

PSI Testing Information

What number and/or website will I use to make an examination reservation?

You may call PSI at (800)733-9267 or go to www.PSIexams.com to make an exam appointment.

What are PSI's test site locations and hours of operation?

Location of the PSI test centers and current hours of operation are listed below. NOTE: PSI is currently adjusting operational hours of the test centers based on anticipated candidate volumes for this program.

Site	Address	Hours of Operation
Auburn	48 Sword St. Unit 204	M-F 9:30 am – 4:30 pm
Charlestown	56 Roland St. Suite 211	M, W, F 8:30 am – 4:30 pm T 1:30 pm – 6:30 pm Th 9:30 am – 4:30 pm Sat 8:30 am – 6:30 pm
Fall River	218 S. Main St. Suite 105	M, W, S 9:30 am – 7:30 pm
Lawrence	1 Ballard Way. Suite 104	T & Th 9:30 am – 4:30 pm
Springfield	1111 Elm St. Suite 32A	Th – S 9:30 am – 4:30 pm

What will be the cost of the examination?

The fees that will be required to be paid at the time of registration/reservation (NOTE: payment for the registration/reservation will NOT be accepted at the test center):

Examination Name	Total Fee
Salesperson 1 st Attempt	\$85
Salesperson Retake	\$54
Licensing Fees	Total Fee
Salesperson	~\$115 - \$162

*The MA licensing fee will be calculated at the time of passing the examination as it is a prorated fee. The licensing fee will be determined by the date the candidate passes the examination and the date of birth of the candidate. The license will be valid for no less than two years and no more than three years.

PSI accepts Credit/Debit Card (MasterCard, Visa, Discover, American Express)

General Questions –

When and how will I receive my completion certificate?

A certificate will be mailed out to you upon completion of the 40-hour course. You may also choose to pick up your certificate in person at our Waltham office. Please call our office or e-mail us to make arrangements. Unfortunately, certificates can **not** be e-mailed. They must contain an original signature and original board approved stamp.

How long do I have to take my exam?

The Real Estate Board gives candidates two (2) years from the date of course completion to pass the exam. After the two-year period is up candidates must repeat the course. Our students are welcome back to review the course at no charge anytime during that two-year period. After the two years, students must re-enroll again. No exceptions.

How many times can I take the exam?

There is no limit on the number of times candidates may take the exam. You may register for a new exam appointment the next day. The retake fee for the exam is \$54.

What are the Candidate Endorsements?

Under the Candidate Endorsement section of your certificate with your name and date of completion you must have three (3) people who are over the age of 18 and **not** related to you by blood or by marriage sign and print their name and address in their own handwriting in the spaces provided. If you show up to the exam without this information you will be turned away and charged for the exam.

What do I have to do with the CORI form?

The CORI (Criminal Offender Record Information) form must be filled out and signed by you in front of a Notary Public. You can find a notary at city and town halls, courts, banks, law offices, insurance companies, and UPS stores. If you show up to your exam without this form filled out, signed, and notarized, you will be turned away and charged for the exam.

What do I need to bring with me to the exam?

Please view the “Checklist of Required Materials On the Day of Testing” on the next page for detailed information on what you need to have with you for your exam appointment.

CHECKLIST OF REQUIRED MATERIALS ON THE DAY OF TESTING

Candidates **MUST** have all of the following materials or they will not be admitted to the examination. Candidates who arrive at the examination without the appropriate, properly completed materials will not be admitted to the examination and will be responsible for the examination fee. Candidates should review all materials thoroughly before making a reservation, and should have all errors corrected prior to making an examination reservation.

SALESPERSON CANDIDATES

A fully completed Educational Certificate Form. *The certificate must contain the following information entered by the school authorized agent:*

- Student name
- School name
- Number of classroom hours
- School stamp
- Date of course completion
- Printed name of authorized agent
- Signature of authorized agent

A fully completed Criminal Offender Record Information (CORI) Acknowledgement Form:

- DPL cannot accept this CORI acknowledgment form unless it is signed in the presence of a notary public who has likewise verified identity.

The following information is entered by the endorser(s):

- Three (3) endorsements listed under the candidate endorsement section from individuals unrelated to the applicant. Classmates known by the applicant from only the real estate course may NOT sign the candidate endorsement.
- Endorsements (references) **MUST** be completed **PRIOR** to arriving at the test center.