



Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

PSI  
3210 E Tropicana  
Las Vegas, NV 89121  
<https://test-takers.psiexams.com/vare>  
Email: DPORSupport@psionline.com

# COMMONWEALTH OF VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

## REAL ESTATE CANDIDATE INFORMATION BULLETIN

|                                                       |   |                                               |    |
|-------------------------------------------------------|---|-----------------------------------------------|----|
| Examinations by PSI .....                             | 1 | Scheduling an Appointment .....               | 8  |
| Examination Qualifications.....                       | 1 | Canceling an Appointment .....                | 9  |
| Instructions for License Qualification .....          | 1 | Scheduling a Re-examination .....             | 9  |
| Tips for Preparing for your License Examination.....  | 1 | Missed Appointment or Late Cancellation ..... | 9  |
| Examination Study Materials.....                      | 2 | Emergency Examination Center Closing.....     | 9  |
| Description of Examinations                           |   | Computer Examination Center Locations.....    | 9  |
| and Examination Content Outlines.....                 | 2 | Reporting to the Examination Center .....     | 10 |
| Sample Questions.....                                 | 6 | Required Identification .....                 | 10 |
| Registration and Scheduling Procedures.....           | 7 | Security Procedures .....                     | 10 |
| Applying for a License by Letter from the Board ..... | 7 | Taking the Examination by Computer.....       | 10 |
| Applying for a License by Reciprocity .....           | 7 | Tutorial .....                                | 10 |
| Applying for a License by Education Provider .....    | 7 | Experimental Items.....                       | 11 |
| Internet Registration .....                           | 8 | Examination Review .....                      | 11 |
| Mail Registration .....                               | 8 | Score Reporting .....                         | 11 |
| Telephone Registration .....                          | 8 | Duplicate Score Reports .....                 | 11 |
| Fax Registration .....                                | 8 | License Application Instructions .....        | 11 |
| Social Security or VA DMV # Confidentiality .....     | 8 | Examination Registration Form.....            | 12 |
| Exam Accommodations .....                             | 8 |                                               |    |

Please refer to <https://test-takers.psiexams.com/vare> for the latest updates to this bulletin.

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a real estate salesperson or broker in the Commonwealth of Virginia. You need to 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 Department has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer and paper-and-pencil examination centers in Virginia. PSI works closely with the Department of Professional and Occupational Regulation and its Examination Review Committee to be certain that examinations meet local as well as national requirements in basic principles of real estate and examination development standards.

The following are the examinations offered by PSI Examination Services:

Real Estate Salesperson Examination  
Real Estate Broker Examination

Each examination consists of state and national portions. You must pass both portions to apply for licensure. Only the state portion must be passed if applying by reciprocity.

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

PSI  
3210 E Tropicana  
Las Vegas, NV 89121  
(855) 340-3910 • Fax (702) 932-2666  
<https://test-takers.psiexams.com/vare>

Questions about applications for licensure should be directed to the:

Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
9960 Maryland Drive, Suite 400  
Richmond, VA 23233  
(804) 367-8526  
<http://www.dpor.virginia.gov>  
email: [REBoard@dpor.virginia.gov](mailto:REBoard@dpor.virginia.gov)

## EXAMINATION QUALIFICATIONS

Applicants for the Virginia Real Estate Examinations must be at least 18 years of age and must meet 1 of these additional requirements:

1. Complete the required pre-license education before taking the examination (See the *Virginia Real Estate Board Regulations, Real Estate License Laws* for

details).

2. Be licensed to practice real estate in another state. Licensees of other states will be required to take ONLY the state portion of the Virginia Real Estate License Examination.

## INSTRUCTIONS FOR LICENSE QUALIFICATION

To make the license qualification process go as smoothly as possible, be certain that you:

1. Applicant must have, at a minimum, a high school diploma or its equivalent.
2. Obtain the appropriate number of hours of education in advance of registering for the examination.
3. Prepare for the examination by using the examination outline in this Candidate Information Bulletin and the suggested study materials that cover the outline topics.
4. Be sure that the examination registration form is complete and accurate, and that you include the correct fees.
5. Be sure to take proper identification with you to your scheduled examination appointment (details found on page 9).
6. After you have passed the appropriate portions of the PSI licensing examination, submit your license application form, any other required information, and the correct fees to the Virginia Department of Professional and Occupational Regulation. (See "License Application Instructions").
7. Fingerprinting is mandatory. Before submitting an application for a **Virginia real estate license**, **each applicant** must submit a set of fingerprints to the Virginia Central Criminal Records Exchange for the purpose of conducting a state and national fingerprint-based criminal history record. You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours. The Johnson City, TN and Salisbury, MD test sites do not offer fingerprinting. Contact the Board if you cannot be electronically fingerprinted at a PSI Virginia site.
8. Once fingerprinting is done, the license application must be received by the Board within 45 calendar days of the Board's receipt of the fingerprint results or the applicant will have to pay to be fingerprinted again before a license will be issued.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

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

- Start with a current copy of this Virginia Real Estate 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.
- Read the Real Estate Regulations found at [http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Real\\_Estate/A490-02REGS.pdf](http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Real_Estate/A490-02REGS.pdf)
- 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.

## 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 Virginia Department of Professional and Occupational Regulation. The examinations are closed book.

### National Portion

- Modern Real Estate Practice, 21<sup>st</sup> Edition, Galaty, Allaway, Kyle, and Williams, Dearborn Real Estate Education, [www.dearborn.com](http://www.dearborn.com), ISBN: 978-1-0788-1887-2
- Mastering Real Estate Math, 9th Edition, 2022, Denise Evans [www.dearborn.com](http://www.dearborn.com) ISBN: 9781078819008
- The Language of Real Estate, 8th Edition, 2019, Reilly and Spodek, Dearborn Real Estate Education, [www.dearborn.com](http://www.dearborn.com)
- Property Management, 11th edition, 2016, Kyle, Robert C., Baird, Floyd M. and Kyle, C. Donald, Chicago: Dearborn Real Estate Education [www.dearborn.com](http://www.dearborn.com)
- Real Estate Law, 11th Edition, 2022, Elliot Klayman, Dearborn Real Estate Education [www.dearborn.com](http://www.dearborn.com)
- Real Estate Fundamentals, 10th Edition, 2019, Gaddy, Hart, Spodek, Dearborn Real Estate Education, [www.dearborn.com](http://www.dearborn.com)
- Real Estate Principles, 12th Edition, Charles Jacobus, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, [www.oncoursepublishing.com](http://www.oncoursepublishing.com) ISBN 1285420985
- Real Estate Principles, 12th Edition, 2021, Floyd and Allen, Dearborn Real Estate Education, [www.dearborn.com](http://www.dearborn.com)
- Mastering Real Estate Principles, 8th Edition, 2022, Gerald Cortesi, <https://www.amazon.com/Mastering-Real-Estate-Principles-Paperback/dp/107881712X>
- 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](http://www.oncoursepublishing.com) ISBN 0324784554

- Principles of Real Estate Practice, 6th edition, 2019, Mettling, Stephen and Cusic, David, Performance Programs Company, [www.performanceprogramscompnay.com](http://www.performanceprogramscompnay.com)

### State Portion

- Virginia Real Estate License Laws <https://law.lis.virginia.gov/vacode/title54.1/chapter21/>
- Virginia Real Estate Board Regulations <https://law.lis.virginia.gov/admincode/title18/agency135/chapter20/>
- Virginia Fair Housing Law, <https://law.lis.virginia.gov/vacode/title36/chapter5.1>
- Virginia Fair Housing Regulations [http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Fair\\_Housing/A463-063\\_FHREGS.pdf](http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Fair_Housing/A463-063_FHREGS.pdf)
- Virginia Residential Property Disclosure Act, [http://www.dpor.virginia.gov/news/residential\\_property\\_disclosures/](http://www.dpor.virginia.gov/news/residential_property_disclosures/)
- Virginia Real Estate Time-Share Act, <https://law.lis.virginia.gov/vacodepopularnames/the-virginia-real-estate-time-share-act>
- Virginia Real Estate Time-Share Regulations <http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/CIC/CIC%20Timeshare%20Regulations.pdf>
- Virginia Condominium Act, <https://law.lis.virginia.gov/vacodepopularnames/condominium-act>
- Virginia Condominium Regulations <http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/CIC/CIC%20Condo%20Regulations.pdf>
- Virginia Residential Landlord and Tenant Act <https://www.dhcd.virginia.gov/LTHandbook>
- Virginia Underground Utility Damage Prevention Act, <https://law.lis.virginia.gov/vacodepopularnames/underground-utility-damage-prevention-act/>
- AND <https://law.lis.virginia.gov/vacode/title56/chapter10.3>
- Common Interest Community Management Information Fund <https://law.lis.virginia.gov/vacode/title55/chapter29>
- Property Owner's Association Act, <https://law.lis.virginia.gov/vacode/title55/chapter26>

## DESCRIPTION OF EXAMINATIONS AND EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by real estate professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list

the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

The Examination Summary Table below shows the number of questions and the time allowed for each examination portion.

| EXAMINATION SUMMARY TABLE |          |                  |              |
|---------------------------|----------|------------------|--------------|
| Examination               | Portion  | # of Questions   | Time Allowed |
| Salesperson               | National | 80 (80 points)   | 105 Minutes  |
|                           | State    | 40 (40 points)   | 45 Minutes   |
|                           | Both     | 120 (120 points) | 150 Minutes  |
| Broker                    | National | 75 (80 points)   | 105 Minutes  |
|                           | State    | 50 (50 points)   | 55 Minutes   |
|                           | Both     | 125 (130 points) | 160 Minutes  |

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

## NATIONAL PORTION (REAL ESTATE PRINCIPLES AND PRACTICES) CONTENT OUTLINE

### I. Property Ownership (*Sales 10%, Broker 10%*)

- A. Real and personal property; conveyances
- B. Land characteristics and legal descriptions
  1. Metes and bounds method of legal property description
  2. Lot and block (recorded plat) method of legal property description
  3. Government survey (rectangular survey) method of legal property description
  4. Measuring structures (linear and square footage)
  5. Land measurement
- C. Encumbrances and effects on property ownership
  1. Types of liens and their effect on the title and value of real property
  2. Easements, rights of way and licenses, including their effect on the title, value and use of real property
  3. Encroachments and their effect on the title, value and use of real property
  4. Potential encumbrances on title, such as probate, leases, or adverse possession
  5. Property rights that may be conveyed separately from use of the land surface, such as mineral and other subsurface rights, air rights, or water rights
- D. Types of ownership
  1. Ownership in severalty/sole ownership
  2. Implications of ownership as tenants in common
  3. Implications of ownership in joint tenancy
  4. Forms of common-interest ownership, such as Timeshares, Condominiums and Co-ops
  5. Property ownership held in a trust or by an estate
  6. Ownership by business entities

7. Life Estate ownership

### II. Land use Controls (*Sales 5%, Broker 5%*)

- A. Government rights in land
  1. Government rights to impose property taxes and special assessments
  2. Government rights to acquire land through eminent domain, condemnation and escheat
- B. Government controls on land use
- C. Private controls
  1. Deed conditions or restrictions on property use
  2. Subdivision covenants, conditions and restrictions (CC&Rs) on property use
  3. Condominium and owners' associations regulations or bylaws on property use

### III. Valuation (*Sales 8%, Broker 8%*)

- A. Appraisals
  1. Appraisals for valuation of real property
  2. Situations which require appraisal by a licensed or certified appraiser and brokerage-related actions that constitute unauthorized appraisal practice
  3. General steps in appraisal process
- B. Estimating Value
  1. Economic principles and property characteristics that affect value of real property
  2. Sales or market comparison approach to property valuation and appropriate uses
  3. Cost approach to property valuation and appropriate uses
  4. Income analysis approach to property valuation and appropriate uses
- C. Comparative Market Analysis (CMA)
  1. Competitive/Comparative Market Analysis (CMA), BPO or equivalent
  2. Automated Valuation Method (AVM), appraisal valuation and Comparative Market Analysis (CMA)

### IV. Financing (*Sales 10%, Broker 9%*)

- A. Basic Concepts and Terminology
  1. Loan financing (for example, points, LTV, PMI, interest, PITI)
  2. General underwriting process (e.g., debt ratios, credit scoring and history)
  3. Standard mortgage/deed of trust clauses and conditions
  4. Essential elements of a promissory note
- B. Types of Loans
  1. Conventional loans
  2. Amortized loans, partially amortized (balloon) loans, interest-only loans
  3. Adjustable-rate mortgage (ARM) loans
  4. Government Loans
    - a. FHA insured loans
    - b. VA guaranteed loans
    - c. USDA/Rural Development loan programs
  5. Owner financing (for example, installment or land contract/contract for deed)

6. Reverse-mortgage loans
7. Home equity loans and lines of credit
8. Construction loans
9. Rehab loans
10. Bridge loans

**C. Financing and Lending**

1. Real Estate Settlement Procedures Act (RESPA), including kickbacks
2. Truth-in-Lending Act (Regulation Z), including advertising
3. Requirements and time frames of TRID (TILA-RESPA Integrated Disclosures)
4. Equal Credit Opportunity Act
5. Lending Process (application through loan closing)
6. Risky loan features, such as prepayment penalties and balloon payments

**V. Contracts (Sales 19%, Broker 19%)**

**A. General Contract Law**

1. General principles of contract law
2. Elements necessary for a contract to be valid
3. Effect of the Statute of Frauds
4. Offer and a contract
5. Enforceability of contracts
6. Void, voidable and unenforceable contracts
7. Bilateral and unilateral contracts
8. Nature and use of option agreements
9. Notice, delivery, acceptance and execution of contracts
10. Appropriate use, risks, and advantages of electronic signatures and paperless transactions
11. Rights and obligations of the parties to a contract
12. Possible remedies for breach or non-performance of contract
13. Termination, rescission and cancellation of contracts

**B. Purchase and Lease Contracts**

1. Addenda and amendments to contracts
2. Purchase agreements
3. Contract contingencies and methods for satisfying them
4. Leases and rental agreements
5. Lease-purchase agreements
6. Types of leases

**C. Proper handling of multiple offers and counteroffers**

**VI. Agency (Sales 13%, Broker 13%)**

**A. Agency and non-agency relationships**

1. Agency relationships and how they are established
2. Types of listing contracts
3. Buyer brokerage/tenant representation contracts
4. Other brokerage relationships, including transaction brokers and facilitators

5. Powers of attorney and other assignments of authority
6. Conditions for termination of agency or brokerage service agreements

**B. Agent Duties**

1. Fiduciary duties of agents
2. Agent's duties to customers/non-clients, including honesty and good faith

**C. Agency Disclosures**

1. Disclosure of agency/representation
2. Disclosure of possible conflict of interest or self-interest

**VII. Property Disclosures (Sales 7%, Broker 7%)**

**A. Property Condition**

1. Seller's property condition disclosure requirements
2. Property conditions that may warrant inspections or a survey
3. Red flags that warrant investigation of public or private land use controls

**B. Environmental and Government Disclosures**

1. Environmental issues requiring disclosure
2. Federal, state, or local disclosure requirements regarding the property

**C. Disclosure of material facts and material defects**

**VIII. Property Management (Sales 3%, Broker 5%)**

**A. Duties and Responsibilities**

1. Procurement and qualification of prospective tenants
2. Fair housing and ADA compliance specific to property management
3. How to complete a market analysis to identify factors in setting rents or lease rates
4. Property manager responsibility for maintenance, improvements, reporting and risk management (*BROKER ONLY*)
5. Handling landlord and tenant funds; trust accounts, reports and disbursements (*BROKER ONLY*)
6. Provisions of property management contracts (*BROKER ONLY*)

**B. Landlord and tenant rights and obligations**

**IX. Transfer of Title (Sales 6%, Broker 6%)**

**A. Types of deeds**

**B. Title Insurance and Searches**

1. Title insurance policies and title searches
2. Potential title problems and resolutions
3. Marketable and insurable title

**C. Closing Process**

1. When transfer of ownership becomes effective
2. Process and importance of recordation
3. Settlement procedures (closing) and parties involved
4. Home and new construction warranties

**D. Special Processes**

1. Special issues in transferring foreclosed properties
2. Special issues in short sale transactions
3. Special issues in probate transactions

## **X. Practice of Real Estate (Sales 12%, Broker 12%)**

### **A. Antidiscrimination**

1. Federal Fair Housing Act general principles and exemptions
2. Protected classes under Federal Fair Housing Act
3. Protections against discrimination based on gender identity and sexual orientation
4. Prohibited conduct under Federal Fair Housing Act (Redlining, Blockbusting, Steering, Disparate Treatment)
5. Fair housing advertising rules
6. Americans with Disabilities Act (ADA) obligations pertaining to accessibility and reasonable accommodations

### **B. Legislation and Regulations**

1. Licensees' status as employees or independent contractors
2. Antitrust laws and types of violations, fines and penalties
3. Do-Not-Call List rule compliance
4. Proper use of Social Media and Internet communication and advertising

### **C. Duties and Responsibilities**

1. Protection of confidential personal information (written, verbal or electronic)
2. Duties when handling funds of others in transactions
3. Licensee responsibility for due diligence in real estate transactions

### **D. Supervisory Responsibilities (BROKER ONLY)**

1. Broker's supervisory responsibilities (licensees, teams and unlicensed assistants and employees) (*BROKER ONLY*)
2. Broker relationship with licensees (employees or independent contractors and governing rules) (*BROKER ONLY*)

## **XI. Real Estate Calculations (Sales 7%, Broker 6%)**

### **A. Calculations for Transactions**

1. Seller's net proceeds
2. Buyer funds needed at closing
3. Real property tax and other prorations
4. Real property transfer fees
5. PITI (Principal, Interest, Taxes and Insurance) payments estimate given loan rate and term

### **B. General Concepts**

1. Equity
2. Rate of return/Capitalization rate
3. Loan-to-Value ratio
4. Discount points and loan origination fees

## STATE PORTION (VIRGINIA STATE REAL ESTATE LAWS AND REAL ESTATE BOARD RULES)

The State Real Estate Laws and Real Estate Board Rules include knowledge of state legislation as outlined in the Virginia Revised Statutes and Administrative Codes dealing with real estate licensing. Also included is knowledge of legislation and rules governing license law, transfer taxes, property taxes, and fair housing.

### Licensing [Salesperson-8 items, Broker-13 items]

1. Qualifications/Requirements
  - a. Broker's Supervisory Requirements
  - b. Disciplinary Procedures and Sanctions
    - i. Improper Dealings
    - ii. Improper Brokerage (incl commission arrangements)
2. Inspection of Records and Audits
  - a. Record keeping requirements
3. License types and activities requiring license
4. License Maintenance
  - a. Post-license education
  - b. Continuing education
  - c. License transfer
  - d. Informing Board of changes

### Escrow Accounts [Salesperson-2 items, Broker-7 items] Disclosure Requirements [Salesperson-10 items, Broker-7 items]

1. Property Disclosure (incl Chesapeake Bay Act)
2. Aircraft Noise/Crash Disclosure
3. Septic Disclosure
4. Megan's Law
5. Stigmatized Properties
6. HOA/POA disclosures (timing for review/cancellation: what constitutes delivery)
7. Advertising Rules

### Agency Definitions and Relationships [Salesperson-12 items, Broker-12 items]

1. Broker-Salesperson Relationships and Compensation
2. Limited Service
3. Disclosure of Agency
4. Agency duties
  - a. Document handling (delivery, leave copies)
  - b. Standard agent duties
  - c. Duties to client vs. customer
  - d. Misrepresentation, omissions
  - e. Brokerage agreements
5. Designated and Dual Agency
6. Unrepresented parties

### Virginia Fair Housing Law and Regulations [Salesperson-4 items, Broker-6 items]

### Specific Acts Pertaining to Real Estate Practice [Salesperson-4 items, Broker-5 items]

1. Virginia Condominium Act and Regulations (CC&Rs, definitions, unit-owner restrictions)
2. Virginia Residential Landlord and Tenant Act
3. Virginia Common Interest Communities Act (Broker only)
4. Virginia Underground Utility Damage Prevention Act
5. Virginia Property Owner's Association Act

## 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);

## REGISTRATION & SCHEDULING PROCEDURES

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, and the correct fees are submitted. Your registration is valid for 1 examination only. The examination fee is valid for 1 year from the date PSI receives the fee.

Fees apply to both Broker and Salesperson Examinations.

Examination Fee \$60.00

**ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. EXAMINATION FEE IS VALID FOR ONE YEAR.**

### THERE ARE 3 WAYS TO BE APPROVED TO TAKE AN EXAMINATION.

#### 1. APPLYING FOR A LICENSE BY EXAMINATION WITH A LETTER FROM THE BOARD FOR PERMISSION TO TAKE THE EXAMINATION

If you are applying for a license with a permission letter from the board to take the exam, you MUST register via mail or fax using the registration form found at the end of this bulletin. If you have a permission letter from the Board, a copy of the letter MUST accompany the registration form.

Applicants with a letter from the board need to take both the state and national portions of the examination.

#### 2. APPLYING FOR A LICENSE BY EXAMINATION BY RECIPROCITY

If you are applying for a license by reciprocity to take the exam, you MUST register via mail or fax using the registration form found at the end of this bulletin. If you are applying by reciprocity a copy of your current (i.e., unexpired) license MUST accompany the registration form.

Reciprocity applicants will ONLY need to take the state portion of the examination.

#### 3. APPLYING FOR A LICENSE BY EXAMINATION FROM YOUR EDUCATION PROVIDER

If you are applying for a license by examination, you may register via the Internet, mail, email, telephone, or fax (see below for further instructions).

(Note: Your education provider will provide your eligibility to PSI.) If your education provider is NOT able to submit your information electronically, you must mail





*in the original transcript or certificate of completion along with the registration form (found at the end of this bulletin) to PSI.*

After your school has submitted your file to PSI, please go to <https://test-takers.psiexams.com/vare> or call 1-(855) 340-3910 to register and schedule for your examination. Note, if PSI does not have your record, please contact your education provider.

### **INTERNET REGISTRATION (APPLYING BY EXAM ONLY)**

You may register and schedule for your examination at <https://test-takers.psiexams.com/vare> as soon as your education provider has submitted your record to PSI. You may register and schedule for an examination via the Internet 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now 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.

### **MAIL REGISTRATION**

1. As soon as your education provider has submitted your record to PSI, you may complete the Examination Registration Form found at the end of this bulletin if you are applying by exam.

Note: Upon course completion, your education provider will send your education verification electronically to PSI. You will need only to submit the registration form along with payment for standard mail registration.

If you are applying for a reciprocal license in Virginia or have a permission letter from the Board, you must mail or fax the registration form found at the end of this bulletin.

Payment of fees can be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier's check. Make your money order or check payable to PSI and **print your Social Security Number or Virginia DMV number on it to ensure that your fees are properly assigned. CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Upon receipt of your completed form and fees, a Registration Confirmation Notice will be mailed to you.
3. Please allow 2 weeks to process your registration. After 2 weeks, you may schedule for your examination at <https://test-takers.psiexams.com/vare> or by calling (855) 340-3910.

### **TELEPHONE REGISTRATION (APPLYING BY EXAM ONLY)**

For Telephone Registration, you will need a credit card (Visa, MasterCard, American Express or Discover).

As soon as your education provider has submitted your record to PSI, you may call 1-(855) 340-3910 and speak to a Customer Service Representative Monday - Friday, between 7:30 am and 10:00 pm and Saturday - Sunday, between 9:00 am and 5:30 pm, Eastern Time.

### **FAX REGISTRATION**

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

1. As soon as your education provider has submitted your record to PSI, you may complete the Examination Registration Form found at the end of this bulletin if you are applying by exam. Please include your credit card number and expiration date. If you are applying for a reciprocal license in Virginia or have a permission letter from the Board, you must mail or fax the registration form found at the end of this bulletin.
2. Fax the completed form (both pages) and any other required documentation to PSI at 702-932-2666. FAX Registrations are accepted 24 hours a day.
3. Please allow 4 business days to process your registration. After 4 business days, you may schedule for your examination at <https://test-takers.psiexams.com/vare> or by calling (855) 340-3910.

### **SOCIAL SECURITY OR VIRGINIA DMV NUMBER CONFIDENTIALITY**

PSI will use your Social Security or Virginia DMV Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. You **MUST** provide your Social Security or Virginia DMV number to the state to complete the licensing process.

#### **IMPORTANT**

**YOU MUST USE THE NUMBER THAT YOU PROVIDE TO YOUR SCHOOL, WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.**

### **EXAM ACCOMMODATIONS**

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

### **SCHEDULING AN APPOINTMENT**

After you have received the confirmation notice of PSI's acceptance of your registration packet, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule your examination, call PSI at 1-(855) 340-3910. Customer Service Representatives are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination center of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 4:00pm PT (7:00pm ET). Please be prepared to offer alternative examination appointment choices.

*Note: only the candidate may schedule an appointment through a PSI Customer Service Representative, not a friend or*



relative.

### CANCELING AN 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.

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

### SCHEDULING A RE-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. In order to retest, you must re-register following the steps for registration and scheduling as outlined earlier.

You may re-register over the Internet, telephone, fax or by mail. Once registered, you can schedule for your re-examination.

### MISSED APPOINTMENT OR LATE CANCELLATION

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

### EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination center 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) 340-3910. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

## COMPUTER EXAMINATION CENTER LOCATIONS

The following are the examination centers where you may take the Virginia real estate licensing examination.

### ALEXANDRIA AREA

205 S. Whiting St  
The Landmark Building, Suite 608  
Alexandria, VA 22304



### FREDERICKSBURG AREA

2020 Lafayette Blvd  
Fredericksburg, VA 22401

### HARRISONBURG AREA

2322 Blue Stone Hills Drive, Suite 280  
Harrisonburg, VA 22801

### CHARLOTTESVILLE (This site offers fingerprinting)

2114 Angus Road, Suite #105-B  
Charlottesville, VA 22901

### EASTERN SHORE AREA

Beaglin Park Plaza  
1323 Mt. Hermon Rd., Suite 2A  
Salisbury, MD 21801

### JOHNSON CITY

904 Sunset Drive, Ste 7A  
Johnson City, TN 37604

### MIDLOTHIAN

2621 Promenade Parkway, Suite 103  
Midlothian, VA 23113

### NORFOLK AREA

861 Glenrock Rd., Ste 105  
Norfolk, VA 23502

### RICHMOND (This site offers fingerprinting)

Moorefield VI Building  
620 Moorefield Park Drive  
Suite 205  
Richmond, VA 23236

### ROANOKE (This site offers fingerprinting)

5115 Bernard Dr, Suite 104  
Roanoke, Virginia 24018

### STAFFORD

1010 Corporate Drive, Suite 103  
Stafford, VA 22554

### TAZEWELL

165 Chamber Drive  
Tazewell, VA 24651

### VIENNA AREA (This site offers fingerprinting)

1919 Gallows Rd, Suite 360  
Vienna, VA 22182

### VIRGINIA BEACH (This site offers fingerprinting)

484 Viking Dr, Suite 105  
Virginia Beach, VA 23452

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Email the out-of-state request form found at the end of this bulletin to: VA.ApplicationProcessor@psionline.com. **Please note, fingerprinting is only available at the VA sites listed above.**

## REPORTING TO THE EXAMINATION CENTER

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

For security and identification purposes, all candidates will have their fingerprint taken during the examination check-in. This is not part of the electronic fingerprint requirement to get licensed.

### REQUIRED IDENTIFICATION

You must provide 2 forms of **VALID (not expired) 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. The second ID must have your signature and preprinted legal name. **All identification provided must match the legal name that you used on the Examination Registration Form to register for the examination. If the name in the PSI system does not match the name on your government-issued ID and 2<sup>nd</sup> form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.**

Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

### SECURITY PROCEDURES

- 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.
- 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.

### 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

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

### EXPERIMENTAL ITEMS

A small number of “experimental” questions (i.e., 5 to 10) may be administered to candidates during the examinations. These questions will not be scored, and the time taken to answer them will not count against testing time. The administration of such unscored, experimental questions is an essential step in developing future licensing exams.

### EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments button on the function bar of the exam 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 the examination available to candidates.**

## SCORE REPORTING

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

|                    | Passing Score |
|--------------------|---------------|
| <b>Salesperson</b> |               |
| National Portion   | 56            |
| State Portion      | 30            |
| <b>Broker</b>      |               |
| National Portion   | 60            |
| State Portion      | 38            |

If you take the examination by computer, your score will be given to you immediately following completion of the examination. If you take the paper-and-pencil examination, your result will be mailed to you from PSI Headquarters. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

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 are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
  - If you **pass**, you will immediately receive a successful notification and performance summary on the screen.



- If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.
- **On Paper** - An official result report will be handed out at the examination center. This official score report is for your records; do not send it to the Virginia Department of Professional and Occupational Regulation

### DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com).

## LICENSE APPLICATION INSTRUCTIONS

After you have passed the appropriate portions of the Virginia Real Estate Examination, you must follow the guidelines listed below to be licensed to sell real estate in the state of Virginia. *NOTE: You will only need to pass the state portion if you are applying for a reciprocal license.*

To obtain the license application, please go to: <http://www.dpor.virginia.gov/Boards/Real-Estate>.

If you have any questions about the application, you can email [REBoard@dpor.virginia.gov](mailto:REBoard@dpor.virginia.gov) or call 804-367-8526.

If you pass both portions at the same time, or the state portion only if applying for a reciprocal license, your completed application and fee must be received within 1 year of passing the examination. Fingerprinting for all Virginia real estate license applicants is mandatory.

Note: You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours. Contact the Board if you cannot be fingerprinted at a Virginia site. The prints will be forwarded electronically to the appropriate review agencies. Fingerprinting is offered on a walk-in first come/first serve basis. The \$52.00 fee, may be made payable by money order, cashier’s check, VISA or MasterCard. This payment includes the State processing fee of \$27.00, and the PSI processing fee of \$25.00. Please note: this process may take 4 to 6 weeks.

If you fail one portion of the examination (state or national), you must retake that portion and pass. Your completed application must be submitted within 1 year from the initial examination date when you **ORIGINALLY** took the examination. If all paperwork and fees are not received within 1 year from the original examination date, you must retake the expired portion or portions.

Once results of the fingerprinting are received by the Board a complete license application must be received by the Board within 45 calendar days or the applicant will have to be fingerprinted again before a license will be issued. An additional fee will be charged. Questions regarding the license application should be directed to the Virginia Department of Professional and Occupational Regulation at [REBoard@dpor.virginia.gov](mailto:REBoard@dpor.virginia.gov) or (804) 367-8526. **Do not contact PSI.**

## COMPLETING THE EXAMINATION REGISTRATION FORM

1. **LEGAL NAME** Print your legal name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible. Include full middle name if you have one.
2. **SOCIAL SECURITY OR VA DMV #** Your Social Security or Virginia DMV Number is used for identification purposes only. Print only one number per box. **YOU MUST USE THE NUMBER THAT YOU PROVIDE TO YOUR SCHOOL, WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.**
3. **BIRTH DATE** Please provide your date of birth (i.e. "06-01-50" for June 1, 1950).
4. **MAILING ADDRESS** Print only one letter or number per box. Do not include punctuation marks; leave blank spaces to show spaces. **All information will be sent to the address you provide here.**
5. **TELEPHONE** Please provide both home and office phone numbers (including area codes).
6. **EMAIL ADDRESS** Please provide your email address on the line provided. This email address will not be forwarded to DPOR.
7. **EXAMINATION** Place an "X" in the box indicating the examination for which you are registering if you are applying by examination. If you are applying by reciprocity see #9.
8. **EXAMINATION PORTION** Place an "X" in the box indicating which portion(s) of the examination you wish to take. **NOTE: You must pass both portions to qualify for licensure if you are applying by examination. Reciprocal applicants only need to pass the state portion.**
9. **RECIPROCITY** Check the box if you will be applying for a reciprocal license in Virginia. If you are applying for a license by reciprocity OR have a letter from the Board giving you permission to take the exam, you **MUST** register via mail or fax the registration form. If you are applying by reciprocity a copy of your license **MUST** accompany the registration form and if you have a permission letter from the Board a copy **MUST** accompany the registration form. Reciprocal candidates are required to take the state portion only.
10. **FEE AND PAYMENT** Complete the fee and credit card information.
11. **RELEASE** Check the "Yes" box if you authorize PSI to release your name, address, telephone number, and pass/fail result to real estate schools, brokers, or other interested parties. Check "No" if you do not want this information released.
12. **SCHOOL CODE** If you completed your pre-license education in Virginia, identify the real estate school that you last attended using the table listed below. Fill in the four-digit code in the space provided (or "9999" if the school you last attended is not on the list).
13. **EXAM ACCOMMODATIONS REQUEST** Applicants with disabilities must follow the instructions on the Exam Accommodations Request Form (at the end of this bulletin) and include required documentation.
14. **SIGNATURE** All applicants are required to read the affidavit, then sign and date the application as you would a check or legal document. **The application is not complete and will not be accepted if it is submitted without your signature.**



# VIRGINIA REAL ESTATE EXAMINATION REGISTRATION FORM

### Before you begin...

Be sure to read the section titled "Registration Procedures" in the Virginia Real Estate Candidate Information Bulletin before filling out this 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.

**BE SURE TO COMPLETE BOTH SIDES OF THIS FORM.**

1. Legal Name:

Full Legal Name (including Full Middle Name if you have one)

2. Social Security or VA DMV #:  (FOR IDENTIFICATION PURPOSES ONLY)

3. Birth Date:  -  -   
M M      D D      Y Y

4. Mailing Address:    
Number, Street      Ste/Apt No

-   
City      State      Zip Code

5. Telephone: Home   -       Work   -

6. Email Address: \_\_\_\_\_ @ \_\_\_\_\_

7. Examination: (Check one)       Salesperson (\$60)       Broker (\$60)

8. Examination Portion: (Check one)       Both Portions       State Portion Only       National Portion Only

9. Reciprocal:       Yes       No (proceed to #10)

Reciprocal State/States: \_\_\_\_\_

Reciprocal Salesperson State ONLY (\$60)       Reciprocal Broker State ONLY (\$60)

**RECIPROCAL SALESPERSON AND BROKER APPLICANTS ARE REQUIRED TO TAKE THE STATE PORTION ONLY**

10. Total Fee Included: \$ \_\_\_\_\_. Registration fees may be paid by credit card, money order, certified check, cashier's check, or company check. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.** Make your money order or check payable to PSI and print your name and/or Social Security Number or DMV Number on it. **Note: Examination fees are not refundable.**

FAX OR PHONE RE-REGISTRATION WHEN APPLYING BY EXAMINATION is available only to those candidates who have previously provided education certification to PSI.

YOU MUST FILL OUT THE NEXT PAGE

If you are 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).*

Bill Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

**11. Release:**

Yes  No *I give the permission for my name, address, telephone number, and pass/fail result to be released to real estate schools, brokers, or other interested parties who request them.*

**12. School Code:**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

Please refer to the Virginia School Codes to locate your education provider's code.

**13. Exam Accommodations Request:** I am requesting an Exam Accommodation (Please see the instructions at the end of this bulletin)  Yes  No

**14. I hereby certify that all information in this form is correct and that I have read and understand the Virginia real estate license law, regulations of the Virginia Real Estate Board, and the Candidate Information Bulletin. Further, I certify that I am not currently licensed in Virginia for the type of examination for which I am applying, that I am not affiliated with a real estate school as an official, instructor, or designee taking the examination for any purpose other than to obtain a license.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Complete and sign this form and submit with appropriate payment to:

PSI \* ATTN: Examination Services VA RE  
3210 E Tropicana Ave \* Las Vegas, NV\* 89121  
VA.ApplicationProcessor@psionline.com \* Fax (702) 932-2666 \* (855) 340-3910 \* TTY (800) 735-2929  
<https://test-takers.psiexams.com/vare>

## VIRGINIA SCHOOL CODES

|       |                                               |      |                                              |
|-------|-----------------------------------------------|------|----------------------------------------------|
| 1922  | 360 Training.com, Inc.                        | 1705 | Henrico County Public Schools                |
| 1943  | Aceable Agent                                 | 1928 | HHHunt Homes, LLC                            |
| 1911  | Action Real Estate LLC                        | 1927 | Hondros Education Group                      |
| 1840  | ACT Web Real Estate School                    | 1890 | Horizon Real Estate School, Inc              |
| 1431  | Advanced Career Training                      | 1160 | Hunt Country Real Estate LLC                 |
| 1833  | Advanced School of Real Estate                | 1929 | Hurlbert Home Inspection, LLC                |
| 1702  | Alexandria City Public Schools                | 1161 | Innervision Realty LLC                       |
| 1898  | Alexandria Old Town Real Estate School, LLC   | 1899 | International School of Real Estate          |
| 1852  | Allied Business Schools, Inc.                 | 1308 | J Sargeant Reynolds Community College        |
| 1961  | Allied Title & Escrow, LLC                    | 1503 | James Madison University                     |
| 1962  | AllAccess Real Estate & Consulting            | 1711 | John Handley High School                     |
| 1101  | Alpha-Omega College, EXMPORT/VA BCH           | 1309 | John Tyler Community College                 |
| 1138  | Alpha-Omega College, NEWPORT NEWS             | 1844 | Kaplan Real Estate School                    |
| 1864  | American Institute of Real Estate             | 1913 | Key Realty and Investment, Inc.              |
| 1800  | American School of Real Estate Express LLC    | 1145 | Kirks' Institute for Advanced R E Studies    |
| 1901  | Area 43 Market Center, LLC                    | 1504 | Liberty University                           |
| 1954  | Albemarle Area School of Real Estate LLC      | 1163 | License Shop, LLC                            |
| 1701  | Arlington Public Schools                      | 1105 | Long & Foster, FAIRFAX                       |
| 1164  | Aspire Real Estate School LLC                 | 1712 | Loundon County High School                   |
| 1918  | Atoka Academy of Real Estate                  | 1334 | Longwood College                             |
| 1429  | Blue Apple Real Estate School, LLC            | 1942 | L.T. Caplan Attorney At Law, PC              |
| 16634 | Blue Ribbon School of Real Estate LLC         | 1710 | Lynchburg City Public Schools                |
| 1302  | Blue Ridge Community College                  | 1310 | Lord Fairfax Community College               |
| 0160  | Blue Ridge Real Estate School                 | 1766 | Lynchburg College                            |
| 1514  | Bluefield State College                       | 1931 | Mary Koralewski                              |
| 1831  | Bluestone High School                         | 1722 | Massanutten Tech Center                      |
| 1936  | Brooks Real Estate, Inc.                      | 1300 | Mayfield Real Estate Inc                     |
| 1902  | Calm JA, LLC                                  | 1889 | McKissock, LP                                |
| 1848  | Career Webschool                              | 1915 | Michael J Bond Realty Inc                    |
| 1303  | Central Virginia Community College            | 1788 | Millennium School of Real Estate             |
| 1136  | Central Virginia School of Real Estate        | 1958 | MIT Berkeley Consulting Group, LLC           |
| 1786  | Century 21 New Millennium University          | 1955 | MLS Campus, LLC                              |
| 1906  | CHC, Inc., dba RE/MAX Regency                 | 1863 | Mo Mills Institute of Real Estate            |
| 1932  | Charmay, Inc                                  | 1877 | Montague Miller Real Estate Academy          |
| 1892  | Chesapeake Bay & Rivers School of Real Estate | 1729 | Montgomery County Public Schools             |
| 1707  | Chesterfield County Public Schools            | 1140 | Moseley-Dickinson Academy, ROANOKE           |
| 1501  | Christopher Newport University                | 1112 | Moseley-Flint, CHARLOTTESVILLE/BUCKINGHAM    |
| 1127  | Churchland Academy of Real Estate             | 1113 | Moseley-Flint, RICHMOND                      |
| 1736  | Clover Hill High School                       | 1111 | Moseley-Flint, ROANOKE                       |
| 1159  | Compass Real Estate Academy LLC               | 1118 | Moseley Real Estate Schools, Inc.            |
| 1924  | Cooke Real Estate School Headquarters, Inc.   | 1311 | Mountain Empire Community College            |
| 1934  | Cornerstone Real Estate School                | 1312 | New River Community College                  |
| 1304  | Dabney's Lancaster Community College          | 1858 | New River Valley Assoc of Realtors           |
| 1305  | Danville Community College                    | 1829 | New Star Realty School                       |
| 1912  | Digital Learning Centers LLC                  | 1938 | Nikki Dodson School of Real Estate           |
| 1761  | Dulles Area Real Estate School                | 1717 | Norfolk City Schools                         |
| 1165  | Eagles Academy of Real Estate                 | 1510 | Norfolk State University                     |
| 1946  | Earth Agents School of Real Estate            | 1155 | No VA Assoc of Realtors Schls of Real Estate |
| 1306  | Eastern Shore Community College               | 1314 | No VA Comm Coll, ALEXANDRIA                  |
| 1094  | Education Pathways LLC                        | 1313 | No VA Comm Coll, ANNANDALE                   |
| 1887  | Elite School of Real Estate                   | 1315 | No VA Comm Coll, MANASSAS                    |
| 1933  | Executive Training Centers LLC                | 1316 | No VA Comm Coll, STERLING                    |
| 1703  | Fairfax County Public Schools                 | 1317 | No VA Comm Coll, WOODBRIDGE                  |
| 1919  | First Decision Realty School                  | 1909 | Northern Virginia Real Estate Network, Inc.  |
| 1920  | First Look Realty Inc                         | 1104 | NRT Mid-Atlantic, LLC                        |
| 17095 | Flagship Realty Partners LLC                  | 1129 | NRT Mid-Atlantic, LLC                        |
| 1891  | Four Pillars Education, Inc.                  | 1505 | Old Dominion University                      |
| 17090 | Franklin County Public Schools                | 1930 | Old Republic Home Protection Company, Inc    |
| 1939  | Fred Malek Real Estate                        | 1881 | One Stop Real Estate School                  |
| 1781  | Frederick Academy of Real Estate              | 1318 | Patrick Henry Community College              |
| 17184 | Garcia Hall Group, LLC                        | 1319 | Paul D Camp Community College                |
| 1897  | Gateway 2 Real Estate 2, LLC                  | 1956 | PDH Academy, LLC                             |
| 1502  | George Mason University                       | 1764 | PEDFED Realty, LLC                           |
| 1307  | Germanna Community College                    | 1737 | Peninsula Real Estate School                 |
| 1719  | Hampton City Schools                          | 1708 | Petersburg City Public Schools               |
| 17096 | Hamptons Roads Real Estate Academy LLC        | 1765 | Piedmont School of Real Estate               |
| 1151  | Henderson Professional Development Seminars   | 1320 | Piedmont Virginia Community College          |



## VIRGINIA SCHOOL CODES (continued)

1886 Prime Realty & Investment, Inc  
1748 Prince George Community College  
1746 Prince William Association of Realtors  
1957 Princess Real Estate School  
1940 Professionals Educators LLC  
1167 Professional Land Sales, LLC  
1162 Queen Academy of Real Estate  
1511 Radford University  
1321 Rappahannock Community College  
1953 Ratified Title Group, Inc.  
1914 RE Education Services, LLC  
1941 reConnect Real Estate Schools LLC  
1223 reFocus Real Estate School  
1871 Real Estate III School of Real Estate  
1908 Real Estate Empower, Inc.  
1923 Real Estate License Shop  
1917 The CE Shop, Inc.  
1785 The Real Estate Academy, Inc.  
1910 The Real Estate Advantage, LLC  
1903 The Realty Group Lynchburg, LLC  
1926 Real Estate U  
1784 Real Estate Career Academy  
1948 Realty Education and Learning  
1149 Richmond Ass of Realtors  
17031 Richmond Technical Center  
1301 Richard Bland College  
1704 Roanoke County Public Schools  
1722 Rockingham County Schools  
1921 Secured Property Management LLC  
1907 Shaffer Realt109y, LLC  
1751 Shenandoah College  
1789 Shenandoah Valley Training Center  
1905 Solutions Realty Group LLC  
1896 Southside Real Estate School, LLC  
1952 Southside Virginia Association of Realtors  
1323 Southside Virginia Community College, ALBERTA  
1324 Southside Virginia Community College, KEYSVILLE  
1325 Southwest Virginia Community College  
1714 Stafford County Public Schools  
1721 Staunton City Schools  
1950 Stepping With Leaders, Inc.  
1158 Tennessee Real Estate Academy  
1326 Thomas Nelson Community College  
1826 Tidewater Community College, CHESAPEAKE  
1847 Tidewater Community College, NORFOLK  
1327 Tidewater Community College, PORTSMOUTH  
1329 Tidewater Community College, VIRGINIA BEACH  
1773 Top Producer Academy of Real Estate  
1935 Tri Corner Real Estate Institute LLC  
1949 Tristar Academy, Inc.  
1507 University of Richmond  
1508 University of Virginia  
1743 Virginia Educators Century 21, BATTLEFIELD  
1330 Virginia Highlands Community College  
1153 Virginia Polytechnic Institute  
1331 Virginia Western Community College  
1723 Washington County Public Schools  
1828 Weichert Real Estate School, Rockville  
1332 Wytheville Community College



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

- Order online at [www.psonlinestore.com](http://www.psonlinestore.com)
- Call the PSI Online store toll-free at (866) 589-3088

Note: Prices are available online at [www.psonlinestore.com](http://www.psonlinestore.com)

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

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



## EXAM ACCOMMODATIONS REQUEST FORM AND OUT-OF-STATE REQUESTS

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  
3210 E Tropicana  
Las Vegas, NV 89121