

NOTE: This information and reciprocity registration form is part of the PSI Virginia Candidate Handbook. The complete pdf can be found at www.psiexams.com. Registration form on next page. Include copy of current license.

APPLYING FOR A LICENSE BY RECIPROCITY OR HAVE A LETTER FROM THE BOARD FOR PERMISSION TO TAKE THE EXAMINATION

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 using the registration form found at the end of this bulletin. 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.

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

INTERNET REGISTRATION (APPLYING BY EXAM ONLY)

You may register and schedule for your examination at www.psiexams.com 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.

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 your school submitted.** 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 the ID# that your school submitted. 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.

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 www.psiexams.com or by calling (800) 733-9267.

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 1-800-733-9267 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 reciprocity Sign up only for state portion of exam.**

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 www.psiexams.com or by calling (800) 733-9267.

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.

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 must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666.

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:

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

13. Special Arrangement Request: I am faxing the Special Arrangement Request Form (at the end of this bulletin) and required documentation 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
Las Vegas, NV 89121
(800) 733-9267 * TDD (800) 735-2929 * Fax: (702) 932-2666
www.psiexams.com