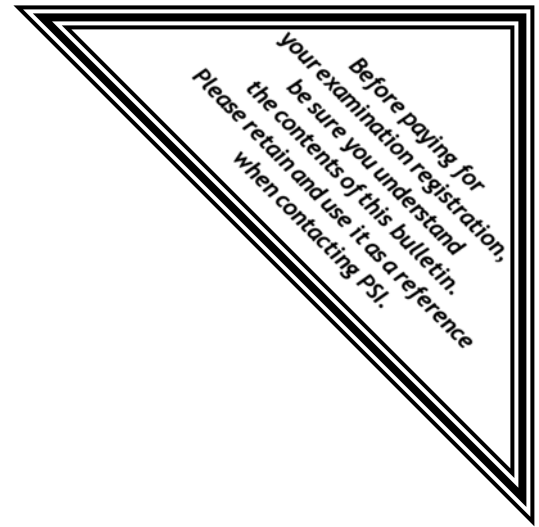




PSI licensure:certification  
 3210 E Tropicana  
 Las Vegas, NV 89121  
 (800) 733-9267  
 www.psiexams.com



**COMMONWEALTH of VIRGINIA  
 REAL ESTATE APPRAISER BOARD**

**EXAMINATION INFORMATION BULLETIN  
 Real Estate Appraiser Examination**

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION**

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Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin

## INTRODUCTION

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This Candidate Information Bulletin provides you with information about the examination process for becoming licensed as a Real Estate Appraiser in the State of Virginia.

Following are the National Uniform Licensing and Certification Examinations, developed by the Appraiser Qualifications Board (AQB), as the Licensing Examinations for Appraisers in Virginia offered by PSI:

- State Licensed Appraiser/Trainee
- Certified Residential Appraiser
- Certified General Appraiser

To be licensed or certified, you must pass the relevant examination. The Virginia Real Estate Appraiser Board has contracted with PSI licensure:certification (PSI) to conduct this examination program. PSI provides these examinations through a network of computer test centers in Virginia. PSI works closely with the Board to ensure that the tests are appropriate.

Questions about eligibility prior to the examination and applications for licensure should be directed to the:

Real Estate Appraiser Board  
Department of Professional and  
Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233 (804) 367-2039  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

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

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 ♦ FAX (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

## EXAMINATION REGISTRATION

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All candidates will need to have satisfactorily completed all education and work experience set by the Real Estate Appraiser Board prior to applying for the examination.

A notification will be sent to you from the Board upon approval of your application. When you receive this notification, go to [www.psiexams.com](http://www.psiexams.com) to pay and schedule for your examination. You may also pay and schedule by calling 800-733-9267 or by mailing in the registration form found at the end of this bulletin.

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

1. Prepare for the examination by using the examination outline in this bulletin and the suggested study materials that cover the outline topics.
2. Be sure to take proper identification with you to your scheduled test appointment.
3. Completed application and fee for licensure must be received by the Board before approved to sit for the examination.

## REGISTRATION AND SCHEDULING PROCEDURES

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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.

<b>SUMMARY OF FEES</b> Fees apply to all examinations. <b>ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.</b>	
Mail Registration	\$100
Internet, Phone or Fax Registration	\$105

### Internet Registration

You may register and schedule for your examination at [www.psiexams.com](http://www.psiexams.com) as soon as the Real Estate Appraiser Board has sent you the approval notification. You may register and schedule for an examination via the Internet 24 hours a day. NOTE: The fee for Express Internet Registration is \$5 in addition to the Mail Registration fee.

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

## Mail Registration

1. As soon as the Real Estate Appraiser Board has sent you the approval notification, you may complete the Examination Registration Form found at the end of this bulletin.

Payment of fees can be made by money order, company check or cashier's check. Money orders, company check, or cashier's checks should be made payable to PSI. Print your social security or DMV number on your cashier's check, company check or money order to ensure that your fees are properly assigned. CASH, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.

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[www.psiexams.com](http://www.psiexams.com)

2. Please allow 2 weeks to process your registration. After 2 weeks, you may schedule for your examination at [www.psiexams.com](http://www.psiexams.com) or by calling (800) 733-9267.

## Telephone Registration

For telephone registration, you will need a valid VISA or MasterCard. NOTE: The fee for Express Telephone Registration is \$5 in addition to the Mail Registration fee.

1. As soon as the Real Estate Appraiser Board has sent you the approval notification, you may call 1-800-733-9267, 24 hours a day and register using the Automated Registration System. Note: PSI registrars 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 to take the information on your Registration Form and schedule your appointment.

## Fax Registration

For Fax registration, you will need a valid VISA or MasterCard. NOTE: Express Fax Registration is \$5 in addition to the Mail Registration fee.

1. As soon as the Real Estate Appraiser Board has sent you the approval notification, you may complete the Examination Registration Form found at the end of this bulletin. Please include your credit card number and expiration.
2. Fax the completed form (both sides) to PSI at 702-932-2666. Express 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 [www.psiexams.com](http://www.psiexams.com) or by calling (800) 733-9267.

## Social Security or DMV Number Confidentiality

PSI will use your Social Security or DMV Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. If you elect not to disclose your Social Security or DMV number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you MUST provide your Social Security or DMV number to the state to complete the licensing process.

## Special Testing Arrangements

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should contact PSI to make alternative arrangements. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation from a licensed professional. All requests for special testing arrangements must be made when the candidate registers for the examination.

## 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 test center location and time that is most convenient for you. To schedule your examination, call PSI at 1-800-733-9267 (1-800-R-E-EXAMS), 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 test 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 test appointment choices.

## 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. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and 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 follow 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 test as scheduled, and you will forfeit your examination fee, if you:*

- Do not cancel your appointment 2 days before the scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive so late that beginning your test would disrupt the center's schedule; or
- Do not present proper identification when you arrive for the examination.

## Emergency Test Center Closing

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

## TEST CENTER LOCATIONS

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

**FALLS CHURCH LEESBURG PIKE  
MCILVAINE BUILDING**  
6201 Leesburg Pike, Suite 404  
Falls Church, VA 22044

*From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.*

**TYSONS CORNER AREA**  
1651 Old Meadow Rd, Suite B01  
Mclean, VA 22102

*From the Beltway take the Mclean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance. Visitor parking for Tysons Corner is in the front of the building (closest to Old Meadow Road).*

**RICHMOND AREA**  
Daniel Building  
3805 Cutshaw Ave., Suite 310  
Richmond, VA 23230

*From I-64, exit Staples Mill Road and proceed East approximately 1 mile. Turn left on Broad Street and proceed approximately ¾ miles. Turn right on Kent Road. The Daniel Building is on the corner of Cutshaw Avenue.*

**PSI Virginia Beach  
Pembroke IV Building**  
291 Independence Blvd, Suite 140  
Virginia Beach, VA 23462

*From I-264 merge onto Independence Blvd/VA-225 via Exit 17B. Proceed across Va Beach Blvd and make a left turn onto Broad Street (across from Sears). The site is located within the Pembroke Four office building.*

**ROANOKE AREA**  
Fralin and Waldron Office Park  
2847 Penn Forest Blvd  
Building D, Suite 200  
Roanoke, Virginia 24018

From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left.  
If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.

#### CHARLOTTESVILLE

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

If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.  
If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.

#### EASTERN SHORE AREA

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

The complex is south of Route 50 and west of the 13 By-pass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt Hermon Rd. Turn left into Beaglin Park Plaza.

### REPORTING TO THE TEST 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. If you arrive late, you may not be admitted to the test center and you will forfeit your registration fee.

#### Required Identification

You must provide two (2) forms of identification. Both must bear your signature, and one must have your photograph or a complete physical description. If you cannot provide the required identification, you must call (800) 733-9267 one month prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

**NOTE:** If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your examination registration form, and your two forms of identification.

#### Security Procedures

The following items are not permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.

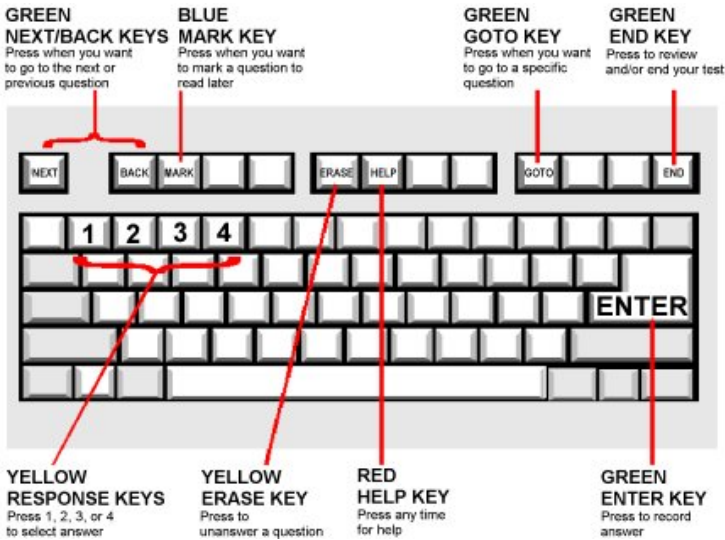
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. NO personal items are to enter the testing center. PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- No smoking, eating, or drinking will be allowed at the examination site. Please note: if taking an Appraiser examination, you may step out and have a snack or a drink in the reception area, but you cannot bring food or beverages into the test room. Your examination will not be paused during this break.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.
- Candidates will not be permitted to use any calculator that is alpha programmable. In addition, as stipulated by the AQB, each candidate is required to bring the written instructional manual that was provided with the programmable calculator when purchased by the candidate or instructions downloaded from the manufacturer's website so that the test center proctor can ensure that all numeric programs previously stored in the calculator are cleared before the candidate is permitted to use the calculator during the examination. If you do NOT bring these instructions, you will not be permitted to use the calculator. Moreover, all programmable calculators must be cleared upon conclusion of the examination by the test center proctor to prohibit potential security breaches. Note: Candidates need to bring their own financial calculator. One is not available at the test center. Candidates may not share a calculator during the exam.

## TAKING THE TEST BY COMPUTER

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



### Identification Screen

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### Tutorial

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on 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 as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

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

### Test

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.



## SCORE REPORTING

In order to pass the examination, you must achieve a minimum scaled score of 100. You will receive your score report immediately following the completion of the examination.

Candidates passing the examination will receive ONLY a score indication of PASS. Passing numeric scores are not available. Candidates who do not pass will receive an individual score for each of the major sections in the examination outline. Candidates should use this information to assist them in studying for the re-examination.

The Appraiser Qualifications Board will update the National Uniform Licensing and Certification Examinations effective July 1, 2008 and with the changes in the examinations, revise the scaled passing score to 75 from 100. The change in the scaled passing score was implemented to increase understanding of the meaning of the scaled scores. Scores around 75 have been historically accepted as representing passing. On the previous version of the examinations, if candidates received a score greater than 75, but less than 100, they would have failed. On the updated examinations any scaled score of 75 or greater is passing. It is important to understand that this change does not mean the passing scores are being lowered. A scaled score of 75 on the updated examinations is equivalent to a scaled score of 100 on the previous examinations. Scaled scores can range from 0 to 150, with 75 representing passing.

Scores are reported to candidates as scaled scores. The scaled scores are computed from raw scores. Raw scores, or percentage scores, are the actual number of questions answered correctly. Raw scores are mathematically converted to scaled scores to maintain a consistency in the meaning of scores, regardless of when the examination was taken or the difficulty of the examination.

Examinations change over time. Each examination may vary in difficulty with one examination easier or more difficult than other examinations. However, when converting raw scores to scaled scores, it should not make a difference whether candidates take an easier or more difficult examination. With the mathematical adjustment, the scaled score accounts for differences by adjusting the scores up or down depending on the difficulty of examinations. When these adjustments are made, the effect is to produce an unbiased and constant passing standard that does not change from one examination to another. A scaled score is not a percentage score, but simply a transformation of a raw score to report comparable results when examinations vary in difficulty.

**Duplicate Score Report**

You can write to PSI to request a duplicate of your failed score report.

**DESCRIPTION OF EXAMINATIONS**

National Uniform Licensing and Certification Examinations, developed by the Appraiser Qualifications Board (AQB)

Virginia utilizes the National Uniform Licensing and Certification Examinations that are developed by the Appraiser Qualifications Board (AQB).

For further information or to express concerns about the examination content, please contact:  
 The Appraiser Qualifications Board  
 C/O The Appraisal Foundation  
 1155 15th Street, NW, Suite 1111  
 Washington, DC 20005  
[www.appraisalfoundation.org](http://www.appraisalfoundation.org)  
 Main Number: 202.347.7722 Fax: 202-347-7727

**IMPORTANT NOTICE:** Effective January 1, 2010, the 2010 National Uniform Licensing and Certification Appraiser Examinations will include questions based on the 2010-11 edition of USPAP.

**Examination Summary Table**

Examination	# of Questions	Passing Scaled Score	Time Allowed
State Licensed Appraiser/Trainee	150	75	6 hours
Certified Residential Appraiser	150	75	6 hours
Certified General Appraiser	150	75	8 hours

**Pretest Items**

In addition to the number of examination items specified, fifteen “pretest” questions will be administered to candidates during the examinations. These questions will not be scored. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

**Content Outlines**

The examination content outlines have been prepared by the AQB.

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

**National Uniform and Certification Examination Content Outlines**

DOMAIN & SUBTOPICS	State Licensed Appraiser/ Trainee	Certified Residential Appraiser	Certified General Appraiser
I. Influences on RE Value	5%	5%	5%
Governmental Economic Social Environmental, geographic and physical			
II. Legal Considerations	5%	5%	4%
Forms of ownership Public and private controls Real estate contracts Leases			
III. Types of Value	5%	5%	6%

Market value Other value types			
IV. Economic Principles	5%	5%	6%
Classical economic principles Application/illustrations of economic principles			
V. Real Estate Markets & Analysis	4%	4%	5%
Market fundamentals, characteristics, definitions Supply analysis Demand analysis Use of market analysis			
VI. Property Description	11%	11%	10%
Geographic characteristics of the land/site Geologic characteristics of the land/site Location and neighborhood characteristics Land/site considerations for highest and best use Improvements-architectural styles/types of construction			
VII. Highest and Best Use Analysis	9%	9%	9%
Test constraints: legal, physical, financially feasible and maximally productive Application of highest and best use Market analysis			
VIII. Appraisal Math and Statistics	3%	3%	4%
Statistics Valuation models (AVMs and mass appraisal) Real estate finance			
IX. Sales Comp Approach	15%	15%	10%
Valuation principles Procedures: Identification, derivation and measurement of adjustments Partial interests Reconciliation			
X. Site Value	5%	5%	4%
XI. Cost Approach	9%	9%	6%
Concepts and definitions Replacement/reproduction cost new Methods of estimating accrued depreciation			
XII. Income Approach	7%	7%	15%
Valuation principles Valuation procedures: Direct capitalization			
XIII. Valuation of Partial Interest	1%	1%	1%
XIV. Appraisal Standards and Ethics	16%	16%	15%
Preamble and rules Standards 1-6 Statements and advisory opinions			

## SAMPLE EXAMINATION QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found after each sample question.)

- The subject property is a 10,000 s.f. office building encumbered by a full-service lease with a contract base rent of \$1.25 per s.f. monthly. Stabilized vacancy/credit loss allowance for similar properties within the market area is 7% of PGI. The operating expense ratio for similar properties is 30% of EGI, plus reserves for replacement of \$0.15 per s.f. Based on these facts, what is the projected net operating income?

- A. \$97,650
- B. \$93,000
- C. \$96,150
- D. \$94,500

Answer = C

- The assignment is a warehouse located in an industrial park. The client requires the cost approach be completed. There are no vacant land comparables in the market area. There are 3 sales of commercial buildings in the industrial park with similar lots that the appraiser has researched extensively. The appraiser found the following information:

Sale 1 sold for \$1,750,000. The buyer allocated 20% of the value to the site and 80% to the value of the structure.

Sale 2 sold for \$1,000,000. The buyer was not available for verification, but the seller was available. The seller had just built the structure after holding the lot for 10 years as an investment property. He paid \$100,000 for the lot and had earned 25% straight line annual return on his investment over the cost of the structure and its entrepreneurial profit.

Sale 3 sold for \$3,500,000. The buyer estimated that 90% of what he paid was for the structure.

What is the indicated value of the lot using the allocation approach?

- A. \$350,000
- B. \$500,000
- C. \$135,000
- D. \$125,000

Answer = A

3. During the research of a subject property an appraiser learns the occupants (parents) have been granted a life estate by their children. What interest do the children hold in the property?

A. Remainderman  
B. Life tenant  
C. Trustee  
D. Trustor

Answer = A

4. A homeowner purchased two adjacent lots in a tract subdivision 20 years ago and built a single-unit residence entirely on one lot, utilizing the second lot as a side yard. The homeowner has decided to build a smaller home on the vacant side lot and retain the existing home as a rental. What term applies to the second yard?

A. Surplus land  
B. Vacant site  
C. Excess land  
D. Underutilized site

Answer = C

5. The subject assignment is to appraise an 1880's vintage house using the cost approach. The house has metal stamped ceilings, lath and plaster walls, which are items not easily available in today's construction. The estimated replacement cost using modern materials is \$120 per s.f. Contractors charge \$15 more per s.f. to work on older houses. The estimated reproduction cost is \$185 per s.f. What is the estimated loss in utility?

A. \$65 per s.f.  
B. \$33 per s.f.  
C. \$80 per s.f.  
D. \$15 per s.f.

Answer = A

6. While working on an appraisal of a residential property in a new home subdivision, the appraiser finds that the builders have a total of 100 home sites currently offered for sale. In measuring market demand the appraiser notes that all of the builders are currently averaging two new sales contracts per month (combined), and are expecting to sell 24 homes within the next year. What conclusion could be drawn with regard to the 100 available home sites and a market period of the next 12 months?

A. The market is in a condition of supply and

demand.

- B. The market is in a condition of balance.  
C. The market is in a condition of oversupply.  
D. The market is in a condition of undersupply.

Answer = C



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**VIRGINIA REAL ESTATE APPRAISER BOARD**  
**EXAMINATION REGISTRATION FORM**

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**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.
2. **SOCIAL SECURITY or DMV #** Your Social Security or DMV Number is used for identification purposes only. Print only one number per box.
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. **EMAIL ADDRESS** Please print your email address on the line provided.
6. **TELEPHONE** Please provide both home and office phone numbers (including area codes).
7. **TEST** Place an "X" in the box indicating the test for which you are registering. Then, indicate whether you are taking this exam for the first time by checking the appropriate box.
8. **SPECIAL ARRANGEMENTS REQUEST** Applicants with disabilities or those who would otherwise have difficulty taking the exam must specify the alternative arrangements requested. Please call (800) 733-9267 and request an "ADA FORM". You will need to submit the "ADA FORM" along with your registration form.
9. **FEE ENCLOSED** Check the box indicating the registration fee that applies to you. **Be sure that the amount matches the payment amount if you are paying by check or money-order.**
10. **RELEASE** Check the "Yes" box if you authorize PSI to release your name, address, telephone number, and pass/fail result to schools, brokers, or other interested parties. Check "No" if you do not want this information released.
11. **REQUIRED 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.**



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