## Condensed Instructions for Submitting Your Examination Application (Please refer to the CIB for the full instructions)

 Review the Examination Candidate Information Bulletin (CIB) that you received in the mail to familiarize yourself with the Massachusetts Licensure Board's policies and procedures governing the licensure examination process. The bulletin provides information on the requirements as well as the process for achieving licensure.



- 2. PSI, the testing and assessment services company, has been contracted by the Massachusetts License Board to handle applications, address queries, notify candidates, and administer examinations. It is imperative that you understand the instructions outlined in the CIB that you have received in the mail.
- The Candidates Eligible via Education Sales section found in the CIB has been duly completed by the college and signed by the agent (the instructor who taught the Pre-licensing Sales course).
   The School Code Stamp has been stamped on the form. YOU DO NOT NEED TO FILL IN ANYTHING ON THIS FORM.



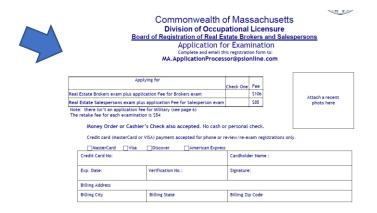
Candidates Eligible via Education This section to be completed by the School Authorized Agent	
Sales	
Name of Student:	
Name of School:	
Indicate number of classroom hours: 40	
Date prelicense education completed (certificat	ion date):
School Authorized Agent (print):	School Code Stamp
I, the undersigned, hereby certify that this cand completed the course hours as prescribed by the	
Signature of School Authorized Agent	

4. The "Candidate Endorsement – Required of all test taker" – in the CIB must be completed in ink. Each of the three endorsers must complete the requested information. References MUST not be related to the applicant. They do not need to be Massachusetts residents. Classmates known by you only from the real estate course may not sign the candidate endorsement.



5. Complete the Application for Examination. Attach a recent self-photo on the application.

Relationship to Ap I. Hame (signature): Hame (print): Address: City/State Zin:



6. Complete the two-page Criminal Offender Record Information (CORI) Acknowledgement Form. The form MUST be signed in the presence of a NOTARY PUBLIC who has completed the "Verification By Notary Section" on page two.



7. Review the "Complete Checklist Before You Submit Your Application" section in the CIB before you submit your application.



**Instructions and Documentation requirements** 

## COMPLETE CHECKLIST BEFORE YOU SUBMIT YOUR APPLICATION

After following	g the prior guidelines do your final check
	Application is legible, complete, and signed.
	Current MA license number and issue date is indicated (Brokers Only)
	Current Picture is attached.
	Correct Fee is attached, or Credit Card information included (no cash)
	Appropriate Education is documented and signed.
	Appropriate work experience is documented and signed (Brokers Only)
	Endorsements
	\$5000 Surety Bond (Brokers only)
	CORI acknowledgment form is completed and attached.
	If applicable completed ADA Request Online Form – see page 10 above.
School Form	
	The correct form is filled out.
	Student name is on the form and program indicated.
	Total hours of education is indicated on the form
	The school scal is showing

You may email or mail the application.

EMAIL: ma.applicationprocessor@psionline.com

OR MAIL the application to:

PSI Examination Services
ATTN: Examination Registration MA RE
18000 W 105th St
Olathe, KS 66061

Processing and Review can take between 4-6 weeks to receive, review, and submit the application to the Board then be approved by the Board. You will receive an email from PSI when you are approved by the Board. You may then go online or call PSI to schedule your examination. NOTE: Any applications that require further review or evaluation will be held by the board for as long as necessary for approval.

For any queries or clarifications, please reach out to PSI directly at 855-340-3704 or email them at ma.applicationprocessor@psionline.com.

NOTE 1: If you are on active military duty or veteran, you should complete the VETERAN'S DISCOUNT EXAMINATION REGISTRSTION FORM found on the last page of the CIB.

NOTE 2: The information presented on this document comes from the CIB, dated 6.14.2024.

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