Obtaining Your License at the Test Center

The Georgia Real Estate Commission (GREC) has contracted with PSI to administer its qualifying examinations and to provide those candidates who passed the exam with their new licenses. These licenses are issued only at the PSI Test Centers. Licensing is available Monday through Friday between 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m. A candidate who takes and passes the examination during the afternoon session will be unable to license the same day.

PSI can issue licenses either “active” or “inactive” as the applicant chooses. If you desire an “Active” license, you must also bring to the test center a completed “Sponsoring Broker Statement.” (See page 22.) An “Inactive” license does not require that form.

Brokers may only obtain an Active license from PSI if he or she is affiliating with a Firm as an Associate Broker. All other Brokers will receive an Inactive license at the test center.

A Broker applying for a new Firm license must submit the “Open A Firm” application to the Commission after obtaining his or her Broker’s license at the test center.

A Broker who will become the Qualifying Broker of an existing Firm must submit the “Change of Qualifying Broker” application to the Commission after obtaining his or her Broker’s license at the test center.

REQUIRED FEES

The License Fee is $170. Payment may be made by credit card (VISA, MasterCard, American Express or Discover) OR cashier’s check or money order made payable to the Georgia Real Estate Commission (GREC).

Company checks, personal checks and cash are not accepted.

Credit card transactions that are declined will be subject to a $25 handling fee. You will be required to send a certified check or money order for the amount due, including the handling fee to cover any declined credit card transaction.
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QUESTIONS ABOUT LICENSING

For information regarding applications, or concerning licensing requirements, please contact:
Georgia Real Estate Commission
International Tower, Suite 1000
229 Peachtree St., NE • Atlanta, GA 30303-1605
Phone: 404-656-3916 • www.grec.state.ga.us
Email: GRECmail@grec.state.ga.us

HOW TO CONTACT PSI

For information about the examination process, or to register for an exam, please contact:
PSI Candidate Services
18000 W. 105th St. • Olathe, KS 66061-7543
Phone: 800-345-6559
Fax: 913-895-4651 • Website: www.goAMP.com
INTRODUCTION

PSI provides a range of services to the states that use the Real Estate Examination Program (REP). This booklet describes how to apply for Georgia’s real estate licensing examinations and obtain a real estate license. Be sure to keep the booklet after you have applied for the examination; you may wish to refer to it later.

The real estate examinations are developed through a combined effort of real estate experts and testing professionals. Real estate practitioners and educators write the questions. Experts in the fields of both real estate and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures.

Representatives from states participating in the PSI Real Estate Examination Program review the questions to make certain that the content is accurate and relevant to real estate practices in their own states. Finally, all questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate field.

The examination content outlines used to develop the examinations are based on a job analysis and expert judgment. They reflect areas of knowledge required to perform those tasks that practicing real estate brokers, salespersons, and community association managers judged to be important. Real estate experts who write questions for PSI use these content outlines as a guide. Thus, examinees are tested only on subjects judged by real estate brokers, salespersons, and community association managers as most important for beginning licensees to know.

The content outlines do not include topics, such as promotional skills, that may be helpful to success in the industry. Since the purpose of licensure testing is to protect the public interest by assuring that potential licensees understand basic legal requirements and business practices in the real estate brokerage industry, the examinations focus on the knowledge you must have and your ability to apply that knowledge to a particular situation. Similarly, the examinations include some technical language not used in your everyday conversations. You must learn that language to become a part of the profession and be able to explain its meaning to customers and clients.

STATEMENT OF NONDISCRIMINATION

PSI does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability or marital status.

EXAMINATION ELIGIBILITY REQUIREMENTS

Salesperson Applicants

Applicants for the Salesperson Examination must fulfill ONE of the following requirements.

1. Successfully complete the required 75-hour Salesperson’s Prelicense Course at a school approved by the Georgia Real Estate Commission.

2. Successfully complete a minimum of 10 quarter hours or 6 semester hours of either course work eligible for a major in real estate, or courses dealing with principles, fundamentals, or essentials of real estate from a U.S. or Canadian accredited college or university OR courses in real property law, agency, or contract law from a U.S. or Canadian accredited school of law. You must submit an official transcript from the college, university, or school of law with your application for examination to PSI. PSI will contact you within five business days of your application being received to schedule an appointment for an examination. (See page 3 under APPLYING FOR THE EXAMINATION.)

3. Provide proof of completion of at least 75 hours of prelicense course work approved by the real estate regulatory agency of another state or province of Canada.

Community Association Manager (CAM) Applicants

Applicants for the CAM Examination must fulfill ONE of the following education requirements.

1. Successfully complete the 25-hour CAM Prelicense Course approved by the Georgia Real Estate Commission.

2. Successfully complete a minimum of 4 quarter hours or 2 semester hours of either course work eligible for a major in real estate, or courses dealing with principles, fundamentals, or essentials of real estate from a U.S. or Canadian accredited college or university OR courses in real property law, agency, or contract law from a U.S. or Canadian accredited school of law. You must submit an official transcript from the college, university, or school of law with your application for examination to PSI. PSI will contact you within five business days of your application being received to schedule an appointment for an examination.

3. Provide proof of completion of at least 25 hours of prelicense course work approved by the real estate regulatory agency of another state or province of Canada.
Broker Applicants

All broker applicants must have held an active real estate license for a minimum of three years, within the previous five years, to qualify for the broker exam.

If you have been actively licensed in Georgia for at least three of the last five years and you are enrolled in a Broker’s Prelicense Course at a school approved by the Georgia Real Estate Commission, your license history will be verified by the Commission after the school transmits your course completion information. If you will be using experience gained in a state other than Georgia to meet this requirement, you MUST provide a certification of your license history from that state with your application. The certification must be less than one year old and must show the time that your license was on “active” status.

Salespersons Applying For A Broker License

Applicants for the Broker Examination must fulfill ONE of the following education requirements.

1. Successfully complete the required 60-hour Broker’s Prelicense Course at a school approved by the Georgia Real Estate Commission.

2. Successfully complete a minimum of 15 quarter hours or 9 semester hours of either course work eligible for a major in real estate, or courses dealing with principles, fundamentals, or essentials of real estate from a U.S. or Canadian accredited college or university OR courses in real property law, agency, or contract law from a U.S. or Canadian accredited school of law. You must submit an official transcript from the college, university, or school of law with your application for examination to PSI. PSI will contact you within five business days of your application being received to schedule an appointment for an examination.

3. Provide proof of completion of at least 60 hours of prelicense course work approved by the real estate regulatory agency of another state or province of Canada.

Community Association Managers Applying For A Broker License

Applicants licensed as a community association manager must both:

1. fulfill ONE of the education requirements listed as 1, 2, or 3 above for “Salesperson Applying For A Broker License,” AND

2. a. successfully complete a 75-hour Salespersons Prelicense course approved by the Commission, OR

   b. successfully complete a minimum of 10 additional quarter hours or 6 additional semester hours of college course work eligible for a major in real estate from a U.S. or Canadian accredited college or university. You must submit an official transcript from the college, university or school of law with your application for examination to PSI.

Reciprocity

If you currently hold a real estate license in another state or jurisdiction that is in good standing (not lapsed or expired) and you obtained that license by taking an examination there, you may be eligible to obtain a Georgia license by reciprocity without testing. The Application for Reciprocity is available in the “Forms and Applications” section of the Georgia Real Estate Commission’s website: www.grec.state.ga.us. If you have any questions about your eligibility, please contact GREC at 404-656-3916 or GRECmail@grec.state.ga.us for additional information.

If you are a FLORIDA RESIDENT and you qualify for reciprocity, you cannot use the above-mentioned application. Florida residents must take and pass the Georgia Supplement Exam. You may apply for the exam with PSI, using the same procedures as other exam candidates. Please see page 7 or 9 for details on the Georgia Supplement Exam.

APPLYING FOR THE EXAMINATION

You may apply for the examination online at www.goAMP.com if:

1. You completed a Prelicense course at an Approved Georgia School, and

2. You will be paying for the exam with a credit card

You must apply for the examination using the application on pages 17 and 18 of this Handbook, if any of the following are true:

1. You completed your Prelicense course in another jurisdiction, or

2. You will be using college courses to qualify for the exam, or

3. You will be supplying a License History from another jurisdiction to meet the Broker experience requirement, or

4. You will be paying for the exam with a certified check or money order, or

5. You are a Florida resident applying for the Georgia Supplement Exam

Required Attachments:

If you are satisfying the Prelicense course requirement with a course from another state, you must include the certificate of completion for the course with your application.
If you are satisfying the Prelicense course requirement with courses at a college, university or school of law, you must include an official transcript with your application.

If you are satisfying the experience requirement for the Broker exam with experience gained in another jurisdiction, you must include a certified license history, not more than one year old, from the licensing agency.

If you are a Florida resident applying for the Georgia Supplement Exam, you must include a certified license history, not more than one year old, from the licensing agency.

HOW THE EXAMINATION IS ADMINISTERED

The Georgia Real Estate Licensing Examinations are administered by computer at four PSI Test Centers in Duluth, Macon, Marietta and Savannah, Georgia. Visit the www.goAMP.com for a complete listing of PSI Test Center locations. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m.

EXAMINATION FEE

Salesperson, Broker and CAM Examination Fee: $121

Payment may be made online by credit card (VISA, MasterCard, American Express and Discover) OR cashier’s check or money order made payable to PSI Services Inc. Company checks, personal checks and cash are not accepted. Examination registration fees are NON-refundable or transferrable and expire in one year.

Credit card transactions that are declined will be subject to a $25 handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to PSI to cover declined credit card transactions.

SCHEDULING AN EXAMINATION APPOINTMENT

You may schedule an exam by one of the following methods:

1. Online Scheduling.
   You may schedule an examination appointment online at any time by using our Online Application/Scheduling service at www.goAMP.com. To use this service on our website, follow these easy steps:
   • Go to www.goAMP.com and select “Candidates.”
   • Follow the step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fee.

2. Telephone Scheduling.
   Call PSI at 800-345-6559 to schedule an examination appointment. Please have your credit card available for payment of examination fee.

3. Mail your registration form.
   THIS IS A TWO-STEP PROCESS:
   First, complete all sections of the registration form on pages 17 and 18 and mail it to PSI with the examination fee (paid by cashier’s check or money order) to the address indicated on the form. It will be returned, unprocessed, if it is incomplete, illegible or submitted with an incorrect fee.
   Second, to schedule an examination, call PSI at 800-345-6559 approximately 7 to 10 business days after mailing the registration form and fee. This toll free number is answered from 8:00 a.m. to 10:00 p.m. (Eastern Time) Monday through Thursday, 8:00 a.m. to 8:00 p.m. on Friday and 9:30 a.m. to 6:00 p.m. on Saturday.

When the call is made to schedule an appointment, please be prepared to confirm a date and location for testing and to provide PSI your name and Social Security number. Note: The Social Security number is required for unique identification. This number is confidential and will be provided ONLY to the Georgia Real Estate Commission for identification purposes. All individuals are scheduled on a first-come, first-served basis. Your examination will be scheduled within five business days of contacting PSI. Refer to the following chart.

<table>
<thead>
<tr>
<th>If you contact PSI by 4:00 p.m. Eastern Time on...</th>
<th>Depending on availability, your examination may be scheduled beginning...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Friday/Saturday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

After the appointment is made, you will be given a time to report to the Test Center. An examination appointment confirmation email will be sent to you. You will be admitted to take only the examination type for which the appointment has been made. No changes in examination type will be allowed at the Test Center. Unscheduled
candidates (walk-ins) will not be admitted to the Test Center. Please see page 10 for types of identification required for admission to take the examination.

**Examination Appointment Changes**

If you have scheduled an examination appointment, you may reschedule your appointment for a future date on one occasion per examination fee paid, if you contact PSI by phone at least **two business days** prior to the examination. If you decide to change your appointment, you must call PSI at 800-345-6559 at least **two business days** prior to the examination.

<table>
<thead>
<tr>
<th>If your examination is scheduled on...</th>
<th>You must contact PSI by 4:00 p.m. Eastern Time to reschedule the examination by the previous...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Thursday</td>
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<tr>
<td>Wednesday</td>
<td>Friday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday/Saturday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

**Special Arrangements for Candidates with Disabilities**

PSI is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Please inform PSI of your need for special accommodations when calling to schedule your examination. (Please note, you must call to schedule your appointment.) Be prepared to provide documentation from an appropriate professional (e.g., education professional, physician, psychologist, psychiatrist).

Candidates requesting special accommodations will be required to submit documentation of their disability by fax or mail when they are scheduled for an examination. All special arrangements will be made on an individual basis.

**Missed Appointments and Forfeitures**

You will forfeit the application and all fees paid to take the examination under the following circumstances. A complete application and examination fee are required to reapply for the examination.

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.
- You fail to provide the identification required and are denied admittance to the examination.

**Inclement Weather, Power Failure or Emergency**

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit [www.goAMP.com](http://www.goAMP.com) prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted where you left off and you may continue the examination.

**No Refunds**

If you fail to arrive at the Test Center on the date and time you are scheduled for examination, you will not be refunded any portion of your examination fees and must reregister by contacting PSI; examination fees may **NOT** be transferred to another appointment.

If you arrive more than 15 minutes late for an appointment, you will not be admitted, will forfeit your examination fee, and must reregister for the examination by contacting PSI.
EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections. This includes a content outline and sample questions and answers.

Salesperson and Community Association Manager Multiple-Choice Examination

The Real Estate Salesperson Examination (national and state intermixed), which consists of 152 multiple-choice questions, and the Community Association Manager Examination, which consists of 48 multiple-choice questions, are written at three different cognitive levels:

1. Recall: The ability to recall or recognize specific information is required.
2. Application: The ability to comprehend, relate or apply knowledge to new or changing situations is required.
3. Analysis: The ability to analyze and synthesize information, determine solutions and/or to evaluate the usefulness of a solution is required.

National Salesperson Portion

<table>
<thead>
<tr>
<th>Topic</th>
<th>Number of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Property Ownership</td>
<td>8</td>
</tr>
<tr>
<td>2. Land Use Controls and Regulations</td>
<td>5</td>
</tr>
<tr>
<td>3. Valuation and Market Analysis</td>
<td>7</td>
</tr>
<tr>
<td>4. Financing</td>
<td>10</td>
</tr>
<tr>
<td>5. General Principles of Agency</td>
<td>13</td>
</tr>
<tr>
<td>6. Property Disclosures</td>
<td>6</td>
</tr>
<tr>
<td>7. Contracts</td>
<td>17</td>
</tr>
<tr>
<td>8. Leasing and Property Management</td>
<td>3</td>
</tr>
<tr>
<td>9. Transfer of Title</td>
<td>8</td>
</tr>
<tr>
<td>10. Practice of Real Estate</td>
<td>13</td>
</tr>
<tr>
<td>11. Real Estate Calculations</td>
<td>10</td>
</tr>
</tbody>
</table>

Sample Questions

The following illustrate the type of questions used in the National Salesperson examination. These sample questions do not represent the full range of content or difficulty levels contained in the examination. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows. The answer key also shows the topic being tested; the topic refers to the content outline included in the back of this handbook.

Real Estate Salesperson Examination

The Georgia Real Estate Salesperson Examination consists of two portions: (1) the National Real Estate portion and (2) the Georgia Salesperson Supplement portion. Questions will appear in random order and candidates will not be able to identify if the question is from the state or national portion.

Based on an examination outline approved by the Georgia Real Estate Commission, the National content area of the Salesperson examination tests knowledge of general real estate law, finance, and practices common to the field of real estate. The National content area of the examination is subdivided into 11 major topics and is composed of 100 multiple-choice questions that are used to compute your score. In addition to the questions used to compute your score, the questions may include five questions that are being “pretested” for use in future versions of these examinations. These pretest questions are not identified, and your answers to them do not affect your score. A detailed outline is presented on page 27.

SALESPERSON EXAMINATION SAMPLE QUESTIONS

1. Baird bought two rectangular lots, each of which measures 244' x 250'. Approximately how many total acres will be in the two lots combined?
   A. 2.8
   B. 3.2
   C. 5.6
   D. 7.0

2. A person has been using a property for a long time. That person's rights have been determined to supersede those of the fee simple owner. This is called which of the following?
   A. escheat
   B. homestead
   C. eminent domain
   D. adverse possession
3. A property has been condemned by the city so that the land can be used to build a better approach to the municipal hospital's emergency entrance. Which of the following powers is the city exercising?
   A. power of attorney
   B. police power
   C. eminent domain
   D. escheat

4. A salesperson deliberately shows a buyer homes in only one subdivision where many people of the buyer’s religious faith live. Has the salesperson violated any law?
   A. Yes, because a salesperson must show a prospective buyer homes in at least three different areas.
   B. Yes, because a salesperson cannot discriminate on the basis of religion when showing property to a buyer.
   C. No, because the salesperson’s broker is responsible for any violations of law.
   D. No, because there was no intent to discriminate on the basis of race or national origin.

5. A licensee who works for ABC Realty obtains a listing. Two days later, the licensee begins working for XYZ Realty. Which of the following is true regarding this listing?
   A. The listing is transferred to XYZ Realty.
   B. The licensee is entitled to compensation when she begins working for XYZ Realty.
   C. The listing remains with ABC Realty.
   D. The listing is automatically terminated.

Georgia Salesperson Supplement Exam

The Georgia Salesperson Supplement Examination is required for Florida residents who are licensed in a state other than Georgia, who wish to obtain a Georgia license. The exam deals with topics relating particularly to Georgia law and the specific real estate practices followed in Georgia. There are 52 multiple-choice questions requiring knowledge of Georgia laws on the Salesperson Examination.

An outline of the topics covered and specific content areas are listed for the Supplement Examination.

<table>
<thead>
<tr>
<th>Salesperson Supplement Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic</strong></td>
</tr>
<tr>
<td>I. State Laws and Rules</td>
</tr>
<tr>
<td>Unfair Practices</td>
</tr>
<tr>
<td>Substantive Regulations</td>
</tr>
<tr>
<td>Qualifications and Fees</td>
</tr>
<tr>
<td>Fair Housing Laws</td>
</tr>
<tr>
<td>Real Estate Education, Research</td>
</tr>
<tr>
<td>and Recovery Fund</td>
</tr>
<tr>
<td>Investigation and Hearing Process</td>
</tr>
<tr>
<td>Commission Organization and Procedures</td>
</tr>
<tr>
<td>Required Licensure</td>
</tr>
<tr>
<td>II. Real Estate Practice In Georgia</td>
</tr>
<tr>
<td>Real Estate Practice</td>
</tr>
<tr>
<td>Sales Contracts</td>
</tr>
<tr>
<td>Listings and Agency</td>
</tr>
<tr>
<td>Property Management</td>
</tr>
<tr>
<td>Community Association Management</td>
</tr>
<tr>
<td>III. Finance and Closing</td>
</tr>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Closing Procedures</td>
</tr>
</tbody>
</table>

The questions on both the National and Georgia Supplement portions are designed to measure your ability to understand and apply the fundamental principles of real estate. There are two general types of questions. The first is based on general information about real estate, the second on the ability to apply fundamental principles of real estate laws, principles and methods to familiar and new problems. Both types of questions require knowledge of real estate laws, principles and methods. Comprehension of basic real estate mathematical computations is necessary for each examination.
In addition to the types of questions shown previously, questions in the format shown below may also appear on the Georgia Supplement Examination.

1. To qualify for a salesperson’s license in Georgia, which of the following are required of an applicant?
   I. complete the required prelicense coursework
   II. attain the age of 21 years
   III. be a high school graduate or holder of a certificate of equivalency
   IV. be a U.S. citizen

   *A. I and III only
   B. I and IV only
   C. II and III only
   D. II and IV only

**Community Association Manager Examination**

There are 48 multiple-choice questions requiring knowledge of Georgia laws on the Community Association Manager Examination. There is no national portion on this examination. An outline of the topics covered is shown below.

<table>
<thead>
<tr>
<th>Community Association Manager Examination</th>
<th>Approximate Number of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic</strong></td>
<td></td>
</tr>
<tr>
<td>I. Laws and Rules</td>
<td>14</td>
</tr>
<tr>
<td>Property Law</td>
<td></td>
</tr>
<tr>
<td>Law of Agency</td>
<td></td>
</tr>
<tr>
<td>Georgia Real Estate License Law</td>
<td></td>
</tr>
<tr>
<td>II. Practice</td>
<td>34</td>
</tr>
<tr>
<td>Forms of Ownership</td>
<td></td>
</tr>
<tr>
<td>Contracts and Transaction Documents</td>
<td></td>
</tr>
<tr>
<td>Real Estate Instruments and Conveyances</td>
<td></td>
</tr>
<tr>
<td>Financing and Accounting</td>
<td></td>
</tr>
</tbody>
</table>

**Obtaining the Sample National Real Estate Salesperson Examination**

The Sample National Real Estate Salesperson Examination is available in web-based format. To order the online sample examination, please visit www.goAMP.com and click on “E-Store,” “Web Tests” “Real Estate.” Two versions of the web-based Sample Examination are available. The cost of the basic version is $15. The cost of the enhanced version that provides detailed explanations of the answers is $25. Both are available with payment by credit card through the online store. No duplication of the sample examination is allowed. The sample examination is copyrighted by PSI.

**Real Estate Broker Examination**

The National Broker Examination is presented in simulation problem format and consists of eleven simulation problems. Nine of these problems will be used to compute your score. Two other problems are not scored and are being pretested for future examinations.

Each simulation problem will have a designated primary issue and property type. Each section within a problem will carry a secondary topic for that section. The primary issue and property type will remain consistent throughout the simulation problem, but the secondary topic can change with each section of the problem. The distribution of issues and property types is given in the Broker Simulation Examination Content Outline.

Each problem will consist of three components: Scenario, Information Gathering (IG) sections, and Decision Making (DM) sections. Each problem begins with a scenario. The scenario provides the setting and introductory client information (e.g., age, gender, presenting problem(s)).

In Information Gathering (IG) sections you are to gather all relevant information for answering the question. Read all responses before selecting the responses that you consider necessary for responding to the question. You should select all options that are appropriate at the time. If you select more or fewer answer options than are appropriate, this will adversely impact your information gathering score.

Decision Making (DM) sections provide opportunities for making judgments or decisions. These sections may be formatted in one of two ways:

1. Single Best Option – There may be more than one acceptable option, but one option is generally regarded most acceptable.
2. Multiple Options – Several options are considered appropriate. These sections address decisions in which a combination of actions is required.

In the decision making section described in 1 above, the instructions will be to “CHOOSE ONLY ONE” option. You should not assume that your response is incorrect if you are directed to make another selection. The simulation examination format sometimes uses this direction. The multiple option type of decision making described in 2 will have instructions to “SELECT AS MANY” options as are appropriate in the situation.
**Broker Simulation Examination Content Outline**

**Primary Issues:**
1. Agency Relationships and Property Representations  
   # of Problems  3
2. Fair Housing and Other Governmental Regulations  
   # of Problems  2
3. Handling Money  
   # of Problems  2
4. Training and Supervision of Licensees  
   # of Problems  1
5. One primary issue varying by examination form  
   # of Problems  1

**Section Topics:**
A. Agency  
B. Contracts  
C. Freehold and Leasehold  
D. Property Management  
E. Finance  
F. Government Regulations and Private Restrictions  
G. Description and Measurement  
H. Valuation  
I. Conveyance  
J. Calculations  
K. Ethical Behavior (must be incorporated in at least 4 problems)

**Property Types:**
1. Residential  
   # of Problems  4
2. Commercial  
   # of Problems  2
3. Property Management  
   # of Problems  1
Two property types varying by examination form  
   # of Problems  2

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**Georgia Broker Supplement Exam**

The Georgia Broker Supplement Exam is required for Florida residents, who are licensed as Brokers in a state other than Georgia, to obtain a Georgia Broker’s license. This is a multiple choice exam and below is a list of the content areas.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Approximate Number of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. State Laws and Rules</td>
<td>31</td>
</tr>
<tr>
<td>Unfair Practices</td>
<td></td>
</tr>
<tr>
<td>Trust Accounts</td>
<td></td>
</tr>
<tr>
<td>Substantive Regulations</td>
<td></td>
</tr>
<tr>
<td>Real Estate Practice in Georgia</td>
<td></td>
</tr>
<tr>
<td>Qualifications and Fees</td>
<td></td>
</tr>
<tr>
<td>Fair Housing Laws</td>
<td></td>
</tr>
<tr>
<td>Real Estate Education, Research and Recovery Fund</td>
<td></td>
</tr>
<tr>
<td>Complaints and Hearing Process and Attorney General's Opinions</td>
<td></td>
</tr>
<tr>
<td>Commission Organization and Procedures</td>
<td></td>
</tr>
<tr>
<td>Required Licensure</td>
<td></td>
</tr>
<tr>
<td>II. Management</td>
<td>12</td>
</tr>
<tr>
<td>III. Closing and Calculations</td>
<td>5</td>
</tr>
</tbody>
</table>

---

**National Real Estate Broker Simulation Sample Examination**

The National Real Estate Broker Simulation Sample Examination is available in web-based format. The sample examination includes four problems that are similar to those found on the National Broker Simulation Examination for those states using this testing format. The sample examination is purchased and taken online at the convenience of the purchaser. To order the online sample examination, please visit [www.goAMP.com](http://www.goAMP.com) and click on “E-Store,” “Web Tests” and “Real Estate.” The cost of the sample examination is $25. The sample examination is available with payment by credit card through the online store. No duplication of the sample examination is allowed. The sample examination is copyrighted by PSI.

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**Candidate Comments**

During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.
TAKING THE EXAMINATION

Your examination will be given by computer at a PSI Test Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. Look for signs indicating PSI Test Center Check-in. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.

Identification

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver’s license with photograph; state identification card with photograph; passport; military identification card with photograph.

- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).

- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room.

- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.

- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store or be responsible for any personal belongings.

If any personal items are observed or heard (cellular/smart phone, alarms) in the testing room after the examination is started, the administration will be forfeited.

Examination Restrictions

- Pencils will be provided during check-in.

- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.

- No documents or notes of any kind may be removed from the Test Center.

- No questions concerning the content of the examination may be asked during the examination.

- Eating, drinking or smoking is not permitted in the Test Center.

- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive or otherwise uncooperative;

- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

Copyrighted Examination Questions

All examination questions are the copyrighted property of PSI. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Computer LogIn

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on-screen throughout your examination session. This photograph will also print on your score report.

Practice Examination

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Following the practice examination, you will begin the actual examination. Before beginning, instructions for taking the examination will be provided on-screen. The following time limits will be in effect for each examination.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both National and State Salesperson</td>
<td>4 hours</td>
</tr>
<tr>
<td>GA Supplement Exam (Salesperson)</td>
<td>2 hours</td>
</tr>
<tr>
<td>Broker Simulation</td>
<td>3 hours</td>
</tr>
<tr>
<td>GA Supplement Exam (Broker)</td>
<td>2 hours</td>
</tr>
<tr>
<td>Community Association Manager</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

Taking the Salesperson or Community Association Manager Examination

The most typical purpose of a deed restriction is to

A. ensure that the property will not become encumbered.
B. encourage varied uses of the property.
C. control future uses of the property.
D. limit costs of new houses in a subdivision.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the “Time” box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the testing time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the testing session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>) during the examination. When the examination is completed, the number of examination questions answered is reported.
If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

**Taking the Broker Examination**

Three windows appear on the screen at all times during a simulation examination (see Figure 1). The Scenario Window section is displayed across the top of the screen; your picture is displayed in the upper right portion of this window. Each simulation begins with a brief paragraph in this window that provides preliminary information about the situation; subsequent sections contain information about the changing situation. A scroll bar is available when necessary to view all text. Each Scenario Window will also provide you with specific instructions about whether to “CHOOSE ONLY ONE” response in the section or to “SELECT AS MANY” responses as appropriate to gather information.

![Image of simulation examination window](image)

**Current Section/Simulation History**

You are hosting an open house. Mr. & Mrs. Charles Martin come into the house. You greet them and show them the house. The Martins tell you the house is exactly what they are looking for and they are very interested in purchasing it. You then give them information showing the various types of financing available with down payment options and projected payments.

Which of the following information should you obtain?

- Mr. Martin’s occupation
- Recent credit report
- Number of children
- Copies of recent tax returns
- What they are willing to offer
- Reason they are moving
- Whether they lease or own their current residence
- Whether they need possession before closing
- How soon they need to move
- Interest in seller financing
- Whether they have a home to sell first
- What they are willing to offer
- Interest in seller financing
- Why they lease or own their current residence
- Number of children
- Recent credit report
- Mr. Martin’s occupation

**Options Window**

In sections where you are instructed to “CHOOSE ONLY ONE” unless directed to make another selection, you should carefully review each option and then choose the one best option. A dialog box will then appear to present the results for the choice or request that you select another response in the section.

A “Help Screen” will be accessible to you throughout the simulation examination to explain how to navigate through the examination.

**FOLLOWING THE EXAMINATION**

**How Passing Scores are Determined**

- **Multiple-Choice Examination**
  
  The minimum score required to pass the multiple-choice portions is determined by using a process known as the Angoff method, in which subject-matter experts estimate the difficulty of each item on the examination for the “minimally competent practitioner” (MCP). These judgments are averaged to determine the minimum passing score, which represents the amount of knowledge an MCP would likely demonstrate on the examination.

- **Simulation Examination**
  
  The passing score for the simulation examination is determined using a method similar to that described for multiple-choice portions. Each section in a simulation was evaluated by content experts when the problem was developed. A minimum passing level (MPL) was established for the section using the scoring weights assigned to the options in that section and represents the level of performance expected of a “minimally competent practitioner.” The overall examination has an Information
Gathering (IG) MPL and a Decision Making (DM) MPL, which represent the sums of the MPLs of all IG and DM sections on the examination.

- **Equating**
  A statistical process called equating is used to ensure consistency in the meaning of the score required to pass an examination. If the raw passing score varies slightly between different versions (or “forms”), the level of knowledge required to achieve the passing score remains the same, thus assuring that all candidates are treated fairly.

### Your Salesperson or CAM Score Report

After you have completed the Salesperson or CAM examination, you will be instructed to report to the testing supervisor to receive your score report. Your score report will show your result for your examination and will give diagnostic scoring information for any portion you did not pass.

To pass the National Simulation Examination, you must meet or exceed the overall minimum passing level (MPL) for Information Gathering (IG) sections and meet or exceed the overall MPL for Decision Making (DM) sections. Each section, IG or DM, in a simulation was evaluated by content experts when the problem was developed. The MPL was established for the section using the scoring weights assigned to the options in that section and represents the level of performance expected of a “minimally competent practitioner.”

The overall IG MPL is the sum of the MPL for all IG sections on the examination, and the overall DM MPL is the sum of the MPL for all DM sections on the examination. The sum of your scores on all IG sections is reported as your IG total raw score, and the sum of your scores on all DM sections is reported as your DM total raw score. Your total raw scores are converted to scaled scores, and you must meet or exceed scaled scores of 70 for both IG and DM to pass this examination.

Scaled scores are reported to emphasize that although different forms of the examination may have slight differences in difficulty, the passing score for an examination is based on a consistent level of performance. Scaled scores are computed by setting the raw passing score equal to the scaled score required to pass. The scaled score is not the same as a percentage. The raw passing score may vary slightly between forms, depending on the difficulty of the items on the form; however, the scaled score required to pass (and the level of knowledge required to pass) does not change. This process is used to ensure fairness to all candidates.

### If You Pass the Examination

If you pass the examination, you will receive a Certification of Accuracy Statement and the application information filed with PSI by your school (or you).

**DO NOT sign the Certification of Accuracy Statement (see sample on page 25) until you apply for your license at the PSI Test Center.** The Certification of Accuracy Statement MUST be signed in the presence of the Test Center staff. You will be asked to verify the application information by signing the Certification of Accuracy Statement at the PSI Test Center when you apply for a license. You apply for a license by using the unsigned Certification of Accuracy Statement and by following the instructions in the section titled HOW TO OBTAIN A LICENSE.

### If You Fail the Examination

If you do not achieve a passing score, your score report will indicate your results, including the number correct in each content area, and reapplication instructions. To retake this examination, you will need to schedule another appointment through PSI's Candidate Services. The examination administrator cannot schedule you for another examination. You may reapply for this examination by calling PSI at 800-345-6559 between the hours of 8:00 a.m. and 10:00 p.m. Eastern Time Monday through Thursday, 8:00 a.m. and 8:00 p.m. on Fridays, and 9:30 a.m. and 6:00 p.m. on Saturdays. You also may reapply by scheduling online at www.goAMP.com. All candidates are scheduled on a first-come, first-served basis, but you will be able to schedule another appointment within five business days from the day you contact PSI to request an examination.

### If You Are Eligible for Veteran’s Preference Points

The score report you receive will not include veteran’s preference points. If you are an honorably discharged veteran with at least one year of active duty who served at least 90 days during wartime, you may qualify for veteran's preference points. You should review Rule 520-1-.04(3) of the Commission’s Rules and Regulations for the limits and requirements to obtain veteran’s preference. If you wish to apply for veteran's preference points, you should mail your original score report and a copy of your DD Form 214 within 60 days to: PSI Candidate Services, 18000 W. 105th St., Olathe, KS 66061-7543. Your DD Form 214 is required to be sent in for consideration of awarding of veteran’s preference points.
If you receive sufficient veteran's preference points to pass the examination, PSI will send you a new Certification of Accuracy Statement. It will be necessary for you to return to the Test Center at which you took the examination to obtain your license at this time.

**Duplicate Certification of Accuracy Statement**

Requests for a Duplicate Certification of Accuracy Statement may be submitted to PSI in writing or may be made at the Test Center. Requests made in writing will be processed for a fee of $3.50 and must include your name, Social Security or assigned Identification number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to PSI Services Inc. in the form of a money order. Duplicate Certification of Accuracy Statements will be mailed within approximately two weeks after receipt of the request and fee. Written in requests must be submitted within one year of your examination to be processed. Requests made at the Test Center will be processed for a $15.00 fee. This payment must be made by money order payable to PSI Services Inc.

**HOW TO OBTAIN A LICENSE**

Persons who have successfully completed the real estate examination and who meet all other licensing requirements will be able to obtain a salesperson, community association manager, associate broker or inactive broker real estate license at any one of the four PSI Test Centers in the state of Georgia.

Brokers may only obtain an Active license from PSI if he or she is affiliating with a Firm as an Associate Broker. All other Brokers will receive an Inactive license at the test center.

A Broker applying for a new Firm license must submit the “Open A Firm” application to the Commission after obtaining his or her Broker's license at the test center.

A Broker who will become the Qualifying Broker of an existing Firm must submit the “Change of Qualifying Broker” application to the Commission after obtaining his or her Broker's license at the test center.

Licenses are issued on a first-come, first-served basis from 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 4:45 p.m. Monday through Friday during the regular business days for each Test Center. You may apply for a license after 2:00 p.m. on the date you pass the examination, or on a subsequent date not more than 12 months from the date you passed the examination. If you take and pass the examination during the afternoon session, you will not be able to license the same day. (The cost of the license for a Salesperson or Community Association Manager doubles if you do not obtain the license within 90 days of passing the examination. This does not apply to Broker candidates.) ANY candidate who fails to apply for the license within 12 months of passing the exam must retake the examination to qualify for licensure.

**Required Documentation and Fee**

To apply for licensure, the following information/documentation must be presented at the Test Center.

1. A valid form of photo identification and your *unsigned* Certification of Accuracy (COA) Statement complete with photograph must be presented. Acceptable forms of identification include the following:
   - A driver's license or identification card, issued by one of the United States, its commonwealths or territories.
   - A United States passport or passport card.
   - A United States military identification card.
   - A United States Permanent Resident Card or Alien Registration Receipt Card.
   - An Employment Authorization Document that contains a photograph of the bearer.
   - A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer.
   - A passport issued by a foreign government.
   - A Certificate of Citizenship or Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services.
   - A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard.
   - A Free and Secure Trade (FAST) card.
   - A NEXUS card.
   - A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card.
   - A driver’s license issued by a Canadian government authority.

You will be required to answer four questions (see YES/NO questions on page 25) and sign the COA in front of PSI Test Center personnel. The identification document and the COA will then be scanned and digitally saved to the GREC computer system. You must present valid identification and sign the Certification of Accuracy Statement at the Test Center. If you forget your Certification of Accuracy Statement, or if you have lost it, you may purchase a duplicate document at the Test Center for $15.00. Payment must be made by money order payable to PSI Services Inc.
2. A Sponsoring Broker Statement Form (page 22) signed by a broker to verify that you are to work on behalf of that brokerage Firm. Be sure that the form includes the correct brokerage Firm number – NOT the personal license number of the broker. (Do not mail this form to PSI.)

*If you do not plan to work for a brokerage Firm immediately, you may apply for an inactive license and will not be required to provide the completed Sponsoring Broker Statement form.*

3. The **nonrefundable** license fee. The license fee is $170.00, and you have one year to apply for your license. Candidates for Salesperson or CAM licenses who apply after 90 days, **but within 12 months** after taking the examination, will be required to pay a fee of $340.00. Only a cashier’s check or money order (payable to the Georgia Real Estate Commission) or VISA, MasterCard, credit or debit card will be accepted. Personal checks, company checks and cash are NOT accepted. The license fee covers the licensing period from the date of licensure until the last day of your month of birth in the fourth calendar year following the year of the issuance of the license.

4. **Criminal History Report:** No more than 60 days prior to making application for a license approval, each applicant at his/her own expense shall obtain a certified criminal history report issued by the Georgia Crime Information Center (GCIC) of the Georgia Bureau of Investigation. You may obtain a GCIC report at most sheriff’s offices or police stations in Georgia. The report, which must be no more than 60 days old, must be attached to the application for licensure or approval. If that report indicates that the applicant has a criminal record outside of their state of residence, the Commission / Board may request that the applicant obtain, at the applicant’s expense, a National Crime Information Center (NCIC) report from the Federal Bureau of Investigation. **Do not** obtain this report unless the Commission / Board requests you to do so.

5. **Signed and Notarized Lawful Presence Affidavit**
Submit the Affidavit located on page 26.

**What You Will Receive**

If you provide the appropriate information and fees for the license category for which you are qualified and are approved by the Commission, you will receive the appropriate certifications, which may include a 8½” x 4” wall certificate, two pocket cards and an 8½” x 11” wall certificate suitable for framing. You must provide one of the wall certificates and one of the pocket cards to the brokerage firm with which you will affiliate your license and which signed your Sponsoring Broker Statement. By law, your sponsoring brokerage firm must retain your wall certificate or a copy of your pocket card as long as you are affiliated with that firm.
**Personal**

1. **Social Security Number**

2. **Name**
   - Last Name
   - First Name
   - Middle Initial

3. **Residence Address**
   - Number, Street, Apartment Number
   - City
   - County
   - State
   - Zip Code

4. **Mailing Address**
   - Number, Street, P.O. Box
   - City
   - County
   - State
   - Zip Code

5. **Birthdate**
   - Month
   - Day
   - Year

6. **Gender**
   - Male
   - Female

7. **Telephone Numbers**
   - Area Code Phone
   - Area Code Alternate Phone
   - Area Code Fax

8. **Email Address**

9. **Exam Type**
   - CAM
   - Salesperson
   - Broker
   - Salesperson Supplement Exam
   - Broker Supplement Exam

10. **Exam Payment**
    You may include a **cashier’s check or money order** in the amount of $121 made payable to PSI Services Inc. with this two-page application or wait and pay online by credit card once you are eligible for the exam. Examination registration fees are **non-refundable and non-transferrable and expire in one year**.

Submit this two-page form and all required documents to:

**PSI**
18000 W. 105th St.
Olathe, KS 66061-7543 USA
History
(check YES or NO)
YES  NO

1. Have you ever held a real estate license in another state?
   If YES, where? (State Abbreviation)
   Under what last name?
   Note: You must attach a course completion certificate if you are using course work completed in another jurisdiction to satisfy the Georgia Prelicense requirement.
   You must attach a certified license history if you are applying for the Georgia Supplement Exam, or if you are using experience gained in another jurisdiction to satisfy the Georgia requirement.

2. Have you ever held or do you hold a real estate license in Georgia?
   If YES, provide the license number:
   If YES, but under a different name, provide the name.

3. Are you a high school graduate OR the holder of a General Education Development (GED) certificate, or equivalent?

4. In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

5. Have you ever been disciplined by any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include but are not limited to such actions as: a reprimand, a suspension, a fine, or any restriction placed on your rights to operate as a licensee.)
   If you answered “yes” to questions 4 or 5 above, you should immediately file with the Commission the Background Clearance Application on pages 19-21 of this booklet.

6. Are you applying for GA Broker Examination? If YES, how many years have you been actively licensed as a salesperson? as a community association manager? as a broker?
   You must have held a real estate license on active status for three years within the previous five years to qualify to take the broker’s examination. (The time a license is on inactive or lapsed status does not count toward this three-year requirement.)

Submit this form and all required documents to:

PSI
18000 W. 105th St.
Olathe, KS 66061-7543 USA
Background Clearance Application

READ CAREFULLY: Please ensure that your application is complete and that you have answered all questions and included all required documents. Only complete applications will be accepted to begin a review. If all documentation is not included, the application is considered incomplete and will be returned to you by mail, which may considerably delay the process. A background investigation is extensive and requires time to complete. You will be notified in writing, when the investigative process is complete. Information CANNOT be provided by telephone.

☐ Attach a Georgia Criminal Information Center report (GCIC) if you are a Georgia Resident. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. Any incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence not reflected on the report.

☐ Attach ORIGINAL DOCUMENTS. Keep a copy of all documents for your records. Once an application is complete, the original documents cannot be returned.

☐ DO NOT FAX - Mail or deliver the application and all documentation to:

Investigations Section
Georgia Real Estate Commission & Appraisers Board
229 Peachtree Street NE, Suite 1000 - International Tower
Atlanta, Georgia 30303-1605

Section A

Applicant Information

Name: [ ]
Birth Date: [ ] SSN: [ ]
Race: [ ] Male [ ] Female
Email: [ ]

Residence Address: [ ]
City: [ ] State: [ ] Zip Code: [ ]
County: [ ] Phone Number: [ ]

Mailing Address: [ ]
City: [ ] State: [ ] Zip Code: [ ]
County: [ ] Alt Phone Number: [ ]

NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)
The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law.
Section B  
Background Information

(1) I am requesting Clearance for:  
☐ Real Estate  
☐ Appraiser  
☐ Both  
License Type:  

(2) I am qualifying by:  
☐ Examination  
☐ Reciprocal Agreement

(3) If applying by examination:  
(check all that apply)

☐ I have completed the required education coursework.  
☐ I have taken, and passed, the examination at PSI.  
☐ I have paid the license / classification fee.  
☐ I have NOT met all requirements for licensure.

(4) Have you previously held a Georgia Real Estate License and / or an Appraiser Classification?

YES  ☐ NO

Name:  
License #:  

(5) Have you previously applied for a Clearance Letter from the Georgia Real Estate Commission and Appraisers Board?

YES  ☐ NO

If YES, when:

(6) Have you ever been denied licensure by an occupational licensing body in Georgia or any other state, jurisdiction, or country?

YES  ☐ NO

If Yes, Please Explain

Section C  
Conviction Question

Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

ATTENTION: If you have a single felony conviction or crime of moral turpitude conviction, you are ineligible to apply for a license until 2 years have passed since the completion of all terms and conditions of any sentence.

If you have multiple felony convictions or crimes of moral turpitude convictions, you are ineligible to apply for a license until 5 years have passed since the completion of all terms and conditions of any sentence.

Additionally, an applicant for licensure as a Broker or Associate Broker may be licensed as such only if 10 years have passed since the later of the conviction, sentence or release from incarceration.

(1) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES  ☐ NO

You must answer YES to this question even if:

(a) you have been pardoned for the criminal offense;  
(b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or  
(c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:

(A) For every occurrence (with the exception of a single DUI), provide a certified copy of the citation, accusation, or indictment that led to the conviction AND a certified copy of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.

(B) For every occurrence (including that of a single DUI) provide a detailed written statement that includes:

1) an explanation of the circumstances surrounding every conviction  
2) whether you have made any required restitution  
3) whether you have completed all conditions of your sentence  
4) whether you were on parole or probation (and the date it ended)
Section D

Disciplinary Question

(1) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

☐ YES ☐ NO

(2) Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

☐ YES ☐ NO

If you answered "YES" to question (2), you must include the following documents with this application, UNLESS you have already submitted them to this agency:

(A) For every occurrence, provide a certified copy of the final order from the licensing agency that imposed the disciplinary action.

(B) Provide a detailed written statement that includes:
   1) an explanation of the circumstances surrounding the disciplinary action
   2) whether you have made any required payment
   3) whether you have completed all conditions of your disciplinary action
   4) whether your license is currently suspended or revoked

Section E

Certification

I hereby authorize a representative of the Georgia Real Estate Commission and Appraisers Board to periodically obtain and receive any criminal history record information on me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Commission and Appraisers Board may require me to provide additional information in order to process the application.

I hereby certify the information provided in this application is true and correct to the best of my knowledge and belief.

Applicant Signature: ___________________________ Date: ___________________________
SPONSORING BROKER STATEMENT FORM

This form is to be completed by the sponsoring brokerage firm with which you will affiliate your license. It must be signed and dated. You will need to submit this form at the PSI test center when you apply for an ACTIVE salesperson, community association manager or associate broker license. Do not mail to PSI. You will not need this form if you intend to apply for an INACTIVE license.

NAME OF APPLICANT: ____________________________
First Name ____________________________ Middle (Full name or NONE if no middle name) ____________________________ Last Name ____________________________ Generation

SOCIAL SECURITY NO: _______ _______ _______

NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)
You are asked to provide your social security account number (SSAN) on this application. The GREC shall not release your SSAN to any third party except as required by law.

TYPE OF LICENSE APPLICANT IS APPLYING FOR: ____________________________

NAME OF FIRM: ____________________________ (please print)

MAIN OFFICE ADDRESS: ____________________________ Street ____________________________ Suite No. ____________________________
City ____________________________ State __________ Zip Code __________

PHONE NUMBER: _______ _______ _______

I hereby request that the above-mentioned applicant’s license be affiliated with this firm.

BROKER’S SIGNATURE: ____________________________ DATE: ____________________________
REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and provide the Documentation of Disability-Related Needs on the next page and submit both pages with your application at least 45 days prior to your requested examination date. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information
Candidate ID # ______________________ Requested Test Center:_____________________________

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City __________ State __________ Zip Code

Daytime Telephone Number __________________________ Email Address __________________________

Special Accommodations
I request special accommodations for the __________________________ examination.

Please provide (check all that apply):
  _____ Reader
  _____ Extended testing time (time and a half)
  _____ Reduced distraction environment
  _____ Please specify below if other special accommodations are needed.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Comments: ____________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

PLEASE READ AND SIGN:
I give my permission for my diagnosing professional to discuss with PSI staff my records and history as they relate to the requested accommodation.

Signature: ____________________________ Date: ____________________________

Return this form with your examination application and fee to:
PSI, 18000 W. 105th St., Olathe, KS 66061-7543.
If you have questions, call Candidate Services at 800-345-6559.
Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI is able to provide the required test accommodations.

### Professional Documentation

I have known ___________________________ since _____ / _____ / _____ in my capacity as a ___

Candidate Name

Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate’s disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Signed: ___________________________________________________  Title: ___________________________________

Printed Name: _______________________________________________________________________________________

Address: ___________________________________________________________________________________________

___________________________________________________________________________________________________

Telephone Number: _____________________________ Email Address: ________________________________________

Date: ________________________________________  License # (if applicable): _______________________________

Return this form with your examination application and fee to:
PSI, 18000 W. 105th St., Olathe, KS 66061-7543.
If you have questions, call the Candidate Services at 800-345-6559.
Georgia Real Estate Commission
CERTIFICATION OF ACCURACY STATEMENT
LICENSE APPLICATION

Exam Type: SALESPERSON
Exam Date: 1/2/2002
School Code: 0040
NOTE: You must apply for a license by: 4/2/2002

Exam Scores:

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<th>TOTAL SCORE</th>
<th>100%</th>
<th>PASS</th>
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<tr>
<td>OVERALL TOTAL</td>
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<td>152</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL POSSIBLE      TOTAL CORRECT

Personal Information:

Sex: FEMALE
Status: ACTIVE
Sponsoring Brokerage Firm License Number: H-23552
Date of Birth: 12/12/1972
Social Security Number: 222-22-2222
Name: SMITH, JANE Q

Residence Address: 134 ALAMEDA LANE
APT 23
ATLANTA, GA 45223
County: DEKALB

Residence Mailing Address: 553 ROSEHILL ROAD
SUITE 305
MARIETTA, GA 45422

Home Phone: (404) 233-3380
Alternate Phone: (770) 322-9522

NOTE: DO NOT SIGN OR MARK THIS DOCUMENT UNTIL YOU RETURN TO THE TEST CENTER FOR YOUR LICENSE.

1. Are you a high school graduate or the holder of a General Education Development (G.E.D.) Certificate? YES NO

2. Have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer? YES NO

3. Have you ever been disciplined by the Georgia Real Estate Commission or any State or Federal Licensing Agency or authority that regulates any profession? YES NO

4. Have you held a Georgia Real Estate license that lapsed within the last ten years for failure to pay renewal fees or for failure to complete the post education requirement? YES NO

SECTION II
Consent to Disclose Any Criminal History, Consent to Jurisdiction, Agreement to Cooperate with Investigations, and Certification

The undersigned applicant for licensure by the Georgia Real Estate Commission does hereby authorize any authorized representative of the Commission to receive any criminal history record and/or a full lifetime driver history information pertaining to me which may be in the files of any federal, state or local criminal justice agency.

The undersigned applicant for licensure by the Georgia Real Estate Commission does hereby irrevocably consent that, if any cause of action arises against the undersigned growing out of the undersigned’s acts or omissions as a real estate licensee within the State of Georgia and if at that time the undersigned applicant is not a resident of the State of Georgia, suit may be commenced against said licensee in the county in the State of Georgia in which said cause of action may arise, or in which the plaintiff may reside, by the services of process upon the Real Estate Commissioner of the Georgia Real Estate Commission, whom the undersigned hereby designates as agent for such service; and the undersigned further consents that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon the undersigned in the State of Georgia.

The undersigned applicant for licensure by the Georgia Real Estate Commission does hereby further agree that if said applicant is or becomes a nonresident of the State of Georgia, said applicant will cooperate with any investigation initiated in accordance with the Official Code of Georgia Annotated §43-40-27 by promptly supplying any documents an authorized investigator of the Commission may request and by personally appearing at the Commission’s offices or other location in Georgia as the Commission’s investigator may request.

The undersigned applicant for licensure has read this document and certifies that all information given on this application is true, correct and complete.

Applicant’s electronic signature
**Lawful Presence Notarized Affidavit**

By executing this affidavit under oath, as an applicant for a(n) _______________ [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from _______________ [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) ______ I am a United States citizen.

2) ______ I am a legal permanent resident of the United States.

3) ______ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

   My alien number issued by the Department of Homeland Security or other federal immigration agency is ____________________.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1).

The secure and verifiable document provided with this affidavit can best be classified as:

______________________________

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in __________________ (city), __________________ (state).

________________________________________
Signature of Applicant

________________________________________
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS, 
THE _____ DAY OF __________________, 20__

________________________
NOTARY PUBLIC
My Commission Expires:
I. Property ownership (Recall/Recognition 3; Application/Analysis 5)
   A. Real versus personal property; conveyances (2)
   B. Land characteristics and legal descriptions (2)
      1. Types of legal descriptions; Metes and bounds, Lot and block, government survey
      2. Measuring structures
      3. Livable, rentable, and usable area
      4. Land Measurement
      5. Mineral, air, and water rights
   C. Encumbrances and effects on property ownership (2)
      1. Liens
      2. Easements and licenses
      3. Encroachments
      4. Other potential encumbrances of title
   D. Types of ownership (2)
      1. Tenants in common
      2. Joint tenancy
      3. Common- interest ownership
         a) Timeshares
         b) Condominiums
         c) Co-ops
      4. Ownership in severalty/sole ownership
      5. Life Estate ownership

II. Land use controls and regulations (Recall/Recognition 2; Application/Analysis 3)
   A. Government rights in land (1)
      1. Property taxes and special assessments
      2. Eminent domain, condemnation, escheat
   B. Government controls (2)
      1. Zoning and master plans
      2. Building codes
      3. Regulation of special land types
         a) Flood zones
         b) Wet lands
      4. Regulation of environmental hazards
         a) Types of hazards
         b) Abatement and mitigation
         c) Restrictions on contaminated property
   C. Private controls (2)
      1. Deed conditions or restrictions
      2. Covenants, conditions, and restrictions (CC&Rs)
      3. Homeowners association regulations

III. Valuation and market analysis (Recall/Recognition 3; Application/Analysis 4)
   A. Appraisals (2)
      1. Purpose and use of appraisals for valuation
      2. General steps in appraisal process
      3. Situations requiring appraisal by certified appraiser
   B. Estimating Value (3)
      1. Effect of economic principles and property characteristics
      2. Sales or market comparison approach
      3. Cost approach
      4. Income analysis approach
   C. Competitive/Comparative Market Analysis (2)
      1. Selecting comparables
      2. Adjusting comparables

IV. Financing (Recall/Recognition 6; Application/Analysis 4)
   A. Basic concepts and terminology (3)
      1. Points
      2. LTV
      3. PMI
      4. Interest
      5. PITI
      6. Financing instruments (mortgage, promissory note, etc.)
   B. Types of loans (4)
      1. Conventional loans
      2. FHA Insured loans
      3. VA guaranteed loans
      4. USDA/rural loan programs
      5. Amortized loans
      6. Adjustable-rate mortgage loans
      7. Bridge loans
      8. Owner financing (installment and land contract/contract for deed)
   C. Financing and lending (3)
      1. Lending process application through closing
      2. Financing and credit laws and rules
         a) Truth in lending
         b) RESPA
         c) Equal Credit Opportunity
         d) CFPB/TRID rules on financing and risky loan features
      3. Underwriting
         a) Debt ratios
         b) Credit scoring
         c) Credit history

V. General principles of agency (Recall/Recognition 4; Application/Analysis 9)
   A. Agency and non-agency relationships (2)
      1. Types of agents and agencies
      2. Other brokerage relationships (non-agents)
         a) Transactional
         b) Facilitators
   B. Agent’s duties to clients (4)
      1. Fiduciary responsibilities
      2. Traditional agency duties (COALD)
      3. Powers of attorney and other delegation of authority
   C. Creation of agency and non-agency agreements; disclosure of conflict of interest (4)
      1. Agency and agency agreements
         a) Key elements of different types of listing contracts
         b) Key elements of buyer brokerage/tenant representation contracts
      2. Disclosure when acting as principal or other conflict of interest
   D. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money (2)
E. Termination of agency (1)
1. Expiration
2. Completion/performance
3. Termination by force of law
4. Destruction of property/death of principal
5. Mutual agreement

VI. Property disclosures (Recall/Recognition 3; Application/Analysis 3)
A. Property condition (2)
1. Property condition that may warrant inspections and surveys
2. Proposed uses or changes in uses that should trigger inquiry about public or private land use controls
B. Environmental issues requiring disclosure (1)
C. Government disclosure requirements (LEAD) (1)
D. Material facts and defect disclosure (2)

VII. Contracts (Recall/Recognition 7; Application/Analysis 10)
A. General knowledge of contract law (10)
1. Requirements for validity
2. Factors affecting enforceability of contracts
3. Void, voidable, unenforceable contracts
4. Rights and obligations of parties to a contract
5. Executory and executed contracts
6. Notice, delivery and acceptance of contracts
7. Breach of contract and remedies for breach
8. Termination, rescission and cancellation of contracts
9. Electronic signature and paperless transactions
10. Bilateral vs. unilateral contracts (option agreements)
B. Contract Clauses, including amendments and addenda (1)
C. Offers/purchase agreements (4)
1. General requirements
2. When offer becomes binding
3. Contingencies
4. Time is of the essence
D. Counteroffers/multiple offers (2)
1. Counteroffers
2. Multiple offers

VIII. Leasing and Property Management (Recall/Recognition 2; Application/Analysis 1)
A. Basic concepts/duties of property management (0-1)
B. Lease Agreements (0-1)
1. Types of leases, e.g., percentage, gross, net, ground
2. Key elements and provisions of lease agreements
C. Landlord and tenant rights and obligations (0-1)
D. Property manager’s fiduciary responsibilities (0-1)
E. ADA and Fair Housing compliance in property management (0-1)

IX. Transfer of Title (Recall/Recognition 5; Application/Analysis 3)
A. Title Insurance (2)
1. What is insured against
2. Title searches, title abstracts, chain of title
3. Marketable vs insurable title
4. Potential title problems and resolution
B. Deeds (2)
1. Purpose of deed, when title passes
2. Types of deeds and when used
3. Essential elements of deeds
4. Importance of recording
C. Escrow or closing; tax aspects of transferring title to real property (2)
1. Responsibilities of escrow agent
2. Prorated items
3. Closing statements/TRID disclosures
4. Estimating closing costs
5. Property and income taxes
D. Special processes (1)
1. Foreclosure
2. Short sale
E. Warranties (1)
1. Purpose of home or construction warranty programs
2. Scope of home or construction warranty programs

X. Practice of real estate (Recall/Recognition 6; Application/Analysis 7)
A. Trust/escrow accounts (2)
1. Purpose and definition of trust accounts, including monies held in trust accounts
2. Responsibility for trust monies, including commingling/conversion
B. Federal fair housing laws and the ADA (4)
1. Protected classes
2. Prohibited conduct (red-lining, blockbusting, steering)
3. Americans with Disabilities (ADA)
4. Exemptions
C. Advertising and technology (4)
1. Advertising practices
   a) Truth in advertising
   b) Fair housing issues in advertising
2. Use of technology
   a) Requirements for confidential information
   b) Do-Not-Call List
D. Licensee and responsibilities (2)
1. Employee
2. Independent Contractor
3. Due diligence for real estate transactions
E. Antitrust laws (1)
1. Antitrust laws and purpose
2. Antitrust violations in real estate

XI. Real estate calculations (Application/Analysis 10)
A. Basic math concepts (3)
1. Loan-to-value ratios
2. Discount points
3. Equity
4. Down payment/amount to be financed
B. Calculations for transactions (7)
1. Property tax calculations
2. Prorations
3. Commission and commission splits
4. Seller’s proceeds of sale
5. Buyer funds needed at closing
6. Transfer fee/conveyance tax/revenue stamps
7. PITI (Principal, Interest, Taxes and Insurance) payments
REAL ESTATE REFERENCES

The references provided below are some of the available relevant written study materials for the Salesperson, Community Association Manager, and Broker Examinations. However, they are not necessarily recommended by PSI or your state licensing authority. Computer software is also available from several publishing companies, but it is not listed here. Contact the publishers for their latest editions.


Burgess, Russell W. Real Estate Home Inspection. Chicago: Real Estate Education Co.

Carr, Dennis H.; Lawson, Jeff A.; and Schultz, J. Carl, Jr. Appraisal Dynamics. Georgia Institute of Real Estate.


Georgia Institute of Real Estate staff. Real Estate Dynamics: A Practical Approach to Licensing. Georgia Institute of Real Estate.


Gibson, Frank; Karp, James and Klayman, Elliot. Real Estate Law. Chicago: Real Estate Education Co.


Reilly, John W. Agency Relationships in Real Estate. Chicago: Real Estate Education Co.

Reilly, John W. The Language of Real Estate. Chicago: Real Estate Education Co.


Candidates who are applying for examination with college, law school, or out-of-state course work may review the license law and the commission's rules and regulations from the Georgia Real Estate Commission website, www.grec.state.ga.us, or obtain a hard copy from Lexis Publishing at 800-227-9597.
EXAMINATION SCHEDULE AND TESTING LOCATIONS

The Real Estate Salesperson, Broker, and Community Manager examinations are computer administered and offered at the locations listed. The examinations are offered five days a week and designated Saturdays. Licensing is available at the four designated locations Monday through Friday. If you test in the afternoon, you will not be able to license the same day.

Location 1: Atlanta NE

PSI
3505 Koger Blvd.
Suite 175
Duluth, GA 30096

Directions: From I-85 N - Use the right lane to take exit 104 for Pleasant Hill Rd. Use the second to the right lane to turn right onto Pleasant Hill Road. Use the left two lanes to turn left onto Breckinridge Blvd. Turn right onto Centerview Dr. NW. Turn right onto Koger Blvd. The building will be on the right.

Hours of operation: Testing – 9:00 a.m. and 1:30 p.m.
Licensing – 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m.

• Monday through Friday and designated Saturdays.
Capacity: 24 testing carrels

Location 2: Atlanta NW

PSI
The Pavilions at East Lake Shopping Center
Suite 2128
2100 Roswell Road (State Route 120)
Marietta, GA 30062

Directions: Exit I-75 at North Marietta Parkway (Loop 120/Exit 263). Drive approximately 1.5 miles to the 120 Roswell Road exit (go past Powers Ferry and Lower Roswell Roads). Exit at the 120 East Roswell Road and head east for approximately 1 mile. The Pavilions at East Lake Shopping Center is on the right side of the road.

Hours of operation: Testing – 9:00 a.m. and 1:30 p.m.
Licensing – 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m.

• Monday through Friday and designated Saturdays.
Capacity: 12 testing carrels

Location 3: Savannah

PSI
The Chatham Center, Orlean Building
Suite 155
6001 Chatham Center Drive
Savannah, GA 31405

Directions: Exit I-16 at Chatham Parkway. Go south on Chatham Parkway; turn left on Chatham Center Drive. Turn right to Orlean Building.

Hours of operation: Testing – 9:00 a.m. and 1:30 p.m.
Licensing – 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m.

• Monday through Friday and designated Saturdays.
Capacity: 12 testing carrels

Location 4: Macon

PSI
6394 Zebulon Road
Suite 102
Macon, GA 31220

Directions: From I-475S - At exit 9, take the ramp and follow the signs for Zebulon Road. Turn right onto Zebulon Road and get immediately into the left lane. Get into the first left turn lane and do a U turn. The office is located in Zebulon Plaza on the south side across the street from Zaxby's.

From I-475N - Take exit 9 and turn left onto Zebulon Road. Get in the left lane. After you cross the bridge, take the first left turn lane and do a U turn. The office is located in Zebulon Plaza on the south side across the street from Zaxby’s.

Hours of operation: Testing – 9:00 a.m. and 1:30 p.m.
Licensing – 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:45 p.m.

• Monday through Friday and designated Saturdays.
Capacity: 12 testing carrels

Location 5: Decatur

H&R Block Office
2891 N. Decatur Rd
Suite D, E and F
Decatur, GA 30033

Directions: From 285S - Take exit 40 for Ponce De Leon Ave toward Clarkston. Keep right at the fork, follow signs for Dekalb Medical hospital and merge onto E Ponce De Leon Ave. Turn right onto N Decatur Rd. Located in the H&R Block office.

Hours of operation: Testing – 9:00 a.m. and 1:30 p.m.
Licensing – Not available

• Monday through Friday and designated Saturdays.
Capacity: 3 testing carrels
GEORGIA DUPPLICATE CERTIFICATION OF ACCURACY STATEMENT REQUEST

DIRECTIONS: Use this form to request a Duplicate Certification of Accuracy Statement. Complete all requested information. This form must be received within one year of the examination date and include a money order payable to PSI Services Inc. for $3.50 per copy. Duplicate Certification of Accuracy Statements will be mailed within approximately two weeks after receipt of the request and fee.

Name:__________________________________________________________ Social Security #: __________________________

Address: ________________________________________________________________________________________________
________________________________________________________ Daytime Phone: __________________________

Test Taken: ☐ Salesperson  ☐ Broker  Examination Date: ______________  Test Center: __________________________

I hereby authorize PSI to send me a duplicate Certification of Accuracy Statement.

Signature:__________________________________________________________ Date: ____________________________

PSI
18000 W. 105th St.
Olathe, KS 66061-7543