

STATE OF FLORIDA

**Candidate Information Booklet
for the**

**REAL ESTATE
SALES ASSOCIATE, BROKER, LAW, AND INSTRUCTOR
LICENSURE EXAMINATIONS**

**Bureau of Education and Testing
Northwood Centre
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952**

<http://www.myflorida.com/dbpr>

Florida Real Estate Commission
http://www.myflorida.com/dbpr/re/frec_welcome.shtml

Charlie Crist, Governor

Holly Benson, Secretary

MARCH 2007

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**CANDIDATE INFORMATION BOOKLET FOR
REAL ESTATE SALES ASSOCIATE, BROKER, LAW
AND INSTRUCTOR LICENSURE EXAMINATIONS**

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STATEMENT OF NONDISCRIMINATORY POLICY

The Department of Business and Professional Regulation does not discriminate among candidates on the basis of age, sex, race, religion, national origin, handicap, or marital status.

PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE

Visit our website at: <http://www.myflorida.com/dbpr>

Florida Real Estate Commission

http://www.myflorida.com/dbpr/re/frec_welcome.shtml

I. INTRODUCTION

This Candidate Information Booklet (CIB) is designed to introduce Computer Based Testing and provide candidate information for this examination.

The Department of Business and Professional Regulation has retained the services of Promissor to schedule, administer, score and report the results for computer based testing. Promissor is a leading provider of assessment services to regulatory agencies and national associations and offers licensing and credentialing support services to associations, state agencies, and private industry.

Your examination(s) will be administered on an electronic testing system. The testing system eliminates the use of paper, pencil and answer sheets. Candidates input their responses by entering the answer of their choice (A, B, C or D). Before you begin the examination, you will have an opportunity to go through a tutorial on the computer. The computer is very simple to operate; it should only take you a few minutes to learn to use it.

The screen features a variety of function buttons to help candidates navigate through the examination. The function buttons are located in the same position throughout the test.

Candidates can mark a question for review, move forward or backward one question at a time, or move to a specific question.

The summary screen, which can be accessed at any time during the examination, shows candidates the following:

- Number of questions answered
- Number of questions unanswered and/or skipped
- Time remaining for the examination

II. TESTING LOCATIONS AND RESERVATIONS

TESTING LOCATIONS

[To locate a Promissor Test Center near you, as well as to check that site's availability, use this link to view the vendor web site for more details.](#)

MAKING YOUR TEST RESERVATIONS

TELEPHONE RESERVATIONS

A Promissor Customer Care Associate will help you select a convenient examination date and location, provide specific instructions and directions, and answer any questions you may have. The best times to call for a reservation are: Monday – Friday (8am – 11pm), Saturday (8am – 5pm), and Sunday (10am – 4pm). Reservations can be made up to and including the day you wish to sit for your exam based on availability. However, it is strongly recommended you call at least two (2) days before the examination date desired **since reservations are made on a first-come, first-served basis.** Please have the following information when you call to make an examination reservation:

- Your Authorization Notice
- Identification number listed on your Authorization Notice
- Your full name, address, social security number, day telephone number
- The location of the test center you desire
- The name of the examination(s) you will be taking
- Correct fees must be made by credit/debit card (MC, Visa, AMEX, and Discover), electronic check, or pre-paid voucher at the time of reservation.

You will receive a Confirmation Number. Write this number down. You must have it to be admitted to the Test Center on examination day.

Confirmation #: _____
Examination Date: _____
Assessment Center Location: _____
Promissor Associate: _____

As previously stated, you may call Promissor or log on to their website <http://www.promissor.com> to register for the examination. You may register as far in advance as you would like or up to and including the day you would like to test based on seat availability. **NO WALK-IN TESTING IS PERMITTED.** All candidates **MUST** have a reservation prior to arriving at the Test Center. Remember that test reservations are made on a **first-come, first-served basis**, so plan ahead and make your reservation as early as possible so that you will be able to arrange to test on your date of choice.

When scheduling via the web, your user identification and your password will be FLR, plus your nine-digit social security number. Payment at the Test Center is **NOT** permitted. As stated previously,

acceptable forms of payment at the time of reservation are: credit/debit card (MC, Visa, AMEX and Discover); electronic check or pre-paid voucher.

Candidates should receive from Promissor prior to the testing date a *Florida Division of Real Estate Authorization Notice*, which you will need to bring with you to the Testing Center the day of your exam. The notice will clearly show to the Test Center staff that your application has been approved to take the examination. If you did **NOT** submit your pre-licensing education completion certificate with your application, **OR** if the "School Code" field is blank or invalid on your *Florida Division of Real Estate Authorization Notice*, you **MUST** present a copy of the education completion certificate at the Test Center in order to be admitted. Failure to provide this document at the Test Center will result in your **NOT** being admitted to the examination and your being held liable and accountable for the examination fee for that day **IN ADDITION** to the new test fee required when you register for a future test.

Official transcripts should be submitted to the Department of Business and Professional Regulation. Diploma, transcripts, and wall diplomas issued by universities, colleges, and community colleges will **NOT** be accepted at the Testing Center and will result in your being denied admission. You will be liable for the testing fee for that day **IN ADDITION** to the new testing fee required when you register for a future test. Attorney Bar Registration Cards will **ONLY** be accepted for **Sales Associate** candidates.

A candidate may cancel the examination reservation **up to two (2) business days prior to the exam date without a financial penalty.**

The application shall expire 2 years after the date received if the applicant does not pass the appropriate examination. Additionally, if an applicant does not pass the licensing examination within 2 years after the successful course completion date, the applicant's successful course completion is **invalid** for licensure. Candidates for a Real Estate Sales Associate license or Broker license must pass the examination during the (24) months of receipt of application, the authorization period as identified on the candidate's *Florida Division of Real Estate Authorization Notice*. If a candidate does **NOT** take the examination during the twenty four (24) months, **the application will expire** and the candidate will need to re-apply to the Florida Division of Real Estate. The candidate will also be required to submit new evidence of completion of a pre-licensing course.

Pursuant to Section 475.175(1) (a), Florida Statutes, electronic fingerprinting will be **MANDATORY** beginning **JULY 1, 2006**, for all real estate sales associate and real estate broker applicants. Promissor can now electronically scan and submit fingerprints to the Florida Department of Law Enforcement and the Federal Bureau of Investigation to determine if the candidate has a criminal history record. The information obtained by the processing of the fingerprint card by the Florida Department of Law Enforcement and the Federal Bureau of Investigation shall be sent to the Department of Business and Professional Regulation for the purpose of determining if the candidate is statutorily qualified for examination. This technology will benefit real estate sales associate and broker candidates by reducing the likelihood of illegible fingerprints or missing information on a fingerprint card.

Candidates may make an online fingerprint reservation by visiting the Promissor web site at www.promissor.com and selecting under the "Find Other Services" sub-title: **Fingerprinting Services**, or by contacting Promissor at 1.877.238.8232 (TTY 1.800.274.2617). Candidates **MUST** pay for the online fingerprint reservation by **credit/debit card (MC, Visa, AMEX, and Discover), electronic check, or pre-paid voucher.**)

FAX/INTERNET RESERVATIONS

As an alternative, candidates may register via Fax or the Internet. You may Fax a request to Promissor at 1.800.274.8920, or submit a request via the Internet by visiting Promissor's website at <http://www.promissor.com> twenty-four (24) hours a day, seven (7) days a week, **provided you include a credit/debit card number (MC, Visa, AMEX and Discover), electronic check or pre-paid voucher.** Reservations can be made up to and including the day you wish to sit for your exam based on availability. However, it is strongly recommended you call at least **two (2) days** before the examination date desired **since reservations are made on a first-come, first-served basis.**

A confirmation of this reservation will be returned to you via Fax or E-mail within twenty-four (24) hours of receipt of your reservation request. Examination reservations may be canceled or changed via Fax or the

Internet. A candidate may cancel the examination reservation **up to two (2) business days prior to the exam date without a financial penalty.**

III. THE EXAMINATION

CONTENT OVERVIEW

As cited within Section 61J2-2.029(1), F.A.C., the Sales Associate examination shall be based upon a knowledge, understanding and application of real estate principles and practices, real estate law, and real estate mathematics as provided in the Real Estate Brokers, Sales Associates, and Schools Licensure Law, Chapter 475, Part I, Florida Statutes, and Chapter 61J2, Florida Administrative Code. To the extent these subject areas can reasonably be separated, 45 points shall be based on law, 45 points on principles and practices, and 10 points on real estate mathematics.

As cited within Section 61J2-2.029(1), F.A.C., the Broker and Instructor examinations shall be based upon a knowledge, understanding and application of real estate law, real estate principles and practices, including appraising, finance, investment and brokerage management and real estate mathematics as provided in the Real Estate Brokers, Sales Associate, and School Licensure Law, Chapter 475, Part I, Florida Statutes, and Chapter 61J2, Florida Administrative Code. To the extent these subject areas can reasonably be separated, 45 points shall be based on law, 40 points on principles and practices, and 15 points on real estate mathematics, including closing statements.

As cited within Section 61J2-26.001, F.A.C., the Florida Real Estate Commission has determined that it is in the best interest of the public's welfare to ensure a nonresident seeking licensure in Florida, pursuant to Section 475.180, Florida Statutes, is knowledgeable in Florida law, statutes, and administrative rules. To properly ensure such nonresident candidate has this knowledge, a Laws and Rules Examination consisting of 40 questions is mandatory. The subject area of the Laws and Rules Examination shall consist of general real estate license law. While knowledge of all subject areas is required, particular emphasis will be placed on Chapters 455 and 475, Florida Statutes, and on the rules of the Florida Real Estate Commission found in Chapter 61J2, Florida Administrative Code. This Laws and Rules Examination is required of all candidates for nonresident licensure, regardless of jurisdiction, and shall become a part of each written agreement implementing the provisions of Section 475.180, Florida Statutes, and Chapter 61J2-26, Florida Administrative Code.

TOPICAL OUTLINE

SALES ASSOCIATE: To the extent these subject areas can reasonably be separated, 45 points shall be based on law, 45 points on principles and practices, and 10 points on real estate mathematics.

- Fair Housing / Discrimination
- Contracts / Deeds
- Real Estate Taxes
- Various Licensure Law Topics
- General Real Estate Law & Licensure Law
- FREC Rules / Discipline
- Licensure Law / Contracts: Analytical

- General Real Estate Law /Licensure Law: Application
- Agency, Real-Estate Practices, Federal Law, Business Practices
- Brokerage Operation, U.S. Tax Law, Real-Estate Development, Documentary Stamps
- Income Capitalization, Real Estate Finance, Deposits, Fixtures, Brokerage Business
- Real Estate Math: General Business Arithmetic - Percentages, Prorations, Area Calculations, Loan-to-Value-Ratios: Application

BROKER: To the extent these subject areas can reasonably be separated, 45 points shall be based on law, 40 points on principles and practices, and 15 points on real estate mathematics, including closing statements.

- General Real Estate Law / Florida Licensure Law
- Fair Housing Laws / Discrimination
- Agency / General Real Estate Law
- Corporation-related: Corporation Sole, Corporate Broker's liability for other Corporate members, Corporate Officer/Director culpability in illegal acts of others
- Ownership Interests, Dedication, Related Topics
- Florida Licensure Law, FREC Rules
- FREC Rules: Discipline
- Brokerage Operations: Chapter 475, F.S., Chapter 61J2, F.A.C.
- Appraisal, Business Valuation
- Land Valuation, Income Capitalization, Lease Analysis, Value Principles
- Appraisal Concepts, Appraisal Reports, Financial Ratios
- Real Estate Finance: Mortgages, FHA, etc, Financial Ratios
- Real Estate Finance - Mortgages, Federal Lending Laws, Ratios
- Insurance, Lien / Title Theory, FED, Interest Rates
- Real Estate Financial Analysis and Taxes

- Real Estate Investment Analysis and Tax Financial Ratios
- Real Estate Investment Analysis Calculations
- Brokerage Management
- Income Capitalization & Mortgage Math
- Documentary Stamps, Interest Tax, and Rent Prorations
- Zoning, More Appraisal / Mortgage Math Calculations
- Math: Percentage Calculations and Other Common Real Estate Math Calculations
- Closing Statement Narratives and Questions

PILOT TESTING

As explained under Rule 61-11, F.A.C., of the Bureau of Education and Testing, specifically Section 61-11.019, F.A.C., the examination may contain a small number of experimental or “pilot” test questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of these examinations. In the event that pilot test questions are included within the examination, these questions will **NOT** be counted when computing your scores. Additional time will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions. Pilot questions are **NOT** identified. If the pilot questions were identified, many of the candidates would skip them, and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

TEST TAKING ADVICE

The advice offered here is presented primarily to help you demonstrate knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments.
- Be sure to record an answer for each question, even the items about which you are not completely sure. Remember, the more questions you answer, the better your chances of achieving a passing score. There is **NO** penalty for guessing, so you should answer every question. You can note the questions you wish to reconsider on the computer testing system and return to them later.
- Alert a Proctor or Test Center Manager to any problems that may occur during the examination. Do **NOT** wait until the examination is over to inform someone about a problem.

SUPPLIES

It is expressly understood by each candidate that the State of Florida, and/or the Department of Business and Professional Regulation, and the Department's staff hereby assume absolutely **NO** liability of any nature whatsoever for any items of the candidate's personal property that may have been brought to, left at, or left outside the examination site. It is further understood that the candidate's admission to the examination shall hereby constitute the candidate's full, knowing, and complete waiver of any and all such claims against the State of Florida, and/or the Department of Business and Professional Regulation, and the Department's staff.

What to Bring:

All candidates will be required to bring the following items to the assessment center on the day of the examination:

- Two (2) forms of identification, one of which bears your picture and signature: driver's license, state identification card, passport or notarized photograph bearing your signature). Candidates will **NOT** be admitted without proper identification.
- Two No. 2 sharpened pencils.
- *Florida Division of Real Estate Authorization Notice* (if received prior to testing), and your Certificate of Pre-licensing Education Completion. If the original was mailed to the Division of Real Estate with the authorization application, a photocopy should be brought to the assessment center.
- Calculators are permitted if they are silent, hand-held, battery-operated, nonprinting, and **without an alphabetic keypad**. Solar calculators are **NOT** recommended. Use of any other calculator is **NOT** permitted. Violation of this rule may result in dismissal from the examination. Calculator malfunctions are **NOT** grounds for challenging examination results or requesting additional examination time. Promissor will **NOT** provide calculators for the examination.
- To better serve our "English as a second language" candidates, the Bureau of Education and Testing is permitting the use of foreign language translation dictionaries during the examination. Translation dictionaries shall contain word-for-word or phrase translations **ONLY**. Dictionaries that contain definitions of words, explanations of words, or handwritten notes may **NOT** be used.
 - Electronic translation dictionaries are **NOT** recommended as most will have more than word-for-word or phrase translations, an alphabetic keypad, have mathematical formulas and stored memory capabilities. Should these electronic translation devices have these capabilities, these devices **WILL** be rejected by the Proctor or Test Center Manager in **NOT** being suitable for the test site environment.
 - Testing Center staff will inspect and approve each dictionary before it can be used during the examination. In order to maintain security and to ensure fairness to all candidates, candidates are limited to the use of a single dictionary.
 - If you have any questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit at 850.488.5952, or you may Fax your question to 850.922.1228.

What Not to Bring:

Unauthorized supplies, those **NOT** listed in this Candidate Information Booklet, will be subject to **REMOVAL** by a Promissor representative at the examination site.

The following items are **NOT** allowed in the examination room:

- Pocket personal computers, or personal digital assistants (PDA's)

- Cameras, tape recorders, or computers;
- Pagers, electronic transmitting devices, or cellular telephones;
- Watches with alarms or beepers should be set so that they will **NOT** sound or go off during the examination administration;
- Any bound or loose-leaf reference materials and notes, paper clips, or metal clamps;
- Dictionary, books, and reference materials are not permitted;
- Canisters of mace, pepper spray, or other personal defense items; and
- Purses, briefcases, portfolios, fanny packs, or backpacks.

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SUGGESTED REFERENCES FOR FLORIDA REAL ESTATE SPECIALTIES

The following reference list is an **example** of Florida Law and Rules, Federal Regulations, and general textbooks that **may be of use** to candidates preparing for the State of Florida Real Estate Sales Associate, Broker, Law, and Instructor Licensure Examinations. **Individuals may wish to review texts such as these, along with those used by their instructor in their school training.**

In providing this listing, the Bureau of Education and Testing is **NOT** endorsing any specific textbook. These textbooks are listed solely as a resource in the content areas contained within each referenced textbook appears to be appropriate for **minimum-entry competency** on the State of Florida Real Estate Sales Associate, Broker, Law, and Instructor Licensure Examinations.

FLORIDA STATUTES

FLORIDA STATUTES: via <http://www.myflorida.com>, click the “Find an Agency” tab located near the top of the screen, then locate “On-Line Sunshine – Guide to the Florida Legislature” positioned at the top of the page to the right of the Governor’s picture, **OR**, click the “Find An Agency” tab, click “LEGISLATURE” located within the 2nd column of agency listings, then click the website <http://www.leg.state.fl.us/> located to the right of the screen, then click the “Florida Statutes” bullet under the “Laws” column.

1. **Chapter 20, Florida Statutes:** Organizational Structure – Executive Branch
2. **Chapter 83, Florida Statutes:** Landlord and Tenant – Nonresidential Tenancies, Residential Tenancies, and Self-Service Storage Space
3. **Chapter 120, Florida Statutes:** Administrative Procedure Act
4. **Chapter 173, Florida Statutes:** Foreclosure of Municipal Tax and Special Assessment Liens
5. **Chapter 193, Florida Statutes:** Assessments (Florida Green Belt Law of 1959)
6. **Chapter 196, Florida Statutes:** Exemptions (Homestead Exemptions, etc.)
7. **Chapter 215, Florida Statutes:** Financial Matters: General Provisions
8. **Chapter 455, Florida Statutes:** Business and Professional Regulation: General Provisions
9. **Chapter 475, Florida Statutes: Part I:** Real Estate Brokers, Sales Associates, and Schools
10. **Chapter 501, Florida Statutes, Part II:** Deceptive and Unfair Trade Practices
11. **Chapter 542, Florida Statutes:** Combinations Restricting Trade or Commerce
12. **Chapter 609, Florida Statutes:** Common Law Declarations of Trust
13. **Chapter 620, Florida Statutes:** Partnership Laws
14. **Chapter 673, Florida Statutes:** Uniform Commercial Code: Negotiable Instruments
15. **Chapter 695, Florida Statutes:** Record of Conveyances of Real Estate
16. **Chapter 701, Florida Statutes:** Assignment and Cancellation of Mortgages
17. **Chapter 718, Florida Statutes: Part I:** Condominiums – General Provisions, **Part II:** Rights and Obligations of Developers, **Part III:** Rights and Obligations of Association, **Part IV:** Special Types of Condominiums, **Part V:** Regulation and Disclosure Prior to Sale of Residential Condominiums, and **Part VI:** Conversions to Condominium

18. **Chapter 725, Florida Statutes:** Unenforceable Contracts
19. **Chapter 726, Florida Statutes:** Fraudulent Transfers
20. **Chapter 727, Florida Statutes:** General Assignments
21. **Chapter 732, Florida Statutes:** Probate Code: Intestate Succession and Wills
22. **Chapter 733, Florida Statutes:** Probate Code: Administration of Estates
23. **Chapter 760, Florida Statutes:** Florida Civil Rights
24. **Chapter 865, Section 865.09:** Florida's Fictitious Name Act

FLORIDA ADMINISTRATIVE CODE

25. **Chapter 61J2, F.A.C., Division of Real Estate, Florida Real Estate Commission** – via <http://www.myflorida.com>, click the "Find An Agency" tab located near the top of the screen, then select "State" from the 3rd column of agency listings; select from the right screen, the website <http://www.dos.state.fl.us>, then select from the left screen of listed programs "Florida Administrative Code"; select "FAC On-Line"; scroll to locate and click on "Chapter 61 – DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION", select "Open" to open the Adobe Acrobat Reader file. This will take a few minutes to download. From the left portion of your downloaded screen, scroll down the tabbed "bookmark" scroll bar files to locate Board Rule Chapter 61J2, F.A.C., located near the very bottom of the scroll bar. When you locate Chapter 61J2, highlight and click on the specific desired title, i.e., Chapter 61J2-1, etc. This will then illustrate your rule page to the right side of your split screen.

The Florida Administrative Code chapters are large files and could take up to 10 minutes to download. These files are in "pdf" format and require Adobe Acrobat Reader to be viewed. Adobe Acrobat 4.0 or higher is recommended. It may be downloaded free of charge from the [Adobe website](#).

IMPORTANT NOTE: Before attempting to print Chapter 61J2, you need to locate the first page and last page of the specific rule area you desire to print. This can be accomplished by making note of the page number reflected within the Adobe Acrobat Reader menu located at the bottom of your screen, OR by clicking on the "Page" tab located to the left of your split-screen to see the specific page number of the illustrated page shown to the right of your split-screen. To acquire the very last page of your specific rule section, scroll down to your desired page and then repeat the above-mentioned process. **When you are ready to print your document, you will designate your "to-from page range" to be printed using the Adobe Acrobat Reader print menu.**

FEDERAL REGULATIONS / UNITED STATES CODE

E-mail Address: infor@firstgovt.com and Website: <http://www.firstgovt.com>

E-mail address: gpoaccess@gpo.gov and Website: <http://www.access.gpo.gov/uscode>

26. **Title 12, Chapter 27, Sections 2601 through 2617, United States Code:** Real Estate Settlement Procedures
27. **Title 15, Chapter 41, Subchapter I, Part A, Sections 1601-1615, United States Code:** Consumer Credit Disclosure (Truth-In-Lending Act)
28. **Title 15, Chapter 41, Subchapter IV, Section 1691 through 1691f, United States Code:** Equal Credit Opportunity Act
29. **Title 15, Chapter 42, Sections 1701-1720, United States Code:** Interstate Land Sales Full Disclosure

30. **Title 16, Chapter 33, Sections 1451-1465, United States Code:** Coastal Zone Management
31. **Title 42, Chapter 21, Sections 1981 through 2000h-6, United States Code:** Civil Rights (Civil Rights Act of 1964, Civil Rights Act of 1991, etc.)
32. **Title 42, Chapter 45, Section 3601 through Section 3631, United States Code:** Fair Housing
33. **Title 42, Chapter 63A, Section 4851 through Section 4856, United States Code:** Residential Lead-Based Paint Hazard Reduction
34. **Title 42, Chapter 126, Sections 12101 through 12213, United States Code:** Equal Opportunity for Individuals with Disabilities (American Disabilities Act of 1990, Rehabilitative Act of 1973)

TEXTBOOKS

As previously stated, these textbooks, along with those used by instructors in your school training, may provide information covering content areas appropriate for measuring **minimum-entry competency** on the Florida **Real Estate Sales Associate, Broker, Law, and Instructor Licensure Examinations**. The Bureau of Education and Testing is **NOT** endorsing any specific textbook.

35. **Dictionary of Real Estate Terms**, Jack P. Friedman, Jack C. Harris, J. Bruce Lindeman, **6th Edition**, 2004, **ISBN 0-7641-2446-3**, Barron's Educational Series, Inc., 250 Wireless Boulevard, Hauppauge, NY 11788, E-mail Address: info@barronseduc.com, Website: <http://www.baronseduc.com>.
36. **English-Spanish Real Estate Real Estate Dictionary [Diccionario de Bienes Raíces Español-Inglés]**, Charles J. Jacobus, Nora Olmos, 2005, **ISBN 0-324-22274-2**, Thomson South-Western, a part of The Thomson Corporation, Thomson Higher Education, 5191 Natorp Boulevard, Mason, OH 45040, 1.513.229.1000, 1.800.543.0487, Website: <http://www.thomsonedu.com/> OR <http://thomsonedu.com/realestate/> OR contact the Thomson Learning Academic Resource Center at 1.800.423.0563, E-mail Address: esales@thomsonlearning.com, OR website: <http://www.thomsonlearning.com>.
37. **Bienes Raíces: An English-Spanish Real Estate Dictionary**, Martha R. Williams, John Reilly, Publisher: Carol L Luitjens, Associate Development Editor: Kristen Short, Translator: Ad-Ex Worldwide, 1996, **ISBN 0-7931-1334-2**, Dearborn Real Estate Education, a Kaplan Professional Company, 155 South Wacker Drive, Ste. 2500, Chicago, IL 60606-1719, 312.836.4400, 1.800.824.8742; E-mail Address: RealEstate@Dearborn.com, Website: <http://www.dearbornRE.com>.
38. **Florida Real Estate Principles, Practices & Law**, Linda L. Crawford, **29th Edition**, 2005, **ISBN 1-4195-2582-4**, Dearborn Real Estate Education, a Kaplan Professional Company, 30 South Wacker Drive, Ste. 2500, Chicago, IL 60606-7481, 312.836.4400, 1.800.824.8742; E-mail Address: RealEstate@Dearborn.com, Website: <http://www.dearbornRE.com>.
39. **Florida Real Estate Broker's Guide**, Linda L. Crawford, Edward J. O'Donnell, **2nd Edition**, 2004, **ISBN 0-7931-7664-6**, Dearborn Real Estate Education, a Kaplan Professional Company, 155 South Wacker Drive, Ste. 2500, Chicago, IL 60606-7481, 312.836.4400, 1.800.824.8742; E-mail Address: RealEstate@Dearborn.com, Website: <http://www.dearbornRE.com>.
40. **Mastering Real Estate Math**, Ralph Tamper, ABR, CREI, DREI, GRI, LTG, **7th Edition**, 2002, **ISBN 0-7931-3523-0**, Dearborn Real Estate Education, a Kaplan Professional Company, 155 South Wacker Drive, Ste. 2500, Chicago, IL 60606-1719, 312.836.4400, 1.800.824.8742; E-mail Address: RealEstate@Dearborn.com, Website: <http://www.dearbornRE.com>.

41. **Real Estate Math: What You Need To Know**, Linda L. Crawford, George Gaines, Jr., David S. Coleman, **6th Edition.**, 2005, **ISBN 0-7931-6826-0**, Dearborn Real Estate Education, a Kaplan Professional Company, 30 South Wacker Drive, Ste. 2500, Chicago, IL 60606-7481, 312.836.4400, 1.800.824.8742; E-mail Address: RealEstate@Dearborn.com, Website: <http://dearbornRE.com>.
42. **Real Estate Development: Principles and Process**, Mike E. Miles, Gayle Berens, Marc A. Weiss, **3rd Edition**, 2000, **ISBN 0-87420-825-4**, The Urban Land Institute, 1025 Thomas Jefferson Street, NW, Suite 500 West, Washington, D.C. 20007, 202.624.7000, Lori Hatcher, ULI Marketing, E-mail Address: LGHATCHER@ULI.org, **OR**, The Urban Land Institute, Fulfillment Department, 810-D Cromwell Park Drive, Glen Burnie, MD 21061, Phone: 1.800.321.5011, Website: <http://www.uli.org>.
43. **Real Estate**, James D. Shilling, **13th Edition**, 2002, **ISBN 0-324-14379-6**, Thomson South-Western, a part of The Thomson Corporation, Thomson Higher Education, 5191 Natorp Boulevard, Mason, OH 45040, 1.513.229.1000, 1.800.543.0487, Website: <http://www.thomsonedu.com/> OR <http://thomsonedu.com/realestate/> OR contact the Thomson Learning Academic Resource Center at 1.800.423.0563, E-mail Address: esales@thomsonlearning.com, OR website: <http://www.thomsonlearning.com>.
44. **Real Estate: An Introduction to the Profession**, Charles J. Jacobus, **10th Edition**, 2006, **ISBN 0-324-30563-X**, Thomson South-Western, a part of The Thomson Corporation, Thomson Higher Education, 5191 Natorp Boulevard, Mason, OH 45040, 1.513.229.1000, 1.800.543.0487, Website: <http://www.thomsonedu.com/> OR <http://thomsonedu.com/realestate/> OR contact the Thomson Learning Academic Resource Center at 1.800.423.0563, E-mail Address: esales@thomsonlearning.com, OR website: <http://www.thomsonlearning.com>.
45. **Real Estate Principles**, Charles J. Jacobus, **10th Edition**, 2005, **ISBN 0-324-30560-5**, Thomson South-Western, a part of The Thomson Corporation, Thomson Higher Education, 5191 Natorp Boulevard, Mason, OH 45040, 1.513.229.1000, 1.800.543.0487, Website: <http://www.thomsonedu.com/> OR <http://thomsonedu.com/realestate/> OR contact the Thomson Learning Academic Resource Center at 1.800.423.0563, E-mail Address: esales@thomsonlearning.com, OR Website: <http://www.thomsonlearning.com>.
46. **Real Estate Finance: Theory & Practice**, Terrence M. Clauretie, G. Stacy Sirmans, **5th Edition**, 2005, **ISBN 0-324-30550-8**, Thomson South-Western, a part of The Thomson Corporation, Thomson Higher Education, 5191 Natorp Boulevard, Mason, OH 45040, 1.513.229.1000, 1.800.543.0487, Website: <http://www.thomsonedu.com/> OR <http://thomsonedu.com/realestate/> OR contact the Thomson Learning Academic Resource Center at 1.800.423.0563, E-mail Address: esales@thomsonlearning.com, OR Website: <http://www.thomsonlearning.com>.
47. **Real Estate Finance**, Phillip T. Kolbe, Gaylon E. Greer, Henry G. Rudner, III, 2003, **ISBN 0-7931-6593-8**, Dearborn Real Estate Education, a Kaplan Professional Company, 30 South Wacker Drive, Ste. 2500, Chicago, IL 60606-7481, 312.836.4400, 1.800.824.8742; E-mail Address: RealEstate@Dearborn.com, Website: <http://www.dearbornRE.com>.
48. **Real Estate Law**, George J. Siedel, III, Robert J. Aalberts, **6th Edition**, 2006, **ISBN 0-324-20480-9**, Thomson South-Western, a part of The Thomson Corporation, Thomson Higher Education, 5191 Natorp Boulevard, Mason, OH 45040, 1.513.229.1000, 1.800.543.0487, Website: <http://www.thomsonedu.com/> OR <http://thomsonedu.com/realestate/> OR contact the Thomson Learning Academic Resource Center at 1.800.423.0563, E-mail Address: esales@thomsonlearning.com, OR Website: <http://www.thomsonlearning.com>.
49. **Real Estate Law**, James Karp, Elliot Klayman, **6th Edition**, 2006, **ISBN 1-4195-1133-5**, Dearborn Real Estate Education, a Kaplan Professional Company, 30 South Wacker Drive, Ste. 2500, Chicago, IL 60606-7481, 312.836.4400, 1.800.824.8742; E-mail Address: RealEstate@Dearborn.com, Website: <http://dearbornRE.com>.

IV. ADMINISTRATIVE POLICIES

CHANGE AND CANCELLATION POLICIES

To **CHANGE** or **CANCEL** your examination without monetary penalty, you must notify Promissor **two (2) business days** prior to your examination date. If you **DO NOT** call Promissor to change or cancel your appointment **two (2) business days** prior to your examination date, you will owe Promissor the full examination fee.

ABSENCE POLICY

If you are unable to attend the examination for which you were scheduled, you may be excused for the following reasons:

- Your illness or that of an immediate family member;
- Death in the immediate family;
- Disabling traffic accident;
- Court appearance or jury duty; or
- Military duty.

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Promissor **NO** later than fourteen (14) days after the original examination date. Documentation of medical absences **MUST** have the original signature of the medical practitioner. Stamped signatures will **NOT** be accepted.

ADMISSION TO THE EXAMINATION

When registering at the Test Center, you will be required to have the following items:

- Two (2) forms of identification, one of which bears your picture and signature: driver's license, state identification card, passport, or notarized photograph bearing your signature. **YOU MUST BE PREPARED TO SHOW PROPER I.D. TO GAIN ADMISSION TO THE TEST SITE.** Student and employment I.D. cards are **NOT** acceptable.
- *Florida Division of Real Estate Authorization Notice*, if received prior to your testing examination date.
- Certificate of Pre-Licensing Education Completion. If the original was mailed to the Division of Real Estate with the authorization application, a photocopy should be brought to the assessment center.
- The confirmation number you were given when you made your examination reservations.

ADMISSION PROCEDURES

- Please report to the Test Center thirty (30) minutes prior to your scheduled examination. The Test Center Manager will assign you a seat and assist you with the computer. You may take up to fifteen (15) minutes to complete the tutorial, and the Test Center Manager will answer any questions you may have about the computer testing unit at this time.
- The time you spend on the tutorial will **NOT** reduce the time allotted for taking your examination. When you feel comfortable with the computer testing unit, you may begin your examination. The time of the examination begins the moment you look at the first question on your examination.

- Your specific reporting time will be given to you when you make your examination reservation. Please allow yourself sufficient time to find the Test Center. Make sure you have all necessary documentation BEFORE you report for registration.
- At the completion of the examination, your score report will provide instructions on the next step of the licensure process.

LATE ARRIVALS

Test Center Managers will review the daily schedule for that day to determine if the candidate can be accommodated due to tardiness. If the tardiness is due to an emergency (i.e., car trouble, traffic accident, etc.), the candidate must provide documentation of the event. If the candidate **cannot** be accommodated due to unexcused tardiness, he or she WILL be liable for the test fee for that day **IN ADDITION** to the new test fee and will be classified as a “No Show.”

RULES FOR THE EXAMINATION

- The examination materials, documents, or memoranda of any kind are **NOT** to be taken from the examination room.
- Listen carefully to the instructions given by the Test Center Manager and read all directions thoroughly. Test Center Managers are **NOT** qualified or authorized to answer questions concerning examination content. However, if you have any procedural questions, they will do their best to assist you.
- If you have a concern about the content of an examination question, please request a “Candidate Comment Form.”
- You must have the Test Center Manager’s permission to leave the examination room. You will **NOT** be allowed additional time to make up for time lost.
- Smoking will **NOT** be permitted in an examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act.
- Do **NOT** bring food into an examination room. If applicable, a lunch break will be provided. Drinks are allowed in spill-proof containers. Children and visitors are **NOT** allowed in the Test Center.
- You are **NOT** permitted to take personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. Promissor and the Department are **NOT** responsible for lost or misplaced items.
- Under **NO** circumstances will you be permitted to work beyond the time allotted for the examination. Time limits are generous; you should have ample time to answer all questions and check all work.

APPAREL

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time there are maintenance problems beyond Promissor’s control. It is suggested that you bring a sweater or jacket in case the room is too cool for you.

CHANGE OF ADDRESS

If an address change occurs after your examination administration, please notify the Central Intake Unit, License Maintenance, by completing the change of address form provided at the end of this booklet, **OR**, you can complete a form through "DBPR Online Services" at www.myfloridalicense.com, located under the mid-screen heading "User Services"; then click "Change My Address".

CHANGE OR CORRECTION OF NAME

If you have a name change or correction, please send a copy of notarized legal documentation to the Central Intake Unit, License Maintenance, immediately.

SPECIAL TESTING ACCOMMODATIONS

The Department of Business and Professional Regulation certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USC Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 USC 2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.

Section 61-11.008, F.A.C., authorizes the Department of Business and Professional Regulation to provide reasonable and appropriate accommodations to candidates with physical, mental, or specific learning disabilities to the extent permitted by cost, administration restraints, security considerations, and availability of resources. Accommodations made will vary depending upon the nature and the severity of the impairment. Each case will be dealt with on an individual basis.

All applicants for an examination or a reexamination who need special testing accommodations due to a **disability** or a **religious conflict** must submit a written request to the Special Testing Coordinator IN ADDITION to his or her completed application for licensure examination. Do **NOT** submit your Request for Test Accommodations for Examinees with Disabilities with your examination application; as it must be sent directly to:

Department of Business and Professional Regulation
Bureau of Education and Testing
Special Testing Coordinator
1940 North Monroe Street
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please call 850.487.9755.

V. SCORING INFORMATION AND GRADE NOTIFICATION

SCORING PROCEDURES

All questions are equally weighted. The grading process includes a statistical analysis of each question on the examinations. Questions found to be statistically deficient are subject to further review. In the event that this review leads to a change in the answer key that affects your score, you will be sent an amended grade report two to three weeks after the examination.

Pursuant to Section 61J2-2.029(1), F.A.C., the answers to the Real Estate Broker, Sales Associate, and Instructor Licensure examinations shall be graded on the basis of 100 points for a perfect examination. A candidate who receives a grade of 75 points or higher shall be deemed to have successfully completed the examination.

Pursuant to Section 61J2-26.001(1), F. A. C., the answers to the Laws and Rules Examination for nonresident candidates seeking licensure in Florida shall be graded on the basis of each of the 40 questions being worth one (1) point. A candidate who receives a grade of 30 points or higher shall be deemed to have successfully completed the Laws and Rules Examination requirements for nonresident licensure pursuant to Section 475.180, Florida Statutes, and Chapter 61J2-26, Florida Administrative Code.

NOTIFICATION OF RESULTS

All candidates will receive an official photo-bearing grade report immediately following completion of their examination. Please verify that **ALL** information is correct on your grade report **PRIOR** to leaving the Test Center.

EXAMINATION REVIEW/CHALLENGE/FORMAL HEARING PROCESS

Pursuant to Section 61-11.017(8)(a)-(h), F.A.C., candidates who have taken a Real Estate Sales Associate, Broker, Law, and Instructor Licensure Examination, who were unsuccessful, shall have the right to review the **MOST** recent examination. The candidate shall be permitted to review **ONLY** those questions the candidate answered incorrectly. A candidate may challenge incorrectly answered question(s) during the time of the review **ONLY**.

The examination review time frame will consist of **NOT** more than one (1) hour, with **ONLY** one (1) review of the candidate's examination being allowed. Review will be held at the same Promissor Test Center with the same security as your examination, on a date designated by Promissor. Challenges will be submitted to the Psychometrics and Research Unit of the Bureau of Education and Testing for review and consideration. You will be notified, in writing, of the results.

A Formal Hearing may be requested as outlined in the procedures provided at the time of the examination, as expressed according to Section 61-11.012, Florida Administrative Code, Petitioning for a Formal Administrative Hearing and Requesting a Pre-hearing Review.

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POINTS OF CONTACT

PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:

Application Policies and Fees

Department of Business and Professional Regulation
Customer Contact Center (CCC), % Florida Real Estate Commission
1940 North Monroe Street
Tallahassee, Florida 32399-0786
850.487.1395
E-mail: Call.Center@dbpr.state.fl.us

Scheduling, Grade Notification, and Reviews

Promissor, Inc.
Customer Care at 1.888.204.6230
Faxback System at 1.800.274.8920
Website: <http://www.promissor.com>

Formal Hearings

Department of Business and Professional Regulation
Bureau of Education and Testing
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.487.9762

Requests For Special Testing Accommodations

Department of Business and Professional Regulation
Bureau of Education and Testing
Special Testing Coordinator
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.487.9755

FOR INFORMATION REGARDING HOTELS OR DIRECTIONS TO THE EXAMINATION SITE, CONTACT THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION HAS BEEN SCHEDULED.

Visit our website at: <http://www.myflorida.com/dbpr>
Florida Real Estate Commission website:
http://www.myflorida.com/dbpr/re/frec_welcome.shtml

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Please fill out the change of address form below and return to:

Florida Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
1940 North Monroe Street
Tallahassee, Florida 32399-0783
Fax : 850.487-9529
www.myfloridalicense.com (DBPR Online Services)

ADDRESS CHANGE FORM
REAL ESTATE EXAMINATION

Please type or print in the appropriate spaces below if you have a change of address correction.

NAME: _____

***SOCIAL SECURITY #:** _____

EXAMINATION DATE: _____

CANDIDATE NUMBER: _____

PHONE NUMBERS: _____

Area Code/Home Number

Area Code/Work Number

OLD ADDRESS: _____

NEW ADDRESS: _____

SIGNATURE: _____

NOTE: If your name has changed, please use your prior name on this form and contact the Central Intake Unit for name change information.

*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by Federal Statutes. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications, and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.

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EXAMINATION FAX RESERVATION FORM

Last Name _____ First Name _____ MI _____

Street Address _____

City _____ State _____ Zip _____

Telephone (Daytime) _____ Telephone (Evening) _____

Fax Number _____ Today's Date/Time _____

Social Security Number _____ Date of Birth _____

Candidate Signature _____

Assessment Center _____ Code _____

Promissor's Customer Care Fax Number 1.800.274.8920

Registration via a Fax reservation to Promissor at <http://www.promissor.com> is available twenty-four (24) hours a day, seven (7) days a week, **provided you include a credit/debit card number (MC, Visa, AMEX and Discover), electronic check, or pre-paid voucher.** Reservations can be made up to and including the day you wish to sit for your examination based on availability. However, it is strongly recommended you call at least **two (2) days before** the examination date desired **since reservations are made on a first-come, first-served basis.**

A confirmation of this reservation will be sent to you within 24 hours of receipt of this Fax Reservation Form. Please refer to your Candidate Information Booklet (CIB) for instructions on what to bring with you to the examination site on your examination day. To change or cancel a reservation without penalty, refer to the ***Change/Cancel Policy*** outlined in this booklet. If you call later than the deadline date shown in the ***Change/Cancel Policy***, you WILL be responsible for the examination fee.

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