following:
 - The Certificate of Completion or transcript issued by a Commission-approved real estate school. **MAKE A COPY** of this document to provide to the Commission when requesting licensure.
 - Certificate of Completion or transcript from an approved out-of-state real estate school.
 - Certificate of Completion or transcript from an accredited college or university.
 - Certified transcript from an accredited law school showing you obtained your Juris Doctor degree, or a Certification of Good Standing from the Supreme Court in the state where you practice law.
 - If actively licensed in another jurisdiction within the past 5 years, submit a Certificate of Licensure from that jurisdiction, which includes proof of 75 hours of education, **dated within 90 days of the date you are registering.** **MAKE A COPY** of this document to provide to the Commission when requesting licensure.

Certificates of Completion and transcripts must contain the following information:

- The provider's name and Commission approval number;
- The location where the course was taught (may say "online");
- The name of the student;
- The course title;
- The date the student completed the course;
- The number of hours of the course;
- The student's final grade in the course;
- The date the certificate/transcript was issued.

Note: They are valid for 10 years from completion date, the only exception is if the candidate holds a law or bachelor's degree. After August 28, 2018 they are valid for 5 years from completion date.

These documents may be submitted, along with your two (2) page registration form, to PSI by either fax or email pareapp@psionline.com.

Upon approval of eligibility, you will be mailed a confirmation notice containing instructions for scheduling an appointment to take the examination.

BUILDER/OWNER SALESPERSON:

A candidate for a builder/owner salesperson license must pass the Salesperson's examination. To qualify to take the salespersons examination, you must:

- be at least 18 years old.

If you meet the qualification above, you may register with PSI to take the salespersons examination by:

- Submitting the completed PSI Registration Form (form included in this packet), including the \$49 examination fee. You may also register via internet, phone, or fax (see instructions on the following page).

EXAMINATION SCHEDULING PROCESS

EXAMINATION FEE

Examination Both Portions	\$49
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The fee is \$49 for the 2 examination portions, regardless of whether you take 1 or both examination portions. Examination retakes are \$49 for 1 or both examination portions. The examination fee is valid for one year.

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

FAX (702-932-2666) or EMAIL [PAREAPP@PSIONLINE.COM](mailto:pareapp@psionline.com)

You may fax or email the completed form to PSI. Registrations are accepted 24 hours a day. Please allow 4 business days to process your registration. **After 4 business days** (excluding weekends), you may call PSI at (855) 746-8175 to schedule the examination(s), (855) 746-8175.

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

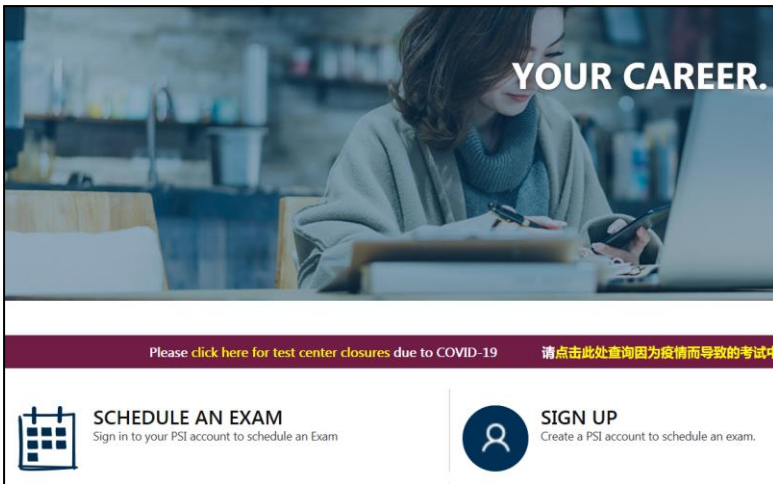
Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI at (855) 746-8175 Monday-Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to schedule the examination(s).



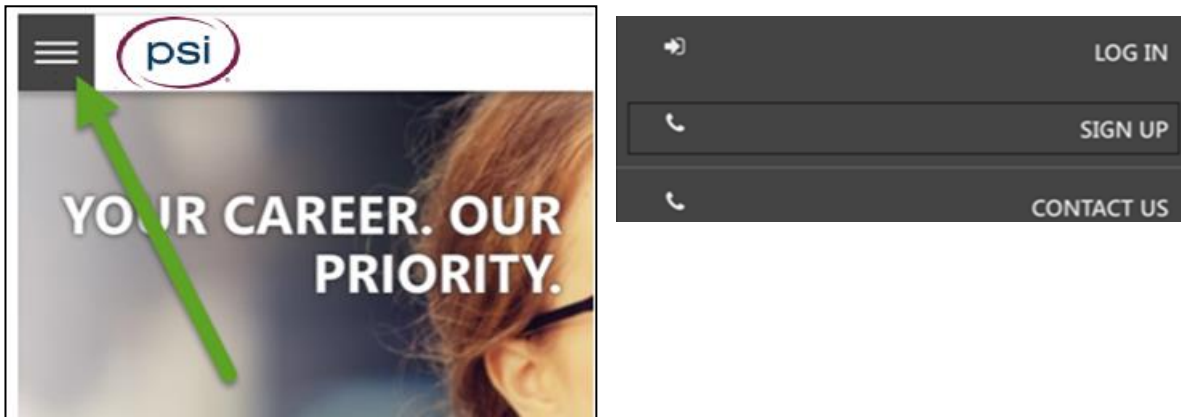
ON-LINE SCHEDULING

For the **fastest and most convenient** examination scheduling process, schedule for your examinations online by accessing PSI's registration Website: [Click Here](https://www.psiexams.com/pare) (https://www.psiexams.com/pare).

1. Select “SIGN UP” to create an account.



2. On a mobile phone, you need to select the icon on the top left corner. Then select “SIGN UP” to create an account.



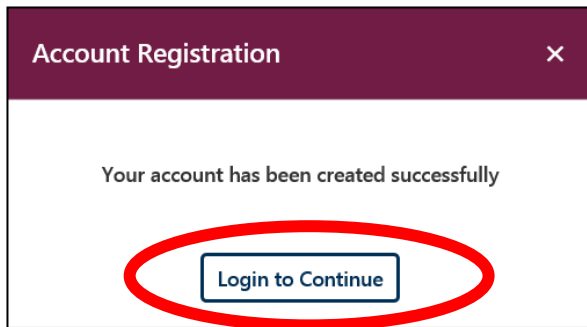
3. You will be prompted to create an account with PSI.

Personal Details	
Candidate Id (Please enter your Social Security Number without dashes)	
<input type="text" value="544466655"/>	
First Name *	Last Name *
<input type="text" value="Cathy"/>	<input type="text" value="Miller"/>
Middle Name	Generation
<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Generation"/>
Email *	

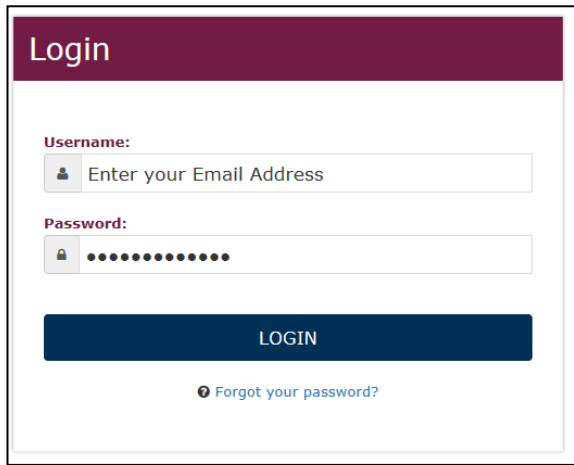
IMPORTANT

You must enter your First and Last name exactly as it is displayed on your government issued ID.

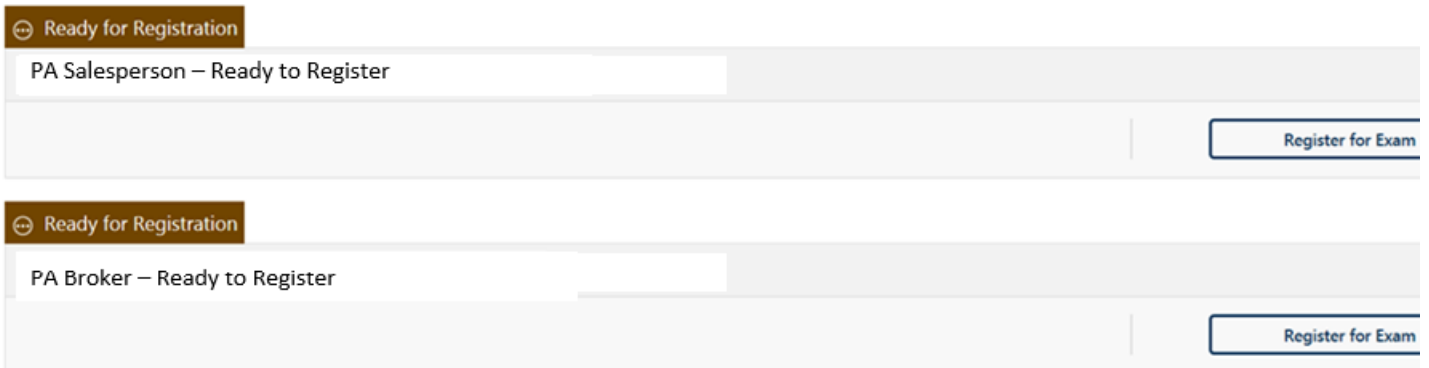
4. After you submit the form, you will get a message that your account was created successfully. Click on “Login to Continue”.



Note: The username is the email address you entered when creating the account.



5. Select the Examination.



6. You will enter your personal information

Following Information is required for your examination record

SSN (required)

XXXXX5566

First Name (required)

Cathy


Last Name (required)


Miller

7. You will now enter payment.

Payment

Credit Card
** Please provide credit card holder name, street details in English.
Please enter a valid Visa, MasterCard, American Express, Discover or JCB card number. Diner's Club card is currently not accepted.

Credit Card Number *
Credit Card Number 

Expiration Date * **CW ***
MM / YYYY 

Card Holder Name *
Name on Card

Billing Street Address *
Enter Address


Payment Summary


Total Amount Due	USC
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8. You will now select if you want to test at a PSI test site or Remotely proctored online from a computer at a remote location.

Please select a delivery mode for scheduling ×

Delivery mode


Test Center 


Remote Online Proctored Exam 


DELIVERY MODE TEST CENTER


Enter the “City or Postal Code” and select “Preferred Month” to take the Exam. Then select “Search Exam Center”.

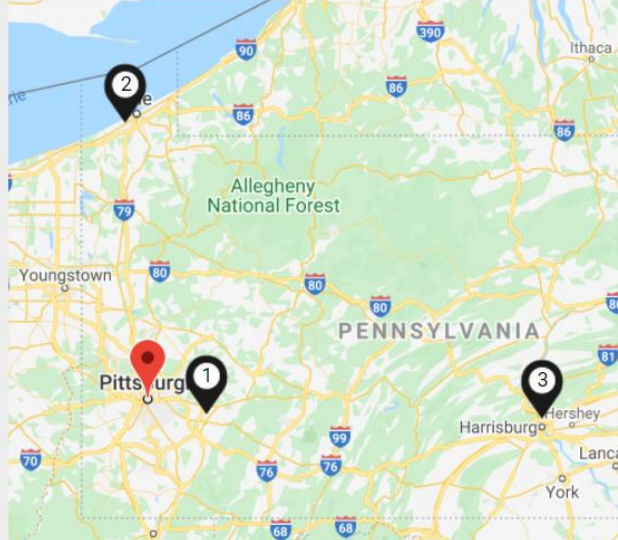
Find Test Location

[I have a Test Center Code](#) 

Country / Location:
United States of America 

Enter City / Postal Code
572 Grant St, Pittsburgh, PA 152 

Preferred Month
November 2020 



Click on the preferred test site.

- 1. **GREENSBURG**
116 E. Pittsburgh St. Suite 101 Greensburg PA US 15601
- 2. **ERIE**
2700 W. 21st Street Suite 21 and 22 Erie PA US 16506

Then click on the date and time to make an appointment to take the Exam.

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Start Time(s) for

09:00 AM 01:30 PM

You are now scheduled and will receive an email confirmation.

DELIVERY MODE REMOTE ONLINE PROCTORED EXAM

Before you select the date and time you will be taking the exam, **YOU MUST FIRST CHECK THE COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. You must use Google Chrome Browser. Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by [clicking here](#).

Proctored Exam

PA Salesperson – Ready to Register

Country: United States of America

Timezone: America/Chicago

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Start Time(s) for Sep.

> Afternoon (from 12 PM to 5:45 PM)

> Evening (from 6 PM to 11:45 PM)

Available Dates Selected Date

• Before taking your remote online proctored exam, please check system compatibility [click HERE](#)

If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support team at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#).



TELEPHONE REGISTRATION

The second fastest method of registering and scheduling is via the telephone. Call (855) 746-8175, and speak with a live registrar, available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

RETAKE A FAILED EXAMINATION

You cannot make a new examination appointment on the same day you have taken an examination because we need time to process and report examination results. A candidate who fails an exam on a Wednesday can call the next day, Thursday, and can retest as soon as Friday, depending upon space availability.

CANCELING AN EXAMINATION APPOINTMENT

PSI receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use PSI's web site or call PSI at (855) 746-8175.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the Internet or speak to a PSI 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 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.

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 (855) 746-8175. 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.

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 Commission. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The examinations are administered at the examination centers listed below:

Allentown

1620 Pond Road, Suite 50
Allentown, PA 18104

Take Route 22, exit Cedar Crest Blvd North. Turn Right on North Cedar Crest Blvd. Turn left onto Winchester, then turn right onto Pond.

Bristol

1200 Veteran's Highway, Suite B4
Bristol, PA 19007

On I-95 toward Bristol Township, exit Bristol then turn right at the stoplight. Office is the second building on the left. There are many entrances, but use the entrance under the clock tower.

Cranberry Township

Cranberry Corporate Business Center
213 Executive Dr., Suite 150
Cranberry Township, PA 16066

From I-79 exit Cranberry-Mars Route 228, go West. Cross over Route 19 onto Freedom Road. Go three traffic lights then turn right onto Executive Drive. Building is directly across from Hampton Inn.

Erie

2700 W. 21st Street, Suite 21 & 22
Erie, PA 16506

From Interstate 79 North, take the West 26th St., exit 182, or Rt. 20 West. Just after the 2nd light you'll see Bonnel Auto Sales on your right. Lowell Ave runs along the side of the Bonnel Auto Sales, make a right onto Lowell. Stay on Lowell until it intersects with West 21st St. Make the left onto 21st and our building sits on that corner. The 2700 is written across the front of the building.

From I 79 South coming from Erie proper same directions 26th St., exit 182 or Rt. 20 West right at Bonnel Auto Sales on Lowell. Stay on Lowell until West 21st St intersects. The office at 2700 West 21st St. sits on the left corner across the street from where you are now at the yield sign.

Greensburg

DiCesare Building
116 E. Pittsburgh St., Suite 101
Greensburg, PA 15601

From Route 30 East or West, exit Business 66 North (NB. NOT Turnpike 66.) Go about 1.5 miles into downtown Greensburg. Turn right in the direction of Route 30 East at the lights between First Commonwealth Bank and Citizen's Bank. Building will be about 500 feet on right, past the YMCA but before Co Go's garage.



Harrisburg

2300 Vartan Way, Suite 245
Harrisburg, PA 17110

From 83 North towards Harrisburg, take 581 West. Take I-81 North, exit Progress Avenue (exit 69) and turn left at the exit. Go approximately 1 mile to Vartan Way. Turn Right. Make immediate left into parking lot.

From I-81 South, exit Progress Avenue and turn left at the exit. Go approximately 1 mile to Vartan Way. Turn Right. Make immediate left into parking lot.

Note: 2300 Vartan Way faces Progress Avenue. PSI is in the building with 4 radio stations, including Hot 92 and Wink 104.

(Bala Cynwyd)

One Bala Avenue, Suite 310
Bala Cynwyd, PA 19004

From I-76 exit City Line Avenue. Follow City Line Avenue South. The building is on Bala and City Line (next to the Bala Cynwyd railroad station). Note: This is NOT Bala Plaza.

Pittsburgh

Towne Center

1789 South Braddock Avenue, Suite 296
Pittsburgh, PA 15218

From I-376 East, go through Squirrel Hill tunnels. Exit #785 7 toward Swissville. Turn slight left onto Monongahela Avenue. Turn right on South Braddock Avenue (IN THE EDGEWOOD TOWNE CENTER OFFICE BUILDING).

All candidates should report to the PSI office 30 minutes prior to the published session time, and no earlier. If candidates wish to arrive earlier, they must wait in the Security Office's designated areas on the first floor, or outside of the building. The building management does not allow candidates to wait in the hallways, and/or common areas of other floors, including our own floor. Thank you for your cooperation.

Scranton

1125 Lackawanna Trail Rts 6&11
Clarks Summit, PA 18411

From I-81N take Exit 194 (Clarks Summit) and merge onto US6W/US11N. Continue on Routes 6 & 11 for approximately 3 miles until you see the Agway building on the left side of the road. Just before the Agway building, make a U-turn. After making the U turn you will see 2 houses before you see the PSI parking lot. PSI is located in a long brown brick building which is set back from the highway. There is a small red and white sign located at the entrance to the parking lot.

(If approaching from the opposite direction (US6S/US11E) PSI is located on the right, approximately 100 feet after the Agway building).

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by following the instructions on the out-of-state request form found at the end of this bulletin.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for the sign-in and identification verification procedure as well as providing time to familiarize yourself with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*



REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form and your Registration Confirmation Notice.

If you cannot provide the required identification, you must call (855) 746-8175 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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, 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 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.

REMOTE ONLINE PROCTORED EXAMINATION

Proctors for online testing will communicate with candidates on-screen during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings. The proctor will pause the exam whenever a candidate leaves the testing station, or an interruption occurs. The proctor may end the test if an interruption is not corrected appropriately. Immediate on-screen results will be displayed on your screen once you complete BOTH your exam AND the survey following the exam. Paper score

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following

the tutorial so that you may practice answering questions and reviewing your answers.

TEST QUESTION SCREEN

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the Pennsylvania Real Estate Commission, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of examination materials available to candidates.**

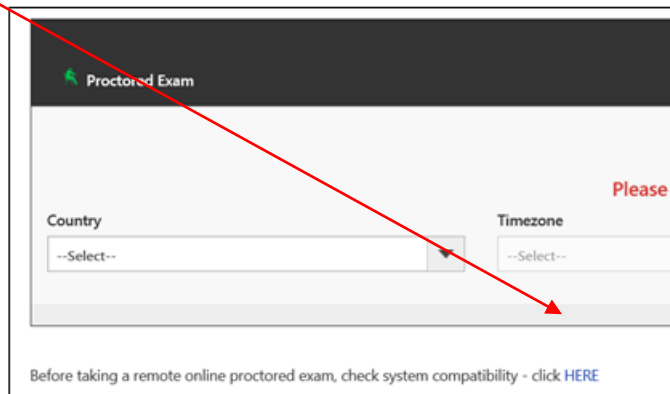
reports will not be available upon completion of the exam for this remotely proctored location. A military ID will not be accepted for a remotely proctored exam, however, all other Identification noted above are acceptable for this delivery mode.

Before your exam begins, please be aware of the following testing rules:

- ✓ Please be reminded that earbuds, earphones, hats, caps, hood, shades or anything that can be placed on the head or face is NOT allowed.
- ✓ Food, Drinks, or Breaks are not allowed. All personal items must be removed from the work area.
- ✓ You are not allowed to leave the station during the exam. If you need to use the restroom before the exam begins, please do so now.
- ✓ Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- ✓ You must keep both of your hands on or above the desktop during the exam.
- ✓ Also note that under no circumstances are you allowed to take a screenshot or photo of the exam or the exam results at any time during or after the session.

Violating any of these rules will result in a warning and may result in exam termination.

BE SURE TO CHECK THE COMPATIBILITY OF YOUR COMPUTER to include Audio/Video Check, Webcam Check and System Check. Prior to scheduling, click here. You must use Google Chrome Browser.



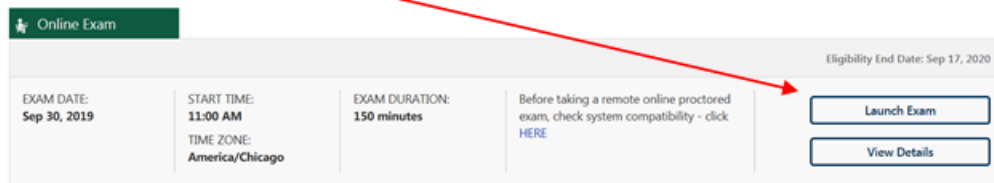
Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by [clicking here](#).

REQUIREMENTS	STATUS	YOUR SYSTEM
Webcam	✓	Integrated Camera (04f2:b5ab)
Microphone	✓	Default - Microphone Array (Realtek High Definition Audio)
PSI Communication Protocol	✓	Connected
Testing System Access	✓	Allowed
PSI System Storage	✓	Allowed
PSI Video Streaming	✓	Allowed
System Check		
REQUIREMENTS	STATUS	YOUR SYSTEM
Browser and Version - Chrome 58.0 and above.	✓	Chrome 75.0
Platform - Windows 7, Windows 8, Windows 8.1, Windows 10 or later and Mac OS X 10.10 or later	✓	Windows 10
Javascript - Enabled.	✓	Enabled
Cookies - Enabled.	✓	Enabled
Upload and Download Minimum Bandwidth - At least 250 kbps.	✓	1448282

LAUNCHING THE EXAMINATION

You can launch the examination up to 30 minutes before the scheduled start time.





If you have any questions regarding your compatibility check, or if you experience

issues launching your exam, you may contact our remote proctoring technical support at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#).

SCORE REPORTING

In order to receive a passing score on each examination, you must correctly answer the minimum number of questions listed here:

Examination	Portion	# of Items	Minimum Passing Score
Salesperson	National	80	60
	State	40	30
Broker	National	80	60
	State	40	30

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type.

Candidates taking a remotely proctored exam: Please note that you must select to end both the exam portion and survey portion of your test in order to receive your on-screen results and emailed score report. If you do not receive your emailed score report, you may reach out to scorereport@psionline.com.

You may request a duplicate score report after your examination by emailing scorereport@psionline.com. Include your name, candidate ID number and confirmation number. Your candidate ID number and confirmation number is on your exam confirmation email. Please allow up to 72 hours to receive your duplicate score report.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- 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. Underline or highlight key ideas that will help with a later review.
- 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 exam online at <https://www.psiexams.com/pare> to prepare for your Pennsylvania Real Estate Broker or Salesperson 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 exam an unlimited number of times; 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 Pennsylvania 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
- 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
- *Real Estate Principles*, 12th Edition, Charles Jacobus, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com
- *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

STATE PORTION OF THE EXAMINATION

- *Real Estate Licensing and Registration Act 15*, State Real Estate Commission, Commonwealth of Pennsylvania, Harrisburg, PA.
www.dos.pa.gov/estate (Click on link for Law)
- Rules and Regulations. *Pennsylvania Code Title 49, Professional & Vocational Standards*, Chapter 35, State Real Estate Commission, Commonwealth of Pennsylvania, Harrisburg, PA.
www.pacode.com/secure/data/049/chapter35/chap35to c.html
- *The Pennsylvania Human Relations Act*, February 1997, Pennsylvania Human Relations Commission, Harrisburg, PA.
http://www.portal.state.pa.us/portal/server.pt/community/law_legal_resources/18980/pennsylvania_human_relations_act/725567
- The Pennsylvania Real Estate Sellers Disclosure Act, www.phic.info/SB1032P2140.pdf

Many of these reference materials are available for purchase at www.psonlinestore.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.

DESCRIPTION OF EXAMINATIONS

You are required to pass both the state and national portions of the examination. If you fail one portion of the examination, you will only need to register to retake the failed portion. (You do not need to retake the entire examination.) Please note that you must pass both portions of the examination as well as gain licensure within three years of the date you first passed one part of the examination.

EXAMINATION SUMMARY TABLE

Examination	Portion	# of Items	Time Allowed
Salesperson	National	80 (80 points)	120 minutes
	State	40 (40 points)	60 minutes
Broker	National	75 (80 points)	120 minutes
	State	40 (40 points)	60 minutes

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

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored. However, these questions will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

CONTENT OUTLINES

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

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

NATIONAL PORTION CONTENT OUTLINE

(REAL ESTATE PRINCIPLES AND PRACTICES)

- 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
 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
- 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 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

STATE-SPECIFIC PORTION CONTENT OUTLINE

Unless otherwise noted, all references below are to PA Real Estate Licensing and Registration Act, 63 P.S. § 455.101-455.902 or Regulations of the State Real Estate Commission, 49 PA. CODE, Chapter 35.

Real Estate Commission (Salesperson 4 Items, Broker 3 Items)

1. Duties and powers
Chapter 3-4, Sec. 202, 305, 604
2. Complaints, investigations, hearings and appeals
Sec. 604(a)(17), Chapter 7
3. Real Estate Recovery Fund
Chapter 8

Licensure (Salesperson 8 Items, Broker 8 Items)

1. Activities requiring license
Sec. 301, 604(a)(21); 35.304, 35.288(A).
2. Types of licenses- standard or reciprocal
Sec. 201, 511-592, 602, 604(a)(29), 601(a); 35.201, 35.222-.229, 35.245
 - a. Broker
 - b. Salesperson
 - c. Cemetery Broker
 - c. Builder-owner Salesperson
 - e. Time-share Salesperson
3. Eligibility for license
Sec. 501, 511, 521; 35.251, 35.222(a, b), 35.223(b)
4. License renewal and reactivation
Sec. 404(b), 501; 35.203, 35.382
5. Change of employment
Sec. 603(a)
6. Exclusions from licensure
Sec. 304; 35.202
7. Suspension and revocation
Sec. 501, 604(a)

Regulation of Conduct of Licensees (Salesperson 28 Items, Broker 29 Items)

1. Advertising
Sec. 604(a); 35.301, 35.304, 35.305, 35.306(a), 35.307
2. Broker/Salesperson relationship
Sec. 201, 604(a)(16), 604(a)(27, 28)
3. Agency relationships
Sec. 606; 608; 604(a)(7),(25); 606.1(c,d), 606.1(g); 35.311-.316
4. Compensation
Sec. 604(a)(12), (12.1), (19), 606.1(b)(1), 606.1 (d)
 - a. Employment of associate broker/salesperson
Sec. 603(a)
 - b. Qualified associations (Broker only)
Sec. 604(c.), 604(a)(31)
5. Duties of licensees generally
Sec. 606.1, 608.3, 201, 702; 35.292
6. Prohibited conduct
Sec. 604(a), 608.5; 604(a)(16)
7. Disclosures
Sec. 604(a) (7), (13), (15.1), 606.1(a)(7), 606.1(g),608.4; 35.288, 35.339
 - a. Agency disclosures
Sec. 606.1(a)(6), 606.1(b)(1), 608; 35.284-.285
 - b. Property disclosure

Sec. 606.1(a)(4); 35.282

- c. Conflict of interest
Sec. 606.1(a)(7), 606.1(a)(13); 35.283, 35.304
8. Documents, contracts, and forms
Sec. 604(a)(6), 604 (a) (10), 606.1(b)(2,3,4), 606.1(c.), 608.1, 608.2, 35.204, 35.331-.334
9. Funds and accounts
Sec. 606.1(a)(5), 608.5, 35.321- .328
10. Office requirements and inspections (Broker only)
Sec. 601, 35.241-.246, 35.252, 253, 254
11. Pennsylvania Human Relations Act
Sec. 604(a)(22); Pennsylvania Human Relations Act, as amended by Act 34 (1997), 43 PA Statute #951-963
12. Time-Shares
Sec. 609

SAMPLE QUESTIONS

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

SAMPLE SALESPERSON QUESTIONS

- A. Which of the following interests in property is held by a person who is granted a lifetime use of a property that will be transferred to a third party upon the death of the lifetime user?
 1. A life estate.
 2. A remainder estate.
 3. An estate for years.
 4. A reversionary estate.
- B. Which of the following statements BEST identifies the meaning of the term, "rescission of a contract"?
 1. A ratification of a contract by all parties.
 2. A return of all parties to their condition before the contract was executed.
 3. A transfer or assignment of a particular responsibility from one of the parties to another.
 4. A review of the contract by the legal counsel of either party that may result in a cancellation without penalty or further obligation.
- C. Which of the following clauses in a mortgage allows the lender to demand loan repayment if a borrower sells the property?
 1. Defeasance
 2. Prepayment
 3. Acceleration
 4. Alienation

- D. How much cash MUST a buyer furnish in addition to a \$2,500 deposit if the lending institution grants a 90% loan on an \$80,000 property?
1. \$5,500.
 2. \$6,975.
 3. \$7,450.
 4. None of the above.
- E. Which of the following single-family residences would get the MOST accurate appraisal by applying the reproduction cost approach to value?
1. A rental property.
 2. A vacant property.
 3. A new property.
 4. An historic property.

Answers to Sample Salesperson Questions:

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

SAMPLE BROKER QUESTIONS (SCENARIO-BASED)

Scenario:

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

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

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

2. Write the offer after explaining they may owe Mary's broker a commission.
3. Write the offer after trying to contact Mary's broker yourself.
4. Refuse to write an offer and explain that doing so would be unethical.
5. Refuse to write and offer since it would be illegal.
6. Refuse to write the offer and tell the Martins to contact another Salesperson in Mary's office.

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);

LICENSE APPLICATION INSTRUCTIONS

When you have passed both portions of the examination (within a three-year period) you may apply for licensure by submitting a completed application to the Pennsylvania Real Estate Commission. To apply online go to www.pals.pa.gov. To view the instructions for each license application, click on "Application Checklists" at the top of the page. To submit a license application, click on 'Register an Account', complete the registration process, then log in to your new account and click 'Apply for a New License'.

Broker/Cemetery Broker:

- Upon passing all required portions of the examination, the testing site will print a passing score report (for your records).
- Submit to the Real Estate Commission:
 - fully completed application
 - application fee (outlined on application). Cash is NOT accepted.
 - completed state police criminal record check
 - copies of examination pass report

Salespersons and Builder-Owner Salespersons:

- Upon passing all required portions of the examination, the testing site will print a passing score report (for your records).
- Submit to the Real Estate Commission:
 - fully completed application
 - application fee (outline on application) Cash is NOT accepted.
 - completed state police criminal record check
 - copies of educational transcripts verifying completion of the educational requirement OR a Certificate of Licensure from another licensing jurisdiction verifying you held an active real estate license within the past five years. (Not applicable to Builder-Owner Salespersons)
 - Copies of examination pass report

Rental Listing Referral Agent:

- Upon passing all required portions of the examination, the testing site will print a passing score report for you.
- To apply online go to www.pals.pa.gov. To view the instructions for each license application, click on



"Application Checklists" at the top of the page. To submit a license application, click on 'Register an Account', complete the registration process, then log in to your new account and click 'Apply for a New License'."

CRIMINAL RECORD CHECK

The Pennsylvania Real Estate Commission requires each applicant for licensure to have a criminal record check complete. **This Criminal Record Check may not be older than 90 days from the date the Commission receives your application.** Pennsylvania residents may apply for a record check on-line at <https://epatch.state.pa.us>. Please note that it takes approximately two weeks to receive this background check by mail and up to three days to receive it on-line.

Please note:

- Any record checks received that are older than 90 days will be returned and the application will not be processed.
- If there is not a STATUS listed on the record check, obtain documentation from the State Police or Court System showing the status of the conviction(s).
- Criminal Record Checks must be completed by the State Police in the state where the applicant currently resides. Applicants from outside of Pennsylvania must contact the State Police in the state of residency to obtain this information. You might wish to check to see if the State Police in your state provides on-line services.

For applicants who reside in PA: The instructions are subjected to change. They were provided to us by the Pennsylvania State Police. Any questions concerning this procedure should be directed to the State Police. The Pennsylvania State Police telephone number is 717-783-5593

*On-line Pennsylvania State Police Record Check:
<https://epatch.state.pa.us>

- After you have completed a request on PATCH, you will receive a screen that shows a control number (this begins with an R), the name of the person being checked, the date of the request, and either no record, under review, pending. This is NOT the form which needs to be submitted.
- If you have no record, just click on the control number and all information entered to obtain this record check will appear on the screen. Around the middle of the screen click on "Certification Form". Once the Certification Form appears, click on print (upper right hand corner). This is the form you are required to submit. It includes your identifying information (social security number, date of birth, etc.) needed for verification.
- If a request shows pending or under review, you can check your status periodically using your assigned controlled number. A pending request normally takes a short period of time and usually means a lot of users are using this site. If the pending requests are for a long period of time (a

couple of days) you should notify the State Police Help Desk at the number published on their website.

- If it is under review, the completion time could be up to 3 weeks. If there is NO record, you may print the Certification Form. If you do have a record, your results will be mailed to you at the address entered when the record check was done.

If you have ever been convicted of a felony or misdemeanor or pled guilty or nolo contendere, **your application may be delayed and/or denied for licensure.** You must submit the following documentation to the Pennsylvania Real Estate Commission along with your application for licensure:

- The conviction summary information provided by the State Police
- Certified copies of court documents;
- Letter from Probation Officer, dated within 90 days, indicating current probationary status/completion date;
- Police incident reports;
- Employment History (resume);
- Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction;
- A signed and dated reference letter from the employing broker, on the company letterhead, indicating that the broker is aware of all conviction(s) and is willing to hire the applicant;
- Two signed and dated character references from individuals who are not related to or residing with the applicant.



COMMONWEALTH OF PENNSYLVANIA EXAMINATION REGISTRATION FORM

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

1. Legal Name: _____
Last Name First Name M.I. (Mandatory)

2. Social Security: _____ - _____ - _____ 3. Date of Birth: _____ - _____ - _____
(FOR IDENTIFICATION PURPOSES ONLY) Month Date Year

4. Mailing Address: _____
Number, Street Apt/Ste

City State Zip Code

5. Telephone: Home _____ - _____ Office _____ - _____

6. Email: _____@_____

NOTE: You will receive an email confirmation once your registration has been processed, if you include an email address on this form

7. License Type: (Check one) Salesperson Broker
 Builder/Owner Salesperson
 Rental Listing Referral Agent
 Cemetery Broker

If applying for one of these license types, take this exam

If applying for this license type, take this exam

8. Examination: (Check one) Salesperson - National and State \$49 Broker - National and State \$49
 Salesperson - National Only \$49 Broker - National Only \$49
 Salesperson - State Only \$49 Broker - State Only \$49
(Check one) FIRST TIME RETAKE

9. Total Fees Included: \$_____ Pay by credit card, money order, company check or cashier's check. Make check or money order payable to "PSI Examination Services" and write your social security number on it. 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: _____

Please continue on the next page.



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 examination information bulletin.

Signature: _____ **Date:** _____

WHEN 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 PA RE
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (855) 746-8175 * TTY (800) 735-2929

<https://www.psiexams.com/pare>

Check this box if you do not want PSI to share your information with third parties. Please note that PSI will NOT release social security numbers to 3rd parties.



To place an order for one or more of the following items listed, you may:

- Order online at www.pSIONlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.pSIONlinestore.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.



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**

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121