

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

1. 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.



PSI Services LLC
18000 W 105th St
Olathe, KS 66061
Phone: (855) 340-3704
Email: ma.applicationprocessor@psionline.com
<https://test-takers.psexams.com/mare>



MASSACHUSETTS DIVISION OF OCCUPATIONAL LICENSURE BOARD OF REGISTRATION OF REAL ESTATE BROKERS AND SALESPERSONS

Examination Candidate Information Bulletin (CIB)

Introduction:

This Bulletin provides information on the requirements as well as the process for achieving licensure. Candidates are eligible for the two-part examination when their application and supporting documentation are approved. In order to be approved for examination by

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.
3. 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 <i>This section to be completed by the School Authorized Agent</i>	
Sales	
Name of Student:	
Name of School:	
Indicate number of classroom hours:	40
Date prelicense education completed (certification date):	
School Authorized Agent (print):	School Code Stamp
I, the undersigned, hereby certify that this candidate has completed the course hours as prescribed by the Board.	
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.



Candidate Endorsement - Required of all test takers
References MUST not be related to the applicant. Classmates known by you only from the real estate course may not sign below.
THIS SECTION MUST BE COMPLETED IN INK.

I, the UNDERSIGNED, certify that the applicant, who is known to me, has a good reputation for honesty and fair dealings and is of good moral character. The Board may assume that in endorsing this applicant I will be willing to interpret or to substantiate to the Board my endorsement should the Board desire to contact me at a later date.

1. Name (signature): _____
Name (print): _____
Address: _____
City/State/Zip: _____
Occupation: _____
Relationship to Applicant: _____

2. Name (signature): _____
Name (print): _____
Address: _____
City/State/Zip: _____
Occupation: _____
Relationship to Applicant: _____

3. Name (signature): _____
Name (print): _____
Address: _____
City/State/Zip: _____

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



Commonwealth of Massachusetts
Division of Occupational Licensure
Board of Registration of Real Estate Brokers and Salespersons
Application for Examination
Complete and email this registration form to:
MA.ApplicationProcessor@psionline.com

Applying for	Check One	Fee
Real Estate Brokers exam plus application Fee for Brokers exam	<input type="checkbox"/>	\$106
Real Estate Salespersons exam plus application Fee for Salesperson exam	<input type="checkbox"/>	\$85

Note: there isn't an application fee for Military (see page 6)
The retake fee for each examination is \$54

Attach a recent photo here

Money Order or Cashier's Check also accepted. No cash or personal check.
Credit card (MasterCard or VISA) payment accepted for phone or review/re-exam registrations only.

MasterCard Visa Discover American Express

Credit Card No:		Cardholder Name:
Exp. Date:	Verification No.:	Signature:
Billing address		
Billing City	Billing State	Billing Zip Code

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.



CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Division of Occupational Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, "Division of Occupational Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJIS"). I hereby acknowledge and provide permission to the Division of Occupational Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Occupational Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

The Division of Occupational Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to an initial CORI check and a subsequent CORI check, both within one year of the date of this Form and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature _____ Date _____

Please provide the name of the board of registration and license type for which you are applying or currently hold:

Board of Registration _____ License Type _____

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 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 seal 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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