PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

SOUTH CAROLINA REAL ESTATE COMMISSION
DEPARTMENT OF LABOR, LICENSING AND REGULATION

REAL ESTATE
CANDIDATE INFORMATION BULLETIN

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2/25/2015
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 South Carolina. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations relating to real estate. South Carolina’s Office of Property, Environmental, Design and Construction Services (OPEDACS) has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the South Carolina Real Estate Commission to be certain that examinations meet local as well as national requirements and basic principles of real estate and examination development standards.

Apply to the Real Estate Commission prior to registering with PSI for an examination. Once you are approved, you will receive an Examination Eligibility letter. Examination Eligibility is valid for 1 year.

The following are the South Carolina real estate licensing examinations offered by PSI licensure:certification:

- Real Estate Salesperson
- Real Estate Broker

Each examination consists of state and national portions. You must pass both portions to apply for licensure.

All questions and requests for information about 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

Questions about applications for licensure should be directed to the:

South Carolina Real Estate Commission
PO Box 11847
Columbia, SC  29211-1847
(803) 896-4400
Fax (803) 896-4404
www.llr.state.sc.us

National Portion


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 South Carolina Real Estate Commission. Use the latest edition available.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

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

- Start with a current copy of this South Carolina Real Estate Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Review your prelicense course material with a special emphasis on the topics listed in the examination content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory; it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- 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.

GUARDLINES FOR LICENSE APPLICATION/QUALIFICATION

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

1. Obtain the appropriate eligibility (e.g., number of hours of education) in advance of applying to the Commission.
2. After approval by the Commission of your eligibility, prepare for the examination by using the examination outline in this Candidate Information Bulletin as a guide for reviewing your prelicense course material along with any of the supplementary references provided on page 2.
State Portion References Effective thru 2/27/15

AWARE in South Carolina. 8th Edition, Charles D. Wyatt, Jr., Wyatt Institute, 710 E. North Street, Greenville, SC 29601, (800) 922-9252 or (864) 271-9732
South Carolina Real Estate License Law
Trust Account Guidelines
South Carolina Residential Landlord and Tenant Act
South Carolina Vacation Time Sharing Plans Act

State Portion References Effective 2/28/15

AWARE in South Carolina. 8th Edition, Charles D. Wyatt, Jr., Wyatt Institute, 710 E. North Street, Greenville, SC 29601, (800) 922-9252 or (864) 271-9732

South Carolina Laws and Regulations pertaining to Real Estate,
Real Estate License Law
Real Estate License Law Regulations
Real Trust Account Guidelines
Residential Property Condition Disclosure Statement
South Carolina Residential Landlord and Tenant Act
Vacation Time Sharing Plans Act

South Carolina Homestead Exemption
Title 12 Taxation Chapter 24 Deed Recording Fee - For Broker only

Many of these reference materials are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

EXPERIMENTAL QUESTIONS

In addition to the number of examination questions specified in the examination summary table, 5 "experimental" questions will 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 non-scored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION CONTENT OUTLINES

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

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

NATIONAL PORTION
(REAL ESTATE PRINCIPLES AND PRACTICES)

Property ownership (Salesperson 7 items/Broker 6 items)
1. Classes of property
   a. Real versus personal property
   b. Defining fixtures
2. Land characteristics and legal descriptions
   a. Physical characteristics of land
   b. Economic characteristics of land
   c. Types of legal property descriptions
   d. Usage of legal property descriptions
   e. Physical descriptions of property and improvements
   f. Mineral, air and water rights
3. Encumbrances and effects on property ownership
   a. Liens (types and priority)
   b. Easements and licenses
   c. Encroachments
4. Types of ownership
   a. Types of estates
   b. Forms of ownership
   c. Leaseholds
   d. Common interest ownership properties
   e. Bundle of rights

Land use controls and regulations (Salesperson 5 items/Broker 5 items)
1. Government rights in land
   a. Property taxes and special assessments
   b. Eminent domain, condemnation, escheat
   c. Police power
2. Public controls based in police power
   a. Zoning and master plans
   b. Building codes
   c. Environmental impact reports
   d. Regulation of special land types (floodplain, coastal, etc.)
3. Regulation of environmental hazards  
   a. Abatement, mitigation and cleanup requirements  
   b. Restrictions on sale or development of contaminated property  
   c. Types of hazards and potential for agent or seller liability  

4. Private controls  
   a. Deed conditions or restrictions  
   b. Homeowners association (HOA) regulations  

Valuation and market analysis (Salesperson 8 items/Broker 6 items)  

1. Value  
   a. Market value and market price  
   b. Value  
      i. Types and characteristics of value  
      ii. Principles of value  
      iii. Market cycles and other factors affecting property value  

2. Methods of estimating value/appraisal process  
   a. Market or sales comparison approach  
   b. Replacement cost or summation approach  
   c. Income approach  
   d. Basic appraisal terminology (e.g., replacement versus reproduction cost, reconciliation, depreciation, kinds of obsolescence)  

3. Competitive/Comparative Market Analysis (CMA)  
   a. Selecting and adjusting comparables  
      i. Price per square foot  
      ii. Gross rent and gross income multipliers  
      iii. Capitalization rate  

4. Appraisal practice; situations requiring appraisal by a certified appraiser  

Financing (Salesperson 6 items/Broker 7 items)  

1. General concepts  
   a. LTV ratios, points, origination fees, discounts, broker commissions  
   b. Mortgage insurance (PMI)  
   c. Lender requirements, equity, qualifying buyers, loan application procedures  

2. Types of loans and sources of loan money  
   a. Term or straight loans  
   b. Amortized and partially amortized (balloon) loans  
   c. Adjustable rate mortgage (ARM) loans  
   d. Conventional versus insured  
   e. Reverse mortgages; equity loans; subprime and other nonconforming loans  
   f. Seller/owner financing  
   g. Primary market  
   h. Secondary market  
   i. Down payment assistance programs  

3. Government programs  
   a. FHA  
   b. VA  
   c. Other federal programs  

4. Mortgages/deeds of trust  
   a. Mortgage clauses (assumption, due-on-sale, alienation, acceleration, prepayment, release)  
   b. Lien theory versus title theory  
   c. Mortgage/deeds of trust and note as separate documents  

5. Financing/credit laws  
   a. Lending and disclosures  
      i. Truth in lending  
      ii. RESPA  
      iii. Equal Credit Opportunity  
   b. Fraud and lending practices  
      i. Mortgage fraud  
      ii. Predatory lending practices (risks to clients)  
      iii. Usury lending laws  
      iv. Appropriate cautions to clients seeking financing  

General principles of agency (Salesperson 10 items/Broker 11 items)  

1. Nature of agency relationships  
   a. Types of agents and agencies (special, general, designated, subagent, etc.)  
   b. Nonagents (transactional/facilitational)  
   c. Fiduciary responsibilities  

2. Creation and disclosure of agency and agency agreements (general, not state specific)  
   a. Agency and agency agreements  
   b. Disclosure when acting as principal or other conflict of interest  

3. Responsibilities of agent/principal  
   a. Duties to client/principal (buyer, seller, tenant or landlord)  
   b. Traditional common law agency duties; effect of dual agency on agent’s duties  

4. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money  

5. Termination of agency  
   a. Expiration  
   b. Completion/performance  
   c. Termination by force of law  
   d. Destruction of property/death of principal  
   e. Mutual agreement  

Property condition and disclosures (Salesperson 8 items/Broker 9 items)  

1. Property condition disclosure  
   a. Property owner’s role regarding property condition  
   b. Licensee’s role regarding property condition  

2. Warranties  
   a. Purpose of home or construction warranty programs  
   b. Scope of home or construction warranty programs  

3. Need for inspection and obtaining/verifying information  
   a. Explanation of property inspection process and appropriate use  
   b. Agent responsibility to inquire about “red flag” issues  
   c. Responding to non-client inquiries  

4. Material facts related to property condition or location  
   a. Land/soil conditions  
   b. Accuracy of representation of lot or improvement size, encroachments or easements affecting use
c. Pest infestation, toxic mold and other interior environmental hazards
d. Structural issues such as roof, gutters, downspouts, doors, windows, foundation
e. Condition of electrical and plumbing systems, and of equipment or appliances that are fixtures
f. Location within natural hazard or specifically regulated area, potentially uninurable property
g. Known alterations or additions
5. Material facts related to public controls, statutes of public utilities
   a. Zoning and planning information
   b. Boundaries of school/utility/taxation districts, flight paths
c. Local taxes and special assessments, other liens
d. External environmental hazards
e. Stigmatized/psychologically impacted property, Megan’s Law issues

### Contracts (Salesperson 11 items/Broker 12 items)

1. General knowledge of contract law
   a. Requirements for validity
   b. When contract is considered performed/discharged
   c. Assignment and novation
d. Breach of contract and remedies for breach
e. Contract clauses
2. Listing agreements
   a. General requirements for valid listing
   b. Exclusive listings
c. Non-exclusive listings
3. Buyer/tenant representation agreements, including key elements and provisions of buyer and/or tenant agreements
4. Offers/purchase agreements
   a. General requirements
   b. When offer becomes binding (notification)
c. Contingencies
d. Time is of the essence
5. Counteroffers/multiple counteroffers
   a. Counteroffer cancels original offer
   b. Priority of multiple counteroffers
6. Leases
   a. Types of leases, e.g., percentage, gross, net, ground
   b. Lease with obligation to purchase or lease with an option to purchase
7. Other real estate contracts
   a. Options
   b. Right of first refusal

### Transfer of title (Salesperson 5 items/Broker 5 items)

1. Title insurance
   a. What is insured against
   b. Title searches, title abstracts, chain of title
c. Cloud on title, suit to quiet title
2. Deeds
   a. Purpose of deed, when title passes
   b. Types of deeds (general warranty, special warranty, quitclaim) and when used
c. Essential elements of deeds
d. Importance of recording
3. Escrow or closing; tax aspects of transferring title to real property
   a. Responsibilities of escrow agent
   b. Prorated items
c. Closing statements/HUD-1
d. Estimating closing costs
e. Property and income taxes
4. Special processes
   a. Foreclosure/short sale
   b. Real estate owned (REO)

### Practice of real estate (Salesperson 12 items/Broker 12 items)

1. Trust/escrow accounts (general, not state specific)
   a. Purpose and definition of trust accounts, including monies held in trust accounts
   b. Responsibility for earnest money and other trust monies, including commingling/conversion
2. Federal fair housing laws
   a. Protected classes
      i. Covered transactions
      ii. Specific laws and their effects
   b. Compliance
      i. Types of violations and enforcement
      ii. Exceptions
3. Advertising and technology
   a. Incorrect “factual” statements versus “puffing”
      i. Truth in advertising
      ii. Fair housing issues in advertising
   b. Fraud, technology issues
      i. Uninformed misrepresentation versus deliberate misrepresentation (fraud)
      ii. Technology issues in advertising and marketing
4. Agent supervision and broker-associate relationship
   a. Liability/responsibility for acts of associated licensees (employees or independent contractors) and unlicensed employees
   b. Responsibility to train and supervise associated licensees (employees or independent contractors) and unlicensed employees
5. Commissions and fees
   a. Procuring cause/protection clauses
   b. Referrals and other finder fees
6. General ethics
   a. Practicing within area of competence
   b. Avoiding unauthorized practice of law
7. Antitrust laws
   a. Antitrust laws and purpose
   b. Antitrust violations in real estate

### Real estate calculations (Salesperson 6 items/Broker 4 items)

1. Basic math concepts
   a. Area
   b. Loan-to-value ratios
c. Discount points
d. Equity
e. Down payment/amount to be financed
2. Calculations for transactions, including mortgage calculations
3. Property tax calculations
4. Prorations (utilities, rent, property taxes, insurance, etc.)
   a. Commission and commission splits
   b. Seller’s proceeds of sale
c. Transfer tax/conveyance tax/revenue stamps
d. Amortization tables
e. Interest rates
5. Calculations for valuation
   a. Competitive/comparative market analyses (CMA)
   b. Net operating income
   c. Depreciation
   d. Capitalization rate
   e. Gross rent and gross income multipliers (GRM, GIM)

Specialty areas (Salesperson 2 items/Broker 3 items)
1. Subdivisions, including development-wide CC & Rs
2. Commercial, industrial and income property
   a. Trade fixtures
   b. Accessibility
   c. Tax depreciation
   d. 1031 exchanges
   e. Trust fund accounts for income property

STATE-SPECIFIC PORTION
(SOUTH CAROLINA REAL ESTATE LAWS AND REAL ESTATE COMMISSION RULES)

South Carolina Real Estate Commission and Licensing Requirements (Salesperson-5 Items, Broker-5 Items)
1. Real Estate Commission Purpose, Powers, and Duties
2. Activities Requiring a License and Exemptions from Licensure
3. License Types, Maintenance, Duration, Statuses, and Changes

Statutes Governing the Activities of Licensees (Salesperson-10 Items, Broker-10 Items)
1. Advertising
2. Broker/Salesperson Relationship
3. Commissions and Other Compensation
4. Disclosure of Licensee's Interest in Real Estate Transactions
5. Offers and Counteroffers
6. Handling of Documents and Record Keeping
7. Handling of Monies and Accounting Practices
8. License Law Violations, Investigations, and Penalties

South Carolina Agency Relationships and Issues (Salesperson-10 Items, Broker-10 Items)
1. Permissible Relationships and Obligations to Parties
2. Disclosure Requirements and Issues
3. Creation and Termination of Agency
4. South Carolina Agency Contracts

Additional South Carolina Statutes and Topics (Salesperson-5 Items, Broker-5 Items)
1. Consumer Protection Code
2. Homestead Exemption

3. Residential Landlord and Tenant Act
4. Vacation Time Sharing Plans Act
5. Residential Property Condition
6. Disclosure Statements

Closing Details (Broker-5 Items) (Broker only)

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the South Carolina 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. 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.

D. 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: 1; D: 4
**Sample Broker Questions**

A. A real estate licensee acting solely as a seller's agent is MOST likely to be held liable for claims of misrepresentation by a buyer if the licensee committed which of the following acts in the course of the transaction?
   1. Failed to provide previous purchase prices for the property.
   2. Obeyed the seller's instructions to leave all discussions of property condition to the seller.
   3. Continued to accept and present offers on the property after the seller accepted the buyer's offer.
   4. Deposited the earnest money check in a personal account to clear before transferring it to the trust account.

B. A lender wanting title insurance coverage on property pledged as collateral would ask for which of the following policies?
   1. A mortgagee's policy.
   2. An owner's policy.
   3. An errors and omissions policy.
   4. An extended homeowner’s policy.

C. A business property is valued at $20,000. To earn 12% on the total investment, the property should return a monthly income of
   1. $200.
   2. $500.
   3. $1,200.
   4. None of the above.

D. A lender is making a loan on a property and wants to make sure that a borrower will be legally obligated to pay off the entire unpaid loan balance if the borrower defaults on the payments. Which of the following clauses should be included in the contract?
   1. Defeasance.
   2. Prepayment.
   3. Acceleration.
   4. Due-on-sale.

E. A financial arrangement by which a buyer purchases property using borrowed funds but does not actually receive title to the property until after the loan has been fully repaid is BEST referred to as a
   1. leveraged sale.
   2. sale and leaseback.
   3. purchase money mortgage.
   4. land contract.

**Answers to Sample Broker Questions:**
A: 2; B: 1; C: 1; D: 3; E: 4

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**REGISTRATION & SCHEDULING PROCEDURES**

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, accurate, and signed and that you include all attachments and the correct fees. Your registration is valid for 1 examination only. You will register for an examination and then schedule an appointment.

**FEE SCHEDULE**

Fees apply to both Broker and Salesperson Examinations.

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

**INTERNET REGISTRATION**

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

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

**TELEPHONE REGISTRATION**

The second fastest method of scheduling is via the telephone with PSI’s Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.
FAX REGISTRATION

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

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

STANDARD MAIL REGISTRATION

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

Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination Monday through Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, (800) 733-9267.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the Real Estate Commission. A Federal law requires state agencies to collect and record the Social Security numbers of all licensees of the professions licensed by the State. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you MUST provide it to the Real Estate Commission.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate’s needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

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 using a touch tone phone, call PSI 24 hours a day at (800) 733-9267 (1-800-R-E-EXAMS). To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 pm ET. Please be prepared to offer alternative examination appointment choices. Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.

CANCELING OR RESCHEDULING 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 PSI Website, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

IMPORTANT NOTE
ABOUT SCHEDULING OR RESCHEDULING!

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 or by mail. Once registered, you can reschedule 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 schedule 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 a examination 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.
EXAMINATION CENTER LOCATIONS

GREENVILLE/SPARTANBURG
Park East, Anderson Building
150 Executive Center Drive, Suite 112
Greenville, South Carolina 29615
From I-85, take I-385 North towards Greenville. Take Roper Mountain exit (Exit 37) and go right (East). Turn right at first street (Independence Blvd). Go 0.7 miles and turn left on Executive Center Drive. The Anderson Building will be on your right.

COLUMBIA
Synergy Business Park
Congaree Building
121 Executive Center Drive, Suite 247
Columbia, South Carolina 29210
From I-20, take exit 63 (Bush River Road). Proceed West and turn right on Berryhill Road. Turn left on Executive Center Drive. Exit elevator/stairs on second floor, turn right. At the end of the corridor, turn right. PSI, Suite 247, is the second door from the end on the right.

CHARLESTON
4600 Goer Drive, Suite 112A
North Charleston, South Carolina 29406
At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave, exit East Montague. Take first right at Sheraton Hotel (this is Goer Drive, formally Marriott Drive). Coming from Charleston, exit at East Montague. Continue East and take the first right on to Goer Drive. Site is adjacent to the Sheraton Hotel. Upon entering the building, site is Room 112A, left down the hall.

BEAUFORT/HILTON HEAD
Regions Bank Building
69 Robert Smalls Pky/SC-170, Unit 4D
Beaufort, South Carolina 29906
From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.

MYRTLE BEACH
1601 North Oak Street, Suite 305
Myrtle Beach, South Carolina 29577
From SC-17, take SC-501 East toward Myrtle Beach. SC-501 becomes Main Street. Turn left on Oak Street. At 16th Street, turn left into Myrtle Offices driveway. Loop around counter clockwise to the back of the building.

CHARLOTTE
Tyvola Executive Park 1
5701 Westpark Dr, #202
Charlotte, NC 28217
From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr.
From I-77N, exit Tyvola Road (Exit #5) towards Coliseum Area. Bear right at Tyvola Road. Turn right at Westpark Dr.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by submitting the Special Accommodations Form found at the end of this Bulletin.

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.

REQUIRED IDENTIFICATION

You must provide 2 forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form and your Examination Eligibility Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement.

SECURITY PROCEDURES

The following security procedures will apply during the examination:
- Notes or Books are not allowed.
- You may not exit the building during the examination.
- Cell phones, pagers, and children are not allowed in the examination center.
- Only nonprogrammable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- Smoking, eating, or drinking is not allowed in the examination center.
- Copying or communicating examination content is a violation of security regulations. Either one may result in the disqualification of examination results and may lead to legal action under copyright laws.
Taking the PSI real estate 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 the mouse.

**IDENTIFICATION SCREEN**

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

**TUTORIAL**

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on 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 top of the screen.

**EXAMINATION**

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.

**SCORE REPORTING**

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Number Correct</th>
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<tbody>
<tr>
<td>Salesperson</td>
<td>National Portion 56</td>
</tr>
<tr>
<td>Broker</td>
<td>National Portion 60</td>
</tr>
</tbody>
</table>

Your score will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the South Carolina Real Estate Commission.

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 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 printed at the examination center.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267. The fee for a duplicate score report is $15.
Read the 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. Registration fees are not refundable or transferable.

1. Legal Name:
   - Last Name
   - First Name
   - MI

2. Social Security:
   - (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address:
   - Number, Street
   - Apt/Suite
   - City
   - State
   - Zip Code

4. Telephone
   - Home
   - Office

5. Email
   - @

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

7. School Code:
   - Provide your School Code as indicated on your current Examination Eligibility Letter

8. Test:
   - (Check one)
     - Salesperson - National and State, $63
     - Salesperson - National Only, $55
     - Salesperson - State Only, $55
     - Broker - National and State, $63
     - Broker - National Only, $55
     - Broker - State Only, $55
   - (Check one)
     - FIRST TIME
     - RETAKE

9. Total Fees Included: ____________________
   - Pay by credit card, company check, money order, or cashier’s check. Make check or money order payable to “PSI” and write your social security number on it. Cash and personal checks are not accepted.
   - If paying by credit card, check one:
     - VISA
     - MasterCard
     - American Express
     - Discover
   - Card No: ____________________
   - Exp. Date: ____________________
   - Card Verification No: _____________
   - The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).
   - Billing Street Address: _________________________________________________________
   - Billing Zip Code: ____________________
   - Cardholder Name (Print): ____________________________________________________
   - Signature: ____________________

10. I am enclosing a Special Arrangement Request letter and the required documentation.  
    - Yes
    - No

11. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.
    - Signature ____________________
    - Date ____________________

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.

Complete and forward this form with the applicable examination fee to:
PSI licensure:certification * ATTN: Examination Registration SC RE
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com
SPECIAL ARRANGEMENT REQUEST FORM
OR OUT-OF-STATE TESTING REQUEST

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

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

Requirements for special arrangement requests

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

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

Date: ________________________________

SS#: _____________________________________________________________

Legal Name: ______________________________________________________

Last Name                                                                    First Name

Address: ____________________________________________________________

Street                                                                          City, State, Zip Code

Telephone: (__________) __________ - ________________ (__________) __________ - ________________

Home                                                                                Work

Email Address: ___________________________________________________________

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

☐ Reader (as accommodation for visual impairment or learning disability) ☐ Extended time
  (Additional time requested:______________)

☐ Large-print written examination                                                ☐ Other____________________________________

☐ Out-of-State Testing Request (this request does not require additional documentation) ______________________________________________________

Site requested: ________________________________

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (702) 939-6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.
BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

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

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

Note: prices are available online at www.psionlinestore.com

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<tr>
<td>☐</td>
<td>Modern Real Estate Practice</td>
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<tr>
<td>☐</td>
<td>Real Estate Fundamentals</td>
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<tr>
<td>☐</td>
<td>The Language of Real Estate</td>
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<tr>
<td>☐</td>
<td>Real Estate Principles</td>
</tr>
<tr>
<td>☐</td>
<td>Real Estate Principles &amp; Practices</td>
</tr>
</tbody>
</table>

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

头晕 You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

Mail or FAX to:
PSI licensure:certification ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)
Fax (702) 932-2668

Name: ____________________________________________________________
Address: _________________________________________________________________________________________
City: ___________________________________________ State:________________ Zip:________
Phone Number: _____________________________________________________________________________________
PSI licensure: certification
3210 E Tropicana
Las Vegas, NV 89121