



PSI licensure:certification
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 Las Vegas, NV 89121
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LOUISIANA REAL ESTATE COMMISSION

REAL ESTATE BROKERS, SALESPERSONS, AND PRELICENSING/CONTINUING EDUCATION INSTRUCTORS LICENSING INFORMATION BULLETIN

<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>
Introduction.....	2	Internet Registration (For Retake Candidates ONLY)	10
Background	2	Walk-in Registration	10
The Computer Testing Program	2	Special Testing Arrangements.....	10
License Requirements & Qualifications	3	Scheduling Procedures.....	10
Applying for the Examination Authorization Form.....	3	Scheduling an Appointment	10
Salesperson and Broker Candidates.....	3	Canceling or Rescheduling an Appointment.....	10
Instructor Candidates.....	3	Missed Appointment or Late Cancellation.....	10
Tips for Preparing for your License Examination	4	Registering To Retake the Examination	10
Examination Study Materials	4	Emergency Test Center Closing.....	11
Principles and Practices (National Portion)	4	Testing Center Locations	11
Louisiana Laws, Rules, and Regulations (State Portion)	4	Reporting to the Test Center	12
Description of Examinations and Examination Content Outlines	4	Required Identification.....	12
Principles and Practices (National Portion)	5	Security Procedures.....	12
Louisiana Laws, Rules and Regulations (State Portion)	7	Taking the Test by Computer	13
Sample Questions	8	Identification Screen	13
Registration Procedures.....	9	Tutorial	13
Registering and Scheduling	9	Test	13
Fees.....	9	Experimental Questions	13
Standard Mail Registration	9	Test Review	13
Telephone Registration.....	9	Score Reporting	14
FAX Registration	10	Duplicate Score Reports.....	14
		License Application Instructions.....	14
		Examination Registration Form.....	15-16
		Special Arrangement Request Form	17

Please refer to our website to check for the most updated information at www.psiexams.com

INTRODUCTION

Background

This bulletin provides you with information about the license examination and application process for becoming licensed as a real estate professional in the state of Louisiana. Each applicant for a license must first complete the educational requirements and then pass an examination that tests the applicant's competency to act as a real estate professional in a manner that protects the interests of the public.

The Commission has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI offers the following tests:

- Real Estate Salesperson Examination
- Real Estate Broker Examination
- Real Estate Instructor Examination (Pre-licensing and Continuing Education)

PSI works closely with the Louisiana Real Estate Commission and the Examination Review Committees to be certain that examinations meet local requirements and test development standards.

The Computer Testing Program

PSI offers computer administration of examinations Tuesday through Saturday, at four test centers throughout Louisiana. The centers are located in Metairie (New Orleans), Baton Rouge, Lafayette, Lake Charles, and Shreveport.

No previous computer experience is necessary. Taking the exam by computer is very simple using PSI's customized keyboard with prominently colored and specially labeled keys. A tutorial guides you through the testing process.

See "Taking the Test by Computer" for more detail.

Questions about *license applications* should be directed to:

Louisiana Real Estate Commission
Louisiana Real Estate Commission
9071 Interline
Baton Rouge, LA 70809
or
Post Office Box 14785
Baton Rouge, LA 70898-4785
(225) 925-1923
(800) 821-4529 (Louisiana only)
(225) 925-4501 (fax)
www.lrec.state.la.us

Please direct all questions and requests for information about *examinations* to:

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com
(800) 733-9267
FAX (702) 932-2666 ♦ TTY (800) 735-2929



LICENSE REQUIREMENTS & QUALIFICATIONS

The Louisiana Real Estate Commission (LREC) administers and enforces the provision of the Louisiana Real Estate License law which include the requirements for qualifying for and obtaining a real estate salesperson or broker license, or a certificate for certified real estate instructor. You must submit your licensing application directly to the LREC and receive approval for testing prior to contacting the testing service (PSI licensure:certification). Please review this bulletin, application forms and other information provided by the LREC prior to applying for your licensing or certification examination. If licensed or previously licensed in another jurisdiction, you must submit to the LREC a license verification from the other jurisdiction detailing your license history. This information will be used to determine if you are eligible for a waiver of the National portion of the PSI examination. Some education completed in other jurisdictions may be applicable toward Louisiana's pre-licensing requirements. You must submit any such course work to the LREC for an education review and determination prior to formal application. General prerequisites for licensing and instructor certification are listed herein.

When your documents and fees have been reviewed by the LREC, a determination will be made as to your eligibility for examination. If all documentation is acceptable and the appropriate licensing fees are paid, you will be issued an Examination Authorization Form. Fees paid to the LREC do not include the examination fee. This fee must be paid separately to PSI. Upon receipt of your Examination Authorization Form, you should contact PSI to register and schedule your examination. This Examination Authorization Form is effective for 90 days from the date of issuance and authorizes you to take the examination for one time only. **Please refer to the Registration Procedures and Scheduling Procedures sections of this bulletin for complete details.**

Salesperson Candidates Must:

- 1) be at least 18 years of age;
- 2) have obtained a high school diploma or equivalency certificate (GED);
- 3) show proof of successful completion of ninety (90) hours of real estate education in courses approved by the LREC;
- 4) comply with all application procedures required by the LREC;
- 5) If licensed, or previously licensed, in another jurisdiction, furnish license verification from the other jurisdiction detailing license history;
- 6) pass the real estate salesperson licensing examination; and
- 7) be sponsored by a licensed real estate broker, if active license is granted.

Broker Candidates Must:

- 1) have been licensed and actively served as a salesperson for at least four (4) years in Louisiana or another jurisdiction;

- 2) have obtained a high school diploma or equivalency certificate (GED);
- 3) show proof of successful completion of one hundred-fifty (150) hours, or its equivalent, in courses specified and approved by the LREC;
- 4) If licensed, or previously licensed in another jurisdiction, furnish license verification from the other jurisdiction detailing license history;
- 5) comply with all application procedures required by the LREC; and
- 6) pass the broker licensing examination.

Instructor Candidates Must:

- 1) meet education and experience requirements specified by the LREC;
- 2) comply with all application procedures;
- 3) pass an instructor assessment examination pertaining to general real estate principles and practices and, if applying for pre-licensing certification, also pass an examination on Louisiana Laws, Commission Rules, and Regulations.

APPLYING FOR THE EXAMINATION AUTHORIZATION FORM

To apply for the Examination Authorization Form, candidates must provide all of the following to the Commission:

Salesperson and Broker Candidates

- 1) Initial license application obtained from pre-license school or the Commission.
- 2) Proof of completion of required pre-license education.
- 3) Appropriate application fee(s) listed in the next section, payable to the Louisiana Real Estate Commission.
- 4) Out-of-state license verification (if applicable).

Instructor Candidates

- 1) An initial instructor application obtained from the Commission.
- 2) An application fee of \$35.00, payable to the Louisiana Real Estate Commission.

License Application Fee

All application fees are payable to the Louisiana Real Estate Commission in the appropriate amount listed below. The appropriate fee(s) must accompany the application. **License application fees are separate from the testing fee.**

Salesperson	\$90
Broker	\$165
Instructor	\$35

Submit completed application and fee(s) to:

Mailing Address:

Louisiana Real Estate Commission

PO Box 14785

Baton Rouge, Louisiana 70898-4785



Physical Address:

Louisiana Real Estate Commission
9071 Interline
Baton Rouge, LA 70809

To obtain more information on licensing requirements, contact the Licensing/Testing Division, (800) 821-4529 or (225) 925-1923, or visit our website at www.lrec.state.la.us. DO NOT CONTACT PSI.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

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

- Use the exam content outline provided in this bulletin as the basis of your study. The outline itself is a study tool because it can familiarize you with real estate terms.
- Learn the major points associated with each outline topic.
- Select study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory. Underline or highlight key ideas that will help with a later review.
- Read the study materials, making sure you understand each idea before going on to another.
- Check off each topic from the outline when you feel you have an adequate understanding. Plan to take your test when all topics have been checked.
- 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 decrease 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 Louisiana Real Estate Commission. Use the latest edition available.

Principles and Practices (National Portion)

- *Real Estate Fundamentals*, 9th Edition, Gaddy and Hart, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- *Modern Real Estate Practice*, 18th Edition, Galaty, Allaway, and Kyle, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com

- *Real Estate Law*, 8th Edition, 2013, Elliot Clayman, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- *The Language of Real Estate*, 7th Edition, 2013, John Reilly, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- *Real Estate Principles & Practices*, 8th Edition, Arlyne Geschwender, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com, ISBN 0324784554
- *Real Estate Principles*, 12th Edition, Charles Jacobus, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com ISBN 1285420985

Louisiana Laws, Rules, and Regulations (State Portion)

NOTE: All references below may be obtained from the Louisiana Real Estate Commission Website at www.lrec.state.la.us

- *Louisiana Real Estate License Law and the Law of Agency*
- *Louisiana Real Estate Commission Rules and Regulations*

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.

Now you can take the practice exam online at www.psiexams.com to prepare for your Louisiana Salesperson Real Estate Examination.

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times; however you will need to pay each time.

DESCRIPTION OF EXAMINATIONS & EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been approved by the Louisiana Real Estate Commission. 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 outlines as the basis of your study. The outlines list all of the topics that are on the test and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outlines.



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

EXAMINATION SUMMARY TABLE			
Exam	Portion	No. of Questions	Time Allowed
Salesperson	National	80	105 minutes
	State	55	75 minutes
	Both	135	180 minutes
Broker	National	80	105 minutes
	State	55	75 minutes
	Both	135	180 minutes
Continuing Education Instructor	Single Portion	80	105 minutes
Prelicensing Instructor	National	80	105 minutes
	State	55	75 minutes
	Both	135	180 minutes

Real Estate Principles and Practices (National Portion)

CONTENT OUTLINE

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
 - b. Contrast CMA and appraisal
 - 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. Integrated Disclosure Rule (TRID)*
 - iv. 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

*The new TRID rule regarding the integrated loan estimate and closing disclosure forms took effect on October 3, 2015.

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 uninsurable 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. Settlement Statements
 - 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
 - f. Interest amounts
 - g. Monthly installment payments
 - h. Buyer qualification ratios
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

Louisiana Laws, Rules, and Regulations (State Portion)

CONTENT OUTLINE

Duties and Powers of the Real Estate Commission (Salesperson-5 Items, Broker-5 Items)

- General Powers
- Examination of Records
- Investigations, Hearings, and Appeals
- Sanctions
 - Fines
 - License Suspension and Revocation

Licensing Requirements (Salesperson-6 Items, Broker-6 Items)

- Activities Requiring License
- Types of Licenses
- Eligibility for Licensing
- License Renewal
- Change in License Status
- Education

Statutory Requirements Governing the Activities of Licensees (Salesperson-17 Items, Broker-17 Items)

- Advertising and Use of Name for Business
- Broker/Salesperson Relationship
- Commissions
- Disclosures
- Conflict of Interest
- Handling of Documents
- Handling of Moneys
- Listings
- Place of Business
- Record Keeping
- Property Management

Louisiana Civil Law System (Salesperson-16 Items, Broker-16 Items)

- Property
 - Classification
 - Immovables
 - Movables
 - Legal Descriptions
- Rights in Immovables
 - Ownership
 - Servitudes
 - Usufruct
 - Habitation
 - Right of Use
 - Building Restrictions

- Ownership
 - Co-ownership
 - Community Property
 - Separate Property
 - Partnerships and Corporations
 - Condominiums
- Transfer of Ownership without the Aid of a Broker
 - Donations inter Vivos
 - Successions
 - Terminology
 - Testate
 - Intestate
 - Usufruct of the Surviving Spouse
 - Eminent Domain
 - Possession
 - Acquisitive Prescription
- Obligations and Contracts
 - Types of Contracts
 - Novation
 - Revocable Offers
 - Irrevocable Offers
 - Expiration
 - Acceptance of Offer
 - Revocation
 - Counteroffers
 - Cause
 - Nullity
 - Earnest Money
 - Designation of Deposit
- Sales
 - Requirements
 - Transfer
 - Price
 - Seller's Warranties
 - Bond for Deed
- Privileges and Mortgages
 - Definitions
 - Priorities
 - Foreclosure
 - Usury
 - Property Taxes
- Leases
 - Verbal and Written Leases
 - Reconduction
 - Eviction
 - Security Deposits

- Duties of Licensees Representing Clients
 - While contract is in effect
 - After agency relationship is terminated
- Licensees Relationship with Customers
- Dual Agency
 - Consent and Disclosure
 - Dual Agent's Duties
 - Other Details
- Vicarious Liability (of client)
- Agency Disclosure Informational Pamphlet

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the examinations. 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. (An answer key is provided following question H.)

- A. A property you list has a garage that extends onto the property of a neighbor. What should you do?
 1. Recommend that the seller obtain a permit for the garage.
 2. Encourage the seller to apply for an appurtenant easement.
 3. Inform the title examiner of the encroaching garage.
 4. Note the encroaching garage on the listing agreement.
- B. After an agent listed a property, the agent's sister expressed an interest in the property and asked the agent to present an offer on her behalf WITHOUT mentioning their relationship. The agent must
 1. honor his sister's right to privacy.
 2. refer his sister to another agent.
 3. disclose to the seller his relationship to the potential buyer.
 4. write an offer on behalf of a third party and then transfer title to the sister.
- C. The Fair Housing Amendment Act of 1988 extended protection by prohibiting discrimination based on
 1. marital status.
 2. age.
 3. race and national origin.
 4. handicapped and familial status.
- D. Which of the following contracts is valid?
 1. An owner agrees to rent his house for \$500 for one weekend so that the renter can have a marijuana party.
 2. An owner agrees to sell his home for a down payment plus monthly installment payments over a 15-year period.

Louisiana Law of Agency (Salesperson-11 Items, Broker-11 Items)

- Definition of Terms
 - Ministerial Acts
 - Confidential Information
 - Designated Agent/Agency
 - Dual Agent/Agency
- Customer/Client
 - Section 3892 Relationships between Licensees and Persons

3. An owner of a large home agrees to rent a room to a 17-year-old college freshman for \$100 per month.
 4. An owner agrees to take his house off the market based upon an oral offer from a potential buyer whose spouse must return to inspect the house.
- E. If the value of a property is \$225,000 and the mortgage is paid down to \$79,000, what is the owner's equity in the property?
1. \$146,000
 2. \$156,000
 3. \$254,000
 4. None of the above.
- F. Which type of value is most relevant in determining property taxes?
1. Depreciated value.
 2. Assessed value.
 3. Market value.
 4. Mortgage value.
- G. A common method of financing a balloon payment mortgage loan is to
1. extend the loan for a limited term.
 2. obtain a wraparound loan.
 3. obtain an equity line of credit.
 4. convert to a shared-appreciation mortgage.
- H. A builder is planning a subdivision zoned residential. Through a covenant in the deed, he states, "No one can babysit or provide child care for other than their own children, on a daily or continual basis, for more than one child." Can he legally do this?
1. Yes, because he is seeking to achieve a desired quality in the subdivision.
 2. No, because he can't discriminate against children.
 3. No, because only city or state zoning laws can set these guidelines.
 4. No, because he can only restrict building size, setbacks, and lot sizes.

Answer Key			
A. 4	C. 4	E. 1	G. 1
B. 3	D. 2	F. 2	H. 1

REGISTRATION PROCEDURES

All candidates for the real estate examinations must be pre-approved by the Real Estate Commission BEFORE registering for or scheduling the examination. You must obtain an Examination Authorization Form from the Real Estate Commission. You will not be able to test without this document.

The registration form is found at the end of this 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 ONE examination only. You must first register for an exam and then schedule an appointment.

Registering and Scheduling

The examination process is completed in two steps:

Registering

- Candidate submits registration materials and fee to PSI.
- PSI mails Confirmation Notice to candidate.

Scheduling

- Candidate receives Confirmation Notice from PSI.
- Candidate calls PSI to schedule a test appointment.

Fees

The following fee table lists the applicable fee for each examination. The fee is for each registration, whether you are taking the test for the first time or repeating, sitting for two portions or one.

Fee Table	
Exam Type	Standard Fee
Salesperson	\$85
Broker	\$85
CE Instructor	\$85
Prelicensing Instructor	\$85

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

Standard Mail Registration

- 1) Complete the Exam Registration Form. Improperly completed forms will be returned to you unprocessed.
- 2) Return the completed form to PSI with the appropriate fee. Send to PSI licensure:certification, 3210 E Tropicana, Las Vegas, NV 89121. Please allow two weeks for processing your initial registration. Payment of fees may be made by credit card (VISA, MasterCard, American Express or Discover), money order, company check, certified check, or cashier's check made payable to PSI. Print your identification number on your check or money order to ensure that your fees are properly assigned. Cash and personal checks are not accepted for standard mail registration.
- 3) After processing your completed form and fees, a Registration Confirmation Notice will be mailed to you confirming that you are registered to take the examination and explaining how to make a testing appointment.

Telephone Registration

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

- 1) Complete the Exam Registration Form, including your credit card number and expiration date, so that you will



- be prepared with all of the information needed to register by telephone.
- 2) Call **1-800-733-9267** (1-800-RE-EXAMS) Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. A PSI registrar will request the information on your Registration Form and register you on the phone.
 - 3) You may schedule your appointment to take the exam during the same phone call, or you may call back later.

FAX Registration

(Available 24 hours a day.)

For fax registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

- 1) Complete the Exam Registration Form, including your credit card number, expiration date, and your signature.
- 2) Fax the completed form (both sides) to PSI at 702-932-2666.
- 3) A Registration Confirmation Notice will be mailed to you confirming you are registered to take the exam and explaining how to make a testing appointment.
- 4) Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267

Internet Registration (For Retake Candidates ONLY)

The Examination Registration Form is available at PSI's website, www.psiexams.com. You may register and schedule for an examination via the Internet 24 hours a day.

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.

Walk-in Registration

Please note that no walk-in testing will be conducted under the current testing program. The availability of daily testing sessions allows great flexibility in scheduling a testing date, eliminating the need for walk-in testing. You must first register for an examination and then schedule an appointment by calling (800) 733-9267.

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 must fill out the form at the end of this bulletin and fax it to PSI at (702) 932-2666. This form also includes out-of-state testing requests.

SCHEDULING PROCEDURES

Scheduling an Appointment

After you have received the notice confirming PSI's acceptance of your registration, 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-RE-EXAMS), Monday through Friday between 6:30 am and 9:00 pm, and Saturday/Sunday between 8:00 am and 4:30 pm, Central Time. If space is available in the test center of your choice, you may schedule an examination up to two business days prior to the examination date of your choice. Please be prepared to offer alternative test 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 or reschedule an appointment without forfeiting your fee *if your notice is received two full business days before the scheduled testing date*. (Example: For a Monday appointment, the cancellation notice would need to be received by the close of business on the previous Thursday.) You may call (800) 733-9267 or fax a note to (702) 932-2666.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website, automated telephone system, or call PSI and speak to a Customer Service Representative.

Missed Appointment or Late Cancellation

Your registration will be invalid, 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 two full business 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; or
- Do not present a valid Exam Authorization Form obtained from the Commission.

Registering To Retake the Examination

To retake the examination, you only need to sit for the portion(s) you failed. For example, if you fail the State portion only, you will need to retake the entire State portion. Likewise if you fail the National portion only, you will need to retake the entire National portion.

You must apply for a new Examination Authorization Form from the Louisiana Real Estate Commission, and pay a \$15.00 re-eligibility fee, before you can sit for a retake

examination. This check must be payable to the Louisiana Real Estate Commission.

Please contact the Louisiana Real Estate Commission at (800) 821-4529 or (225) 925-1923 for instructions (after your one year initial anniversary date). You will be issued a new Examination Authorization form. This new Examination Authorization Form is needed in order for you to be scheduled for your retake test appointment.

The test is administered in two parts. If you failed both parts of the test, you must retake both parts at the same exam session. The fee for retaking the entire test is \$85. If you passed one part of the test, but failed the other, the fee for retaking either part of the test is \$85.

If you take and fail to pass one or both portions of the initial examination, you may apply to retake the examination by submitting to the LREC a copy of the fail notice and a new examination processing fee within ninety days of the date of failure. If you do not reapply for an examination within the ninety day period, your application file will be closed by the LREC and all fees will be forfeited. Thereafter, you will be required to submit a new licensing application and remit all prescribed fees to be eligible for the licensing examination.

You may continue to retake the licensing examination for a period of one year from your initial examination. There is no limit on the number of times you may retest during this one year period; however, you must obtain a new examination authorization form from the LREC and retest at least once during each subsequent ninety day period to avoid closure of your file and forfeiture of your fees. If you fail to achieve a passing score on both the National and State portions of the examination within this one year period, you will lose examination eligibility. Please note that if you achieve a passing score on **ONLY** one portion of the examination, failure to achieve a passing score on the remaining portion during this one year period will invalidate your score on the portion you passed.

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. You may also check PSI's website at www.psiexams.com.

TESTING CENTER LOCATIONS

Following are the test centers where you may take the Louisiana Real Estate Examination. (NOTE: No walk-in registrations are accepted. You must pre-register and then call (800) 733-9267 to schedule an appointment.)

Baton Rouge

8338 Summa Avenue #302

Baton Rouge, LA 70809

From the I-10 West, exit Essen Lane (exit 160) and proceed south on LA 3064 approximately 1/2 mile. Turn left on Summa Avenue. The Test Center is on the corner of Summa and Everet on the right. Parking is in the rear.

From the I-10 East, exit Bluebonnet Blvd (exit 162). and proceed south on LA 1248 approximately 1/4 mile. Turn right on Picardy and then right on Summa Ave. The Test Center is on the corner of Summa and Blair on the left. Parking is in the rear.

From the I-12 East, take exit 1A (New Orleans exit) then exit Essen Lane (exit 160) and proceed south on LA 3064 approximately 1/2 mile. Turn left on Summa Avenue. The Test Center is on the corner of Summa and Everet on the right. Parking is in the rear.

Lafayette

Acadian Aviation Testing Center

123 Grissom Road

Lafayette, LA 70504

From the I-10, take exit 103A Morgan City. Turn left on Surrey, then right on Grissom. At the end of the road, turn right into parking lot of Landmark Aviation.

From LA 90: Turn right on Surrey, then right on Grissom. At the end of road, turn right into parking lot of Landmark Aviation.

Entrance to Acadian Aviation Testing Center is on right side of building next to the steps and ramp.

Lake Charles

Delta Tech

517 Broad Street

Lake Charles, LA 70601

From I-10, take the Ryan Street exit, EXIT 30B, toward downtown area, turning with a slight right onto Ryan Street. Turn left onto Broad St, going 0.2 miles to 517 Broad St.

Metairie

2750 Lake Villa Drive

NY II Bldg, Suite 202

Metairie, LA 70002

From the East, follow I-10 W to N Interstate 10 Service Rd W in Metairie. Take exit 226 from I-10 W. Merge onto I-10 W. Use the right lane to take exit 226 for Clearview Pkwy N. Follow N Interstate 10 Service Rd W to Lake Villa Dr. Merge onto N Interstate 10 Service Rd W. Turn left onto Lake Villa Dr. Destination will be on the left.

From the West, follow I-10 E to Clearview Pkwy in Metairie. Take exit 226 from I-10 E. Follow Clearview Pkwy and Veterans Blvd/Veterans Memorial Blvd to Lake Villa Dr. Merge onto Clearview Pkwy. Turn right toward Veterans Blvd/Veterans Memorial Blvd. Slight right onto Veterans Blvd/Veterans Memorial Blvd. Turn right onto Lake Villa Dr. Destination will be on the right.

New Orleans

Delgado Community College

615 City Park Ave

Building 2, Room 302

New Orleans, LA 70119

From Slidell: I-10 W - NO Merge on I-610 W via EXIT 238B to NO INTL AIRPORT/BATON ROUGE. Turn Left on Canal Blvd, Turn Left on Navarre Ave.



*From Baton Rouge: I-10 E via the ramp on Left toward HAMMOND/NO. Stay Left to take I-610 E via Exit 230 to Slidell, Take West End Blvd/ Canal Blvd exit 1A to CITY Park/Delgado Univ, Take Canal Blvd ramp, Turn Right. Turn LEFT onto Navarre Ave.
From Covington: US-190 East, turns into N CauseWay Blvd, turns into Lake Pontchartrain CSW. Merge on I-10 E to NO. Stay Left to I-610 E via EXIT 230 toward Slidell, Take West End Blvd/Canal Blvd exit 1A to City Park/Delgado College, Turn Right on Canal Blvd, Right on Navarre.
From Westbank: Take WestBank Expwy, to TOLL BRIDGE, turns into Crescent City Connection/ Greater NO Bridge, turns into US-90 BR E, and turns into I-10 W, I-10 E to NO. Keep Left to I-610 E via EXIT 230 to Slidell, Take the West End Blvd/Canal Blvd exit 1A to City Park/Delgado College, Turn Right on Canal Blvd. Turn on Navarre Ave.*

Shreveport
Madison Square Park
3855 Gilbert
Shreveport, LA 71104

From I-49, exit Kings Highway and proceed east approximately 1 mile. Turn right on Gilbert and proceed south for approximately 3/4 mile. The test center will be on the left.

Dallas
One Empire, 1140 Empire Central Dr, Suite 610
Dallas, TX 75247

From I-35E Southbound (Stemmons Fwy), exit Empire Central (#434A), turn right on Empire Central Dr. ONE EMPIRE BLDG is on the left.

From I-35E Northbound, exit Empire Central and turn Left on Empire Central. ONE EMPIRE is on the Left.

From Hwy 183 Eastbound (John carpenter Fwy), exit left on Regal row, turn right on Governors row, and turn left on Empire central. ONE EMPIRE is on the right.

From Hwy 183 Westbound - Exit Mockingbird LN turn right on Empire Central. ONE EMPIRE is on the right.

Dallas (Richardson)
300 N Coit, Suite 172
Richardson, TX 75080

*From 75 South, take the Belt Line Road exit and turn right on Belt Line Road. Stay on Belt Line Road until you reach Coit. Turn right onto N Coit. The building is on the right hand side.
If you are coming in from LBJ (1635) and going north on 75, you will turn left onto Belt Line and turn right onto Coit.*

Houston (North)
Greenbriar Place
650 North Sam Houston Pkwy E, Suite 535
Houston, TX 77060

From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.

From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).

Houston (East)
Atrium Building
11811 I-10 East Freeway, Suite 260
Houston, TX 77029

From I-10 West, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right hand side, next to Papacitas.

From I-10 East, take the Holland Rd exit. Stay on the feeder road. Building is on the right hand side, next to Papacitas.

Houston (Southwest)
9555 W. Sam Houston Pkwy South, Suite 152
Houston, TX 77099

From the South (i.e., driving northward), take the Bissonnet exit. Cross Bissonnet at the intersection, and immediately turn right into the parking lot.

From the North, take the Bissonnet exit. U-turn at Bissonnet and go immediately to the right hand lane and turn right into the parking lot.

PSI is located at W. Sam Houston Parkway North (on the northbound side of the parkway).

Tyler
3800 Paluxy Dr, Suite 310
Tyler, TX 75703

From I-20 turn south on Hwy 69 and go to Loop 323. Follow Loop 323 to the intersection of Paluxy Drive. Turn right on Paluxy Drive. The building will be immediately on the left.

REPORTING TO THE TEST CENTER

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

Required Identification

You must provide two forms of identification, both of which bear your signature and one of which has your photograph.

If you cannot provide the required identification, you must call (800) 733-9267 at least two weeks prior to your scheduled appointment to arrange a way to meet this security requirement. **You must also provide the original Examination Authorization Form which you received from the Commission (the original Authorization Form will be kept by PSI).**

Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and will result in your forfeiting your fees. You will not be able to take the examination at that time.

Security Procedures

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.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing

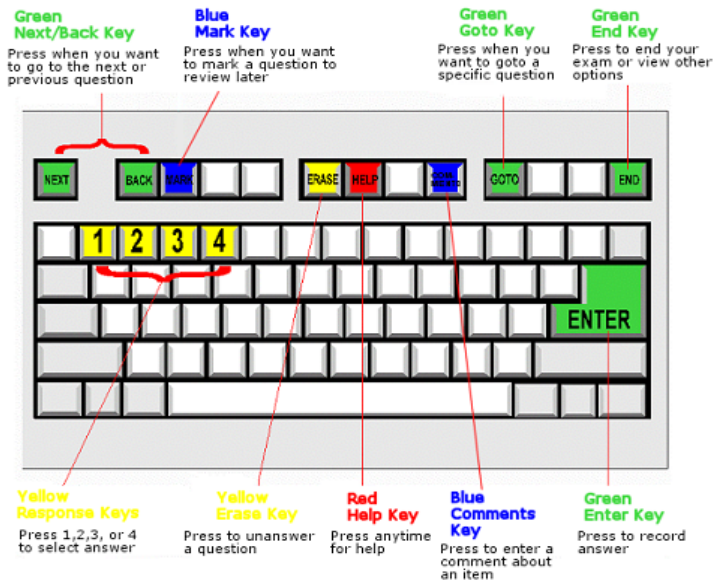


capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.

- No smoking, eating, or drinking will be allowed at the examination site.
- 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.

TAKING THE TEST BY COMPUTER

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 exam. 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 exam, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) will NOT count as part of your exam 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.



Experimental Questions

In addition to the number of test items specified in the "Examination Content Outlines," a small number (5 to 10) of "experimental" questions 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.

Test Review

PSI, in cooperation with the Louisiana Real Estate Commission, will be consistently evaluating the tests being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. 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. Although 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.

Salesperson	Number Correct
Real Estate Principles and Practices (National Portion)	56
Louisiana Laws, Rules, and Regulations (State Portion)	40
Broker	
Real Estate Principles and Practices (National Portion)	60
Louisiana Laws, Rules, and Regulations (State Portion)	40
Continuing Education Instructor	
Single Portion	60
Pre-licensing Education Instructor	
National Portion	60
State Portion	40

The following summary describes the scoring 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 without the numeric score. The numeric score will be printed on the score report.

If you do not pass, you will immediately receive an unsuccessfully notification on the screen along with a diagnostic report indicating your strengths and weaknesses by exam topic. Registration forms for submittal to PSI to retake the examination will be available at the test center.

On Paper - All testers will receive an official score report at the test center after the examination.

Exam results are confidential and will be reported only to you and the Louisiana Real Estate Commission.

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 copy of your score report is \$15.

LICENSE APPLICATION INSTRUCTIONS

To continue your license application, you must submit a copy of passing score report to the Louisiana Real Estate Appraisers Board of Certification. You may use either of the following addresses:

Mailing Address:

Louisiana Real Estate Commission
P.O. Box 14785
Baton Rouge, LA 70898-4785

Physical Address (for overnight delivery):

Louisiana Real Estate Commission
9071 Interline
Baton Rouge, LA 70809

Upon receipt of passing Score Reports for both parts of the examination, you will be contacted by the Commission concerning the issuance of your license. If you have any questions regarding the license application process, you may call the Commission's Licensing/Testing Division at (800) 821-4529 or (225) 925-1923.

Questions regarding the license application should be directed to the Louisiana Real Estate Commission. **Do not contact PSI.**





COMPLETING THE EXAMINATION REGISTRATION FORM
NOTE: Be certain to provide all requested information.

1. **NAME** - Print your 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. **IDENTIFICATION NUMBER** - Print only one number per box.
3. **MAILING ADDRESS** - Print only one letter or number per box. Do not include punctuation marks. Leave blank boxes to show spaces. *All test information and materials will be sent to the address you provide here.*
4. **EMAIL ADDRESS** - Please provide your email address on the line provided.
5. **TELEPHONE NUMBERS** - Please provide both home and office phone numbers (including area codes).
6. **BIRTH DATE** - Please provide your date of birth (e.g., "06-01-50" for June 1, 1950).
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. **TOTAL FEE** - \$85. If paying by credit card, fill out the card information completely.
9. **SCHOOL CODE** - 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 "0000" if the school you last attended is not on the list).
10. **ELIGIBILITY DATE** - See your authorization letter.
11. **SPECIAL ARRANGEMENT REQUESTS** - A letter is required for all special arrangement requests.
12. **SIGNATURE** - All applicants are required to sign and date the registration form.

Review your completed registration form carefully before sending it in. Any registration form that is incomplete, incorrect, or that contains incorrect fee payment will be returned to you unprocessed.

School Code	Name of School	Location
0036	Adams Real Estate Institute	Shreveport
0059	Baker's Professional Real Estate College	Shreveport
0205	Baton Rouge Community College	Baton Rouge
0002	Bob Brooks School of Real Estate and Insurance, Inc.	Baton Rouge
0210	Booker T Washington High School	Shreveport
0220	Bossier Parish Community College	Bossier City
0100	Burk Baker School of Real Estate and Appraising, LLC	Baton Rouge
0024	Donaldson Educational Services, LLC.	Metairie
0175	First Professional Real Estate School	Metairie
0165	Gulf South Real Estate Institute, Inc	Lake Charles
0037	Louisiana Realtors - La Real Estate Ed Foundation - BROKER	Baton Rouge
0110	Louisiana Technical College - Shreveport / Bossier Campus	Shreveport
0083	Louisiana Technical College - Sullivan Campus	Bogalusa
0235	McKissock, LP	
0195	Pro Educate	Metairie
0185	Real Estate School & More, LLC	Alexandria
0215	Southern University - Baton Rouge Campus	Baton Rouge
0225	The Real Estate School, LLC	Lake Charles
0230	UL Lafayette, Continuing Education Division	Lafayette
0103	Uptown Professional Real Estate School	Metairie
0200	WebTaught, LLC	New Orleans
0115	Wingate School of Real Estate	DeRidder
9999	Any Other Louisiana Colleges and Universities	Any
7777	PRELICENSING EDUCATION DETERMINATION CERTIFICATE	Baton Rouge





LOUISIANA REAL ESTATE EXAMINATION REGISTRATION FORM

IMPORTANT: YOU MUST OBTAIN THE AUTHORIZATION TO TEST FORM FROM LREC BEFORE APPLYING TO TEST WITH PSI.

1. Legal Name [Last Name] [Generation] [First Name] [M.I.]

2. Identification # []

3. Mailing Address [Number, Street] [Apt. No] [City] [State] [Zip Code]

4. Email Address _____@_____

5. Telephone Home [] - [] - [] Office [] - [] - []

6. Birth Date [M] [M] [D] [D] [Y] [Y]

7. Test (Check One) [] Salesperson - Nat'l and State [] Salesperson - Nat'l [] Salesperson - State [] Broker - Nat'l and State [] Broker - Nat'l [] Broker - State [] Prelicensing Instructor- Nat'l and State [] Prelicensing Instructor- Nat'l [] Prelicensing Instructor- State [] Continuing Education Instructor [] First Time [] Retake

8. Total Fee: \$85. You may pay by credit card, company check, cashier's check or money order. Make check or money order payable to PSI; note your ID# on it. If paying by credit card, check one: [] VISA [] MasterCard [] American Express [] Discover

Card Number: _____ Exp. Date: _____ Card Verification No: _____ Billing Street Address: _____ Billing Zip Code: _____ Cardholder Name (Print): _____ Signature: _____

9. School Code [] [] [] []

10. Eligibility Date (from Authorization Letter): ____/____/____ 11. I am faxing the Special Arrangement Request Form (on the next page) and required documentation. [] Yes [] No 12. You must sign and date this application on the lines provided in order to be tested. If all required information is not complete, your form will be returned to you unprocessed.

Signature _____ Date _____

To register by mail, complete and send this form with the applicable fee to: PSI licensure:certification * ATTN: Examination Registration LA RE 3210 E Tropicana * Las Vegas, NV * 89121 (800) 733-9267 * FAX (702) 932-2666 * TDD (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):

- | | |
|--|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended Time
(Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> 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 (800) 367-1565, ext 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:

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

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

- 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
3210 E Tropicana
Las Vegas, NV 89121

