

Ken Lawson, Secretary

Rick Scott, Governor

STATE OF FLORIDA

Candidate Information Booklet for the

REAL ESTATE SALES ASSOCIATE, 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>

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

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	TESTING LOCATIONS AND RESERVATIONS	2
III.	THE EXAMINATION	3
	CONTENT OVERVIEW.....	3
	TOPICAL OUTLINE	4
	PILOT TESTING	4
	TEST TAKING ADVICE.....	5
	SUPPLIES.....	5
	REFERENCES.....	8
IV.	ADMINISTRATIVE POLICIES	11
	CHANGE AND CANCELLATION POLICIES	11
	ABSENCE POLICY	11
	ADMISSION TO THE EXAMINATION	11
	ADMISSION PROCEDURES.....	12
	LATE ARRIVALS.....	12
	RULES FOR THE EXAMINATION.....	12
	APPAREL.....	13
	CHANGE OF ADDRESS.....	13
	CHANGE OR CORRECTION OF NAME	13
	SPECIAL TESTING ACCOMMODATIONS.....	14
V.	SCORING INFORMATION AND GRADE NOTIFICATION	15
	SCORING PROCEDURES	15
	NOTIFICATION OF RESULTS.....	15
	EXAMINATION REVIEW & CHALLENGE PROCESS.....	15
VI.	APPENDIX	
	POINTS OF CONTACT.....	end of booklet
	ADDRESS CHANGE FORM	end of booklet

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.html>

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 Pearson VUE to schedule, administer, score and report the results for computer based testing. Pearson VUE 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

[To locate a Pearson VUE 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

Call to 1-888-204-6230 and a Pearson VUE 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 you will be taking
- Credit card number, check, or voucher

A candidate may cancel the examination reservation **up to forty-eight (48) hours prior to the exam date without a financial penalty.**

You will receive a Confirmation Number. Write this number down. You will need it to be admitted to the test center on examination day.

Confirmation #: _____

Exam Date: _____

Pearson VUE Center Location: _____

Customer Care Associate: _____

INTERNET RESERVATIONS

As an alternative, candidates may register via the Internet. You may visit Pearson VUE's website at, <http://www.PearsonVUE.com> twenty-four (24) hours a day, seven (7) days a week,

provided you include a credit card number, electronic check or 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 email within twenty-four (24) hours of receipt of your reservation request. Examination reservations may be canceled or changed via or Internet. A candidate may cancel the examination reservation up to **48 hrs.** prior to the exam date without a financial penalty.

III. THE EXAMINATION

CONTENT OVERVIEW

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 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.

The 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 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.

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

PILOT TESTING

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 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 which 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:

- Two (2) forms of signature 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. Pearson VUE 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 Pearson VUE 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.

REFERENCES

The following list of Florida Law and Rules and Federal Regulations, may be of use to candidates in preparing for their examination. Individuals may wish to review these, in addition to the material provided by their school.

FLORIDA STATUTES **and** **FLORIDA ADMINISTRATIVE CODE**

FLORIDA STATUTES: <http://www.leg.state.fl.us>

FLORIDA ADMINISTRATIVE CODE: <https://www.flrules.org>

1. **Chapter 475, Part I, Florida Statutes**, Real Estate Brokers, Sales Associates, and Schools
2. **Chapter 455, Florida Statutes:** Business and Professional Regulation: General Provisions
3. **Chapter 61J2, F.A.C.**, Division of Real Estate, Florida Real Estate Commission (FREC)
4. **Chapter 20, Florida Statutes:** Organizational Structure – Executive Branch
5. **Chapter 83, Florida Statutes:** Landlord and Tenant – Nonresidential Tenancies, Residential Tenancies, and Self-Service Storage Space
6. **Chapter 95, Florida Statutes:** Limitations: Limitations of Actions; Adverse Possession
7. **Chapter 120, Florida Statutes:** Administrative Procedure Act
8. **Chapter 173, Florida Statutes:** Foreclosure of Municipal Tax and Special Assessment Liens
9. **Chapter 193, Florida Statutes:** Assessments (Florida Green Belt Law of 1959)
10. **Chapter 196, Florida Statutes:** Exemptions (Homestead Exemptions, etc.)

11. **Chapter 197, Florida Statutes:** Tax Collections, Sales and Liens
12. **Chapter 201, Florida Statutes:** Excise Tax on Documents
13. **Chapter 215, Florida Statutes:** Financial Matters: General Provisions
14. **Chapter 501, Florida Statutes, Part II:** Deceptive and Unfair Trade Practices
15. **Chapter 553, Florida Statutes:** Building Construction Standards
16. **Chapter 542, Florida Statutes:** Combinations Restricting Trade or Commerce
17. **Chapter 607, Florida Statutes:** Corporations
18. **Chapter 608, Florida Statutes:** Limited Liability Companies
19. **Chapter 609, Florida Statutes:** Common Law Declarations of Trust
20. **Chapter 617, Florida Statutes:** Corporations Not For Profit
21. **Chapter 619, Florida Statutes:** Nonprofit Cooperative Associations
22. **Chapter 620, Florida Statutes:** Partnership Laws
23. **Chapter 621, Florida Statutes:** Professional Service Corporations and Limited Liability Companies
24. **Chapter 673, Florida Statutes:** Uniform Commercial Code: Negotiable Instruments
25. **Chapter 689, Florida Statutes:** Real and Personal Property: Conveyances of Land and Declarations of Trust
26. **Chapter 695, Florida Statutes:** Record of Conveyances of Real Estate
27. **Chapter 701, Florida Statutes:** Assignment and Cancellation of Mortgages
28. **Chapter 712, Florida Statutes:** Marketable Record of Titles to Real Property
29. **Chapter 718, Florida Statutes:** Condominiums
30. **Chapter 719, Florida Statutes:** Cooperatives
31. **Chapter 720, Florida Statutes:** Homeowners' Associations
32. **Chapter 721, Florida Statutes:** Vacation and Timeshare Plans
33. **Chapter 725, Florida Statutes:** Unenforceable Contracts
34. **Chapter 726, Florida Statutes:** Fraudulent Transfers
35. **Chapter 727, Florida Statutes:** General Assignments
36. **Chapter 732, Florida Statutes:** Probate Code: Intestate Succession and Wills
37. **Chapter 733, Florida Statutes:** Probate Code: Administration of Estates
38. **Chapter 760, Florida Statutes:** Florida Civil Rights
39. **Chapter 865, Section 865.09:** Florida's Fictitious Name Act

FEDERAL REGULATIONS / UNITED STATES CODE

E-mail Address: infor@firstgovt.com; Website: <http://www.firstgovt.com> or <http://www.hud.gov/offices>

E-mail address: gpoaccess@gpo.gov; Website: <http://www.access.gpo.gov/uscode> or <http://www4.law.cornell.edu/uscode>

1. **Title 12, Chapter 27, Sections 2601 through 2617, United States Code:** Real Estate Settlement Procedures
2. **Title 15, Chapter 41, Subchapter I, Part A, Sections 1601-1615, United States Code:** Consumer Credit Disclosure (Truth-In-Lending Act)
3. **Title 15, Chapter 41, Subchapter IV, Section 1691 through 1691f, United States Code:** Equal Credit Opportunity Act
4. **Title 15, Chapter 42, Sections 1701-1720, United States Code:** Interstate Land Sales Full Disclosure
5. **Title 16, Chapter 33, Sections 1451-1465, United States Code:** Coastal Zone Management
6. **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.)
7. **Title 42, Chapter 45, Section 3601 through Section 3631, United States Code:** Fair Housing (amended in 1988) (Title VIII, Civil Rights Act of 1968)
8. **Title 42, Chapter 63A, Section 4851 through Section 4856, United States Code:** Residential Lead-Based Paint Hazard Reduction
9. **Title 42, Chapter 126, Sections 12101 through 12213, United States Code:** Equal Opportunity for Individuals with Disabilities (American Disabilities Act of 1990 and Rehabilitative Act of 1973) <http://www.usdoj.gov/crt/ada/adahom1.htm>

IV. ADMINISTRATIVE POLICIES

CHANGE AND CANCELLATION POLICIES

To **CHANGE** or **CANCEL** your examination without monetary penalty, you must notify Pearson VUE **at least 48 hours** prior to your examination time. Note, this is different than two days, e.g. your exam time is 10:00 a.m. on February 16. You must cancel no later than 10:00 a.m. on February 14 in order to be eligible for a full refund. If you **DO NOT** call Pearson VUE to change or cancel your appointment time **48 hours** prior to your examination time, you will owe Pearson VUE 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
- Military duty

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE 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 signature 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.

- Certificate of Pre-Licensing Education Completion. If the original was mailed to DBPR or the Division of Real Estate with the initial application, a photocopy should be brought to the testing center to avoid delays.
- 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, they 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. Pearson VUE 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 Pearson VUE’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 make corrections at <http://www.MyFloridaLicense.com> or by completing the change of address form provided at the end of this booklet.

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 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.

All applicants for an examination or a reexamination who desire special testing accommodations due to a **disability** must submit a written request to the Special Testing Coordinator prior to each exam. **Do not** submit your accommodation request with your exam application: 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 2-3 weeks after the examination.

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 will have successfully completed the examination.

The Laws and Rules Examination 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 will have successfully completed the examination.

NOTIFICATION OF RESULTS

All candidates will receive an official photo-bearing exam result report immediately following completion of their examination. Please verify that all information is correct on your exam result report prior to leaving the test center.

EXAMINATION REVIEW & CHALLENGE PROCESS

Candidates who fail an examination are entitled to review the questions they answered incorrectly, under such terms and conditions as may be prescribed by the Department of Business and Professional Regulation. Candidates are entitled to review only their most recent examination. The candidate shall be permitted to review only those questions the candidate answered incorrectly.

The request to review must be made within 21 days from the date of the examination and can be scheduled by going online to: <http://www.PearsonVUE.com> or by calling 1.888.204.6230.

The same security requirements observed at the examination will be followed during the review session. Reviews will be held at a Pearson VUE testing center.

Review Fees

[Computer Based Testing Examination Review Fee Matrix](#)

Review Session

The review session is considered to be an extension of the examination administration. Only the candidate may attend the review session. Proper identification is required to obtain entry. No talking or note taking of any kind is allowed. Candidate will have one (1) hour to complete their review.

Challenge Process

Written challenges are accepted for DBPR developed examinations. Candidates are given an opportunity during the review session to note in writing, on the computer, any objections they have to questions answered incorrectly. The challenges are forwarded to the Bureau of Education and Testing for review by a Psychometrician and subject matter experts to determine if there is any merit to the candidate's objection.

The response time to challenges, on average, is approximately 21 days. Due to the confidential nature of the examinations, the only response you will receive is "**credit**" or "**no credit**" for each challenged question. Credit will only apply to the candidate who reviewed and challenged.

For informal review and formal hearing procedures visit www.PearsonVUE.com .

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
1940 North Monroe Street
Tallahassee, Florida 32399-0786
850.487.1395
E-mail: Call.Center@dbpr.state.fl.us

Scheduling, Grade Notification, and Reviews

Pearson VUE, Inc.
Customer Care at 1.888.204.6230
Faxback System at 1.800.274.8920
Website: <http://www.PearsonVUE.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>

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**

ADDRESS CHANGE FORM

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:

<u>Area Code/Home Number</u>	<u>Area Code/Work Number</u>
------------------------------	------------------------------

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.