



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

*Before paying for
 your examination registration,
 be sure you understand
 the contents of this bulletin.
 Please retain and use it as a reference
 when contacting PSI.*

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

**PROPERTY MANAGER
 CANDIDATE INFORMATION BULLETIN**

| | | | |
|---|---|--|---|
| Examinations by PSI Examination Services | 1 | Canceling or Rescheduling an Appointment | 4 |
| Guidelines for License Application/Qualification..... | 1 | Missed Appointment or Late Cancellation | 4 |
| Tips for Preparing for your License Examination | 1 | Emergency Examination Center Closing | 4 |
| Non-Score Items..... | 1 | Examination Center Locations | 4 |
| Description of Examinations & Content Outlines | 1 | Reporting to the Examination Center..... | 5 |
| Examination Content Outline | 1 | Required Identification | 5 |
| Study Materials..... | 2 | Security Procedures..... | 5 |
| Sample Questions | 2 | Taking the Examination by Computer | 5 |
| Registration and Scheduling Procedures | 3 | Identification Screen..... | 5 |
| Internet Registration | 3 | Tutorial | 5 |
| Telephone..... | 3 | Examination | 6 |
| Fax | 3 | Examination Review | 6 |
| Standard Mail..... | 3 | Score Reporting | 6 |
| Social Security Confidentiality | 3 | Duplicate Score Reports | 6 |
| Special Examination Arrangements | 3 | Examination Registration Form | 7 |
| Scheduling an Appointment | 4 | | |

Please refer to www.psiexams.com for the latest updates to this bulletin.

Copyright © 2016 by PSI licensure:certification

3/1/2016

EXAMINATIONS BY PSI EXAMINATION SERVICES

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a property manager in South Carolina. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations. South Carolina's Office Of Property, Environmental, Design And Construction Services (OPEDACS) has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the South Carolina Real Estate Commission to be certain that examinations meet local as well as national requirements in basic principles of real estate and examination development standards.

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

All questions and requests for information about examinations should be directed to:

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Questions about applications for licensure should be directed to the:

South Carolina Real Estate Commission
PO Box 11847
Columbia, SC 29211-1847
(803) 896-5241

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

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

1. Obtain the appropriate eligibility (e.g., number of hours of education) in advance of applying to the Commission.
2. After approval by the Commission of your eligibility, prepare for the examination by using the examination outline in this bulletin as a guide for reviewing your pre-license course materials that cover the outline topics.
3. Be sure that the examination registration form that you submit to PSI is complete and accurate, and that you include the correct fees.
4. Be sure to take proper identification with you to your examination appointment.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

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

- Start with a current copy of the South Carolina Property Manager Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Review your prelicense course material with a special emphasis on the topics listed in the examination content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

NON-SCORED QUESTIONS

Your examination contains five non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will not be scored and the time taken to answer them will not count against examination time.

DESCRIPTION OF EXAMINATION AND EXAMINATION CONTENT OUTLINE

South Caroline Real Estate Property Manager Examination
50 Scored Items - 90 Minutes - 70% Correct to Pass

EXAMINATION CONTENT OUTLINE

The Examination Content Outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in real estate property management practice, real estate instruction, and regulatory issues. The outline these professionals have prepared identifies areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

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

| South Carolina Property Manager Content Outline | Number of Questions |
|---|---------------------|
| I. Laws Affecting Property Management | 18 |
| A. License Law | |
| B. Fair Housing and Americans with Disabilities Act (ADA) | |
| C. Safety, Environment, and Disclosures | |
| D. Anti-trust | |
| E. South Carolina Vacation Rental Act | |
| F. Trust Accounts | |
| G. Credit Laws | |

| | |
|--|-----------|
| II. Property Manager, Owner, and Tenant Relationships | 13 |
| A. Management Agreements | |
| B. Agency Issues | |
| C. Property Maintenance | |
| D. Risk Management and Insurance | |
| E. Rental Agreements | |
| 1. Types, Elements, and Provisions | |
| 2. Renewals and Terminations | |
| | |
| III. South Carolina Residential Landlord and Tenant Act | 15 |
| | |
| IV. Additional Areas of Property Management | 4 |
| A. Condominiums | |
| B. Commercial Properties | |
| C. Math | |

Fair Housing Laws - South Carolina Code of Laws, Title 31 Housing and Development, Chapter 21 Fair Housing Law (SCFH3121)

Residential Landlord and Tenant Act - South Carolina Code of Laws, Title 27 Property and Conveyance, Chapter 40 Residential Landlord and Tenant Act (SCLTA2740)

Smoke Detector Law - South Carolina Code of Laws, Title 5 Municipal Corporations, Chapter 25 Building Codes and Fire Prevention, Article 11 Smoke Detectors (SCSD525)

Vacation Rental Act - South Carolina Code of Laws, Title 27 Property and Conveyances, Chapter 50 The Residential Property Condition Disclosure Act, Article 2 South Carolina Vacation Rental Act (SCVRA2750)

Ejection of Tenants Law - South Carolina Code of Laws, Title 27 Property and Conveyances, Chapter 37 Ejection of Tenants (SCEJT2737)

Real Estate Trust Account Guidelines (SCTAG99)

EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the real estate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the South Carolina Real Estate Commission. Use the latest edition available.

Textbooks:

Modern Real Estate Practice, 19th Edition, 2014, Dearborn Real Estate Education (MREP14)

AWARE in South Carolina. 8th Edition, 2015, Charles D. Wyatt, Jr., Wyatt Institute, 710 E. North Street, Greenville, SC 29601, (800) 922-9252 or (864) 271-9732 (AWARE15)

Property Management, 9th Edition, 2013, Robert C. Kyle, Dearborn Real Estate Education (PM13)

Federal Laws and Regulations pertaining to Property Management:

American with Disabilities Act (ADA)

Equal Credit Opportunity Act (ECOA)

Fair Housing Law (FFHL)

Fair Credit Reporting Act (FCRA)

Lead-based Paint Reduction Act of 1992 (LBPRA)

Sherman -Clayton Anti-trust Laws (SCATL)

Service Member Civil Relief Act (SMCRA15)

South Carolina Laws and Regulations pertaining to Property Management:

<http://www.llr.state.sc.us/pol/rec/index.asp?file=laws.htm>

South Carolina License Law - South Carolina Code of Laws, Title 40 Professions and Occupations, Chapter 57 Real Estate Brokers, Salesmen, and Property Managers (SCCL4057)

South Carolina Real Estate Regulations - Department of Labor, Licensing and Regulation, South Carolina Real Estate Commission (SCREReg14)

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the South Carolina Property Manager Examination. The examples do not represent the full range of content or difficulty levels found in the actual examination. They are intended to familiarize you with the types of questions you can expect to find in the examination. (The answer key is found after the questions.)

- A. In what kind of store lease is the monthly rent based on the amount of business done by the tenant?
 1. Net
 2. Gross
 3. Ground
 4. Percentage

- B. Which of the following actions on the part of the landlord would be considered "distrain"?
 1. Attaching the wages of a tenant for rent in arrears
 2. Seizing a tenant's personal property for rent in arrears
 3. Preventing agents from showing a rented unit to a sales prospect
 4. Restricting the use of the rental property by prohibiting certain uses

- C. Which of the following elements MUST be included in a property management agreement?
 1. Period the contract is to run
 2. Owner's objectives for the property
 3. List of current tenants
 4. Provisions for the extension of the agreement past the initial period



- D. A property generates annual net (operating) income of \$6,600. At a capitalization rate of 12%, the estimated property value is
1. \$13,300
 2. \$48,400
 3. \$55,000
 4. \$79,200
- E. A meter reader is injured when he slips and falls in a puddle caused by leaking pipes. He claims compensation for medical expenses from the owner of the apartment building. Which type of insurance would be most likely to cover such a claim?
1. Casualty
 2. Liability
 3. Worker's Compensation
 4. Consequential Loss

Answer Key

A. 4; B. 2; C. 1; D. 3; E. 2;

2. You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

TELEPHONE REGISTRATION

PSI Registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

FAX REGISTRATION

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

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

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You can pay fees by VISA, MasterCard, American Express, Discover, company check, money order or cashier's check, made payable to PSI. Print your name in the memo section of the company check, personal check, money order or cashier's check so we can ensure the payment is applied to your registration. **CASH IS NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

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

SPECIAL EXAMINATION ARRANGEMENTS

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

REGISTRATION AND SCHEDULING PROCEDURES

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

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

Examination fee-----\$60

INTERNET REGISTRATION

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

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the commission has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**



SCHEDULING AN APPOINTMENT

After you have received the confirmation notice of PSI's acceptance of your registration packet, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

CANCELING OR RESCHEDULING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267.

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

IMPORTANT NOTE ABOUT SCHEDULING OR RESCHEDULING!

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, and you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date; or
- Do not appear for your examination appointment; or
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of a examination center on a scheduled testing date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your testing schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

EXAMINATION CENTER LOCATIONS

GREENVILLE / SPARTANBURG

**Park East, Anderson Building
150 Executive Center Drive, Suite 112
Greenville, South Carolina 29615**

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

COLUMBIA

**Synergy Business Park, Congaree Building
121 Executive Center Drive, Suite 143
Columbia, South Carolina 29210**

From I-20, take exit 63 (Bush River Road). Proceed west and turn right onto Berryhill Road. Turn left onto Executive Center Drive. Enter the Congaree Building through the front door. From the lobby take the corridor to the right to the end and turn left. PSI Suite 143 is on the left.

CHARLESTON

**4600 Goer Drive, Suite 112A
North Charleston, South Carolina 29406**

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

BEAUFORT / HILTON HEAD

**Regions Bank Building
69 Robert Smalls Pky/SC-170, Unit 4D
Beaufort, South Carolina 29906**

From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.

MYRTLE BEACH

**1601 North Oak Street, Suite 305
Myrtle Beach, South Carolina 29577**

*From the west: Take Rte 501 to 17 Bypass North. Take 17 Bypass North one exit to 10th Avenue (Mr Joe White Ave). Turn right and go about 2 miles to Oak St. Take left on Oak St and follow to #1601 (Myrtle Offices). Go around to back of building. PSI is in Suite #305
From the south: Take 17 Bypass North to 10th Avenue. Turn right and follow above directions.
From the North: Take Rte 31 to Robert Grissom Parkway. Follow RGP to 21st Avenue. Turn left on 21st Ave and follow to Oak St. Turn right on Oak St and follow to #1601. (Myrtle Offices). PSI is around the back of building.*

CHARLOTTE

Tyvola Executive Park 1
5701 Westpark Dr, #202
Charlotte, NC 28217

From I-77S towards Columbia, exit Tyvola Road (Exit #5).
Turn left at Tyvola Road. Make a right at Westpark Dr.
From I-77N, exit Tyvola Road (Exit #5) towards Coliseum
Area. Bear right at Tyvola Road. Turn right at Westpark Dr.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

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

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

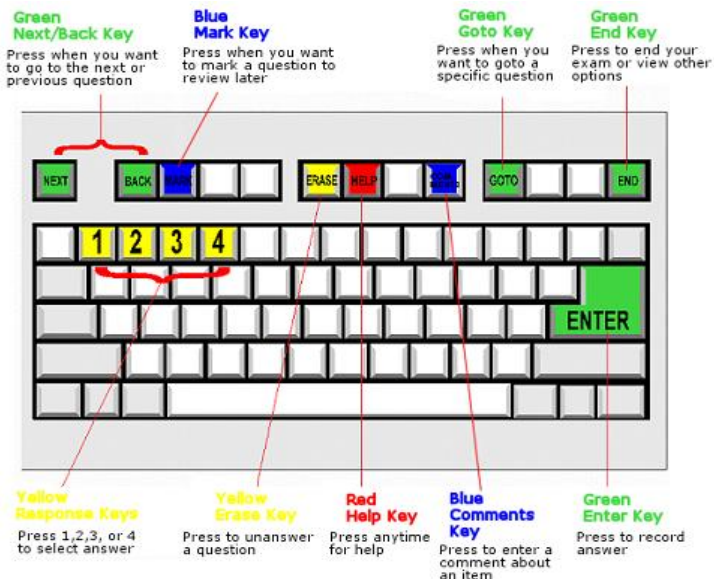
SECURITY PROCEDURES

The following security procedures will apply during the examination:

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

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

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

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question.



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the South Carolina Real Estate Commission, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Commission may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

SCORE REPORTING

In order to pass the examination, you must achieve the minimum score of 35.

Your score will be given to you immediately following completion of the examination.

The following summary describes the score reporting process:

On screen - Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.

If you **pass**, you will immediately receive a successful notification on the screen.

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

On Paper - An official result report will be printed at the examination center.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by writing to PSI, by emailing scorereport@psionline.com or by calling 800-733-9267. The fee for a duplicate score report is \$15.



SOUTH CAROLINA PROPERTY MANAGER EXAMINATION REGISTRATION FORM

Read the Candidate Information Bulletin before filling out this form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name:
Last Name (Jr/III)

First Name MI

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

3. Mailing Address:
Number, Street Apt/Suite

-
City State Zip Code

4. Telephone Home - - Office - -

5. Email _____ @ _____

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

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

8. Test: Property Manager Examination \$60
 (Check one) FIRST TIME RETAKE

9. Total Fees Included: _____ Pay by credit card, company check, money order, or cashier's check. Make check or money order payable to "PSI" and write your social security number on it. Cash and personal checks are not accepted.

If paying by credit card, check one: VISA MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

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

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

Signature: _____ Date: _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.
 Complete and forward this form with the applicable examination fee to:
 PSI licensure:certification * ATTN: Examination Registration SC PM
 3210 E Tropicana * Las Vegas * NV * 89121
 Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com



SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

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

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

Requirements for special arrangement requests:

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

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

Date: _____ Social Security or ID#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

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

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: _____)
- Large-print written examination
- Other _____
- Out-of-State Testing Request (this request does not require additional documentation)

Site requested: _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (800) 367-1565, ext 6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.



PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121

