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STATE OF FLORIDA

Candidate Information Booklet for

REAL ESTATE APPRAISER LAWS & RULES SUPPLEMENTAL AND APPRAISER INSTRUCTORS LICENSURE EXAMINATIONS

Bureau of Education and Testing
Northwood Centre
1940 North Monroe Street
Tallahassee, Florida 32399-0791
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<http://www.MyFloridaLicense.com/dbpr>

Florida Real Estate Appraiser Board website:
<http://www.MyFloridaLicense.com/dbpr/re/freab.html>

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**CANDIDATE INFORMATION BOOKLET FOR
REAL ESTATE APPRAISER LAWS & RULES SUPPLMENTAL
AND APPRAISER INSTRUCTORS LICENSURE EXAMINATIONS**

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	TESTING LOCATIONS AND RESERVATIONS	2
III.	THE EXAMINATION	3
	CONTENT OVERVIEW.....	3
	REFERENCES.....	5
	PILOT TESTING	6
	TEST TAKING ADVICE.....	6
	SUPPLIES.....	6
IV.	ADMINISTRATIVE POLICIES	7
	CHANGE AND CANCELLATION POLICIES	7
	ABSENCE POLICY	8
	ADMISSION TO THE EXAMINATION	8
	ADMISSION PROCEDURES.....	8
	LATE ARRIVALS.....	9
	RULES FOR THE EXAMINATION.....	9
	APPAREL.....	10
	CHANGE OF ADDRESS.....	10
	CHANGE OR CORRECTION OF NAME	10
	SPECIAL TESTING ACCOMMODATIONS.....	10
V.	SCORING INFORMATION AND GRADE NOTIFICATION	11
	SCORING PROCEDURES	11
	NOTIFICATION OF RESULTS.....	11
	EXAMINATION REVIEW PROCESS.....	11
	REEXAMINATION INFORMATION.....	12
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.MyFloridaLicense.com/dbpr>

Florida Real Estate Appraiser Board website: <http://www.MyFloridaLicense.com/dbpr/re/freab.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/Promissor to schedule, administer, score and report the results for computer based testing. Pearson VUE/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

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II. TESTING LOCATIONS AND RESERVATIONS

[To locate a Pearson VUE/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/CANCELLATION

A Pearson VUE/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 (8 AM – 11 PM), Saturday (8 AM – 5 PM), and Sunday (10 AM – 4 PM). 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
- Credit card number, check, or voucher

A candidate may cancel the examination reservation **up to two (2) business days 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 #: _____
Examination Date: _____
Assessment Center Location: _____
Customer Care Associate: _____

INTERNET RESERVATIONS

Candidates may register via the Internet by visiting Pearson VUE/Promissor's website at <http://www.pearsonvue.com> twenty-four (24) hours a day, seven (7) days a week, **provided you use 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 register at least two (2) days before the examination date desired **since reservations are made on a first-come, first-served basis.** A reservation confirmation will be returned to you via email. Examination reservations may be canceled or changed via the Internet.

III. THE EXAMINATIONS

CONTENT OVERVIEW

As cited within Section 61J1-5.001, Florida Administrative Code, to be certified as an appraiser, the candidate must demonstrate by passing the examination that is appropriate for the classification being applied for, that he or she possesses:

- A knowledge of technical terms commonly used in real estate appraisal.
- An understanding of the principles of land economics, real estate appraisal processes, reliable sources of appraising data, and problems likely to be encountered in the gathering, interpreting, and processing of data in carrying out appraisal disciplines.
- An understanding of the standards for the development and communication of real estate appraisals as provided in the Real Estate Appraisal Licensure Law, Chapter 475, Part II, Florida Statutes, and Chapter 61J1, Florida Administrative Code.
- An understanding of the types of misconduct for which disciplinary proceedings may be initiated against an appraiser as provided in the Real Estate Appraisal Licensure Law, Chapter 475, Part II, Florida Statutes, and Chapter 61J1, Florida Administrative Code.
- Knowledge of the theories of depreciation, cost estimating, methods of capitalization, and the mathematics of real estate appraisal.

AQB NATIONAL UNIFORM LICENSURE EXAMINATIONS

For the Florida Real Estate **Certified General Appraiser** and **Certified Residential Appraiser** National Uniform Licensure Examinations as of January 1, 2008, the Appraisal Qualifications Board (AQB) has approved the criteria upon which the appraiser certification and licensing examinations are based. This information is available at [Information for 2008 Appraiser Criteria Changes](#). Additional information about the 2008 AQB Qualification Criteria changes can be accessed at www.appraisalfoundation.org. Any applicant who has not completed the education and experience components and successfully complete the current Florida exam before January 1, 2008 must take the new AQB National Exams **and** the Florida Laws and Rules Supplemental Examination. **Please keep in mind that applicants must complete *both* the education and experience components before they are permitted to take the exam.**

APPRAISER LAWS AND RULES SUPPLEMENTAL EXAMINATION

The **Florida Real Estate Appraiser Laws and Rules Supplemental Examination** consists of forty (40) questions and a test time frame of two (2) hours. The questions are based upon a knowledge, understanding and application of real estate law and rules as provided in Part II, Chapter 475, Florida Statutes and Chapter 61J1, Florida Administrative Code.

APPRAISER INSTRUCTORS EXAMINATIONS

Residential Appraiser Instructor candidates and **General Appraiser Instructor** candidates must successfully complete examinations based on the Current National Uniform Content Outline (ECO) for the respective exams promulgated by the Appraiser Qualifications Board (AQB). The ECOs are available through the Pearson VUE/Promissor Candidate Information Booklet (CIB), which may be accessed through the link provided: <http://www.myflorida.com/dbpr/servop/testing/booklets.html>

The **Florida Real Estate Residential Appraiser Instructor Licensure Examination** consists of fifty (50) questions and a test time frame of two and one half (2.5) hours. The questions are based upon a knowledge, understanding and application of real estate law as cited within Section 61J1-5.001, Florida Administrative Code, and the AQB ECOs as mentioned earlier.

The **Florida Real Estate General Appraiser Instructor Licensure Examination** consists of one hundred (100) questions and a test time frame of four and one half (4.5) hours. The questions are based upon a knowledge, understanding and application of real estate law as cited within Section 61J1-5.001, Florida Administrative Code, and the AQB ECOs as mentioned earlier.

The subject content of the Florida Real Estate Laws and Rules Supplemental Examination, Certified Residential Appraiser Instructor Licensure Examination, and Certified General Appraiser Instructor Licensure Examinations is endorsed by the Appraisal Foundation as defined in Section 475.611 (1) (b), Florida Statutes.

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REFERENCES

The following reference list is an **example** of Florida Law and Rules, Federal Regulations, and general textbooks that **may be of use** to candidates. **Individuals may wish to review texts such as these, along with those used by their instructor in their school training.** In providing textbook references, the Bureau of Education and Testing is **NOT** endorsing any specific textbook.

In addition, you may wish to refer to the Appraisal Foundation's website at <http://www.appraisalfoundation.org>, for additional resources or information, including the real estate knowledge upon which the appraiser certification and licensing examinations are based.

FLORIDA STATUTES AND FLORIDA ADMINISTRATIVE CODE

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.

FLORIDA ADMINISTRATIVE CODE: 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 "Quick Links" listing of programs "Florida Administrative Code/Weekly"; and type in within the "By Rule Number" box "61J1" and hit the "Go" button. Click on the underscored specific Rule Chapter/Section desired and then click on the illustrated sheet menu entitled "Latest Version" to access the rule chapter/section. The Florida Administrative Code chapters are large files and 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](#).

FLORIDA REAL ESTATE APPRAISER LAWS AND RULES SUPPLEMENTAL EXAM

1. **Chapter 475, Part II, Florida Statutes**, Appraisers
2. **Chapter 61J1, F.A.C.**, Division of Real Estate, Florida Real Estate Appraisal Board

FLORIDA REAL ESTATE APPRAISER INSTRUCTORS EXAMINATIONS

1. **Chapter 20, Florida Statutes:** Organizational Structure – Executive Branch
2. **Chapter 120, Florida Statutes:** Administrative Procedure Act
3. **Chapter 215, Florida Statutes:** Financial Matters: General Provisions
4. **Chapter 455, Florida Statutes:** Business and Professional Regulation: General Provisions
5. **Chapter 475, Florida Statutes, Part II:** Appraisers
6. **Chapter 61J1, F.A.C.**, Division of Real Estate, Florida Real Estate Appraisal Board
7. **The Appraisal of Real Estate, 12th Edition**, 2001, **ISBN 0-922154-67-8** (English Version); **ISBN 0-922154-69-4** (Español Version), The Appraisal Institute, 550 West Van Buren Street, Suite 1000, Chicago, IL 60607, 312.335.4453, FAX: 312.335.4271, Colette Nicolay, Senior Coordinator, Publications Dept., E-mail Address: cnicolay@appraisalinstitute.org, Website: <http://www.appraisalinstitute.org>.
8. **Uniform Standards of Professional Appraisal Practice (USPAP), 2008-2009 + Guidance from the Appraisal Standards Board (ASB), Advisory Opinions, and Frequently Asked Questions**, Effective: January 1, 2008, (Paperback: **Item No. 246**; Electronic Interactive: **Item No. 247**; Electronic PDF: **Item No. 248**), **ISBN 978-0-9798728-0-8**, via The Appraisal Foundation Distribution Center, P.O. Box 381, Annapolis Junction, MD 20701-0381; 1.800.348.2831 (toll free) or 240.646.7010 (local), 301.206.9789 (fax); E-mail address: infor@appraisalfoundation.org, Website: www.appraisalfoundation.org/store.

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 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 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:

- Any personal items or supplies needed during the examination must be encased in a **clear plastic bag**, no larger than **8" X 11"** in size.
- Calculators are permitted if they are silent, hand-held, battery-operated, nonprinting, and without an alphabetic keypad. Solar calculators are not recommended
- 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. 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. 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.
- 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 850.487.9757.

What Not to Bring:

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal by a Pearson VUE/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
- Dictionary, books, and reference materials are not permitted
- Canisters of mace, pepper spray, or other personal defense items
- Purses, briefcases, portfolios, fanny packs, or backpacks.

IV. ADMINISTRATIVE POLICIES

CHANGE AND CANCELLATION POLICIES

To **CHANGE** or **CANCEL** your examination without monetary penalty, you must notify Pearson VUE/Promissor **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/Promissor to change or cancel your appointment **48 hours** prior to your examination time, you will owe Pearson VUE/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
- Military duty.

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE/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.
- 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 can not 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. 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/Promissor 's control.

It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

CHANGE OF ADDRESS

If an address change occurs after your examination administration, please make corrections at <http://www.MyFloridaLicense.com/dbpr> 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 USC 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 need special testing accommodations due to a disability must submit a written request to the Special Testing Coordinator prior to each examination. **Do not** submit your accommodation request with your examination 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 two to three weeks after the examination.

The **Florida Real Estate Appraiser Laws and Rules Supplemental Examination** shall be graded on the basis of each of the 40 questions being worth one (1) point. A candidate who received a grade of thirty (30) points or higher shall be deemed to have successfully completed the Real Estate Appraiser Laws and Rules Supplemental Examination.

Pursuant to Section 61J1-5.001(2), F.A.C., the answers to the **Certified General Appraiser Instructor Licensure Examination** 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.

The **Certified Real Estate Residential Appraiser Instructor Licensure Examination** shall be graded on the basis of each of the 50 questions being worth one (1) point. A candidate who receives a grade of 38 points or higher shall be deemed to have successfully completed the Real Estate Residential Appraiser Instructor Licensure Examination.

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

No review of the AQB National Uniform Examinations will be permitted.

Candidates who have taken a Real Estate Appraiser Laws and Rules Supplemental Examination, Certified Residential Appraiser Instructor Licensure Examination, or Certified General Appraiser Instructor Licensure Examination 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 Pearson VUE/Promissor Test Center with the same security as your examination, on a date designated by Pearson VUE/Promissor.

Challenges are to 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.

REEXAMINATION INFORMATION

Candidates who fail a Florida Real Estate Appraiser Laws and Rules Supplemental, Residential or General Appraiser Instructor Examinations must wait twenty-four (24) hours to schedule a reexamination. Reservations may NOT be made at the Test Center.

A candidate who fails to achieve the required passing score on the examination may be reexamined by contacting Person VUE/Promissor. Pertinent reexamination information is provided to all affected candidates along with the original grade report.

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POINTS OF CONTACT

PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:

Application Policies and Fees

Customer Contact Center
1940 North Monroe Street
Tallahassee, Florida 32399-0783
850.487.1395

Scheduling, Grade Notification, and Reviews

Pearson VUE/ Promissor, Inc.
Customer Care at 1.888.204.6230
Web site <http://www.pearsonvue.com/>
Fax-Back System at 1.800.274.8920

Formal Hearings

Department of Business and Professional Regulation
Bureau of Education and Testing – Review Office
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952

Requests For Special Testing Accommodations

Examination Administration Unit - Special Testing
Department of Business and Professional Regulation
Bureau of Education and Testing
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.MyFloridaLicense.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: _____

OLD ADDRESS: _____

Area Code/Home Number

Area Code/Work Number

NEW ADDRESS: _____

SIGNATURE: _____

NOTE: If your name has changed, please use your prior name on this form and contact the Board Office 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.