

Full Client Name	New Jersey Real Estate Commission
Acronym	NJREC
File Type	Broker and Instructor: Open program Salesperson: School Import
ID Type	SSN
NJ Real Estate Commission	New Jersey Real Estate Commission Bureaus of Education and Investigations 20 West State Street PO Box 328 Attn: 7th Floor, Education Bureau, Applications Trenton, NJ 08625-0328 Phone: (609) 292-7272, Extensions: 50137 & 50147
Licensing Service Bureau, Real Estate	Licensing Services Bureau, Real Estate 20 West State Street PO Box 474 Attn: 7th Floor, Licensing Bureau, Applications Trenton, NJ 08625-0474 Web: dobi.nj.gov Phone: (609) 292-7272
Exam Titles/Testing Time/# of items (points)	<ul style="list-style-type: none"> • NJ Real Estate Broker - Combo/4 hours/115 questions (120 points) • NJ Real Estate Salesperson - Combo/4 hours/110 questions (110 points) • NJ Real Estate Instructor/4 hours/120 questions (120 points) <p>*Note: National broker exams include questions that are scored up to two points.</p>
Pretest Items	A small number of “experimental” questions (i.e., 5 to 10) may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against testing time.
Exam Type	NJ Real Estate
Notes	<p>If a school calls about difficulty uploading students, get the schools email address and send to cathy@psionline.com and cc_sfo@psionline.com.</p> <p>For Salesperson candidates, schools import the eligibility and it is valid for one year. Eligibility dates cannot be changed once they are entered.</p>
Application Processing	Application Processor applies exam payments if they are mailed or faxed in. CD must be approved with the state board FIRST.
Processing Time	Mail – up to 10 business days; Fax – up to 4 business days
Application Processor	NJ. ApplicationProcessor@psionline.com
Name/Address Changes	CSR can make minor changes. Changes due to divorce/marriage - CD must send supporting documentation for Application Processor to enter. (Example: Divorce Decree for divorce, Marriage License for marriage)
SSN Corrections	CSR can make changes. CD must fax/mail/email supporting documentation in order to make the change. Please do not refer CD to state or school for SSN corrections.
Languages Available	English
Eligibility Criteria	<p>Salesperson Candidates</p> <ul style="list-style-type: none"> • Examination: All examination candidates must complete the required 75 hours of prelicensure education. The education must be completed before calling PSI for an examination reservation. YOUR EDUCATION PROVIDER WILL PROVIDE YOUR ELIGIBILITY, ELECTRONICALLY, TO PSI UPON SUCCESSFUL COMPLETION OF THE COURSE REQUIREMENTS.

	<p>Broker Candidates</p> <ul style="list-style-type: none"> • Examination: All candidates must be approved by the New Jersey Real Estate Commission before they make an examination reservation. Failure to do so will result in forfeiture of examination fees. Candidates will not be permitted to take the broker examination unless their preceding three (3) years of work experience has been approved by the NJREC and they have completed the required 150 hours of broker preclicensure education. The 90-hour general course must be completed first. Then the two 30-hour courses must be completed. Only then may an application for experience approval be submitted to the Commission. A \$25.00 application fee PAYABLE TO THE STATE TREASURER OF NEW JERSEY is due when the experience approval form is submitted. Candidates should send a certified or cashier's check, money order, or broker's business account check. NO PERSONAL CHECKS ARE ACCEPTED. This fee is nonrefundable. Candidates should mail the fee, the school certificate confirming completion of all three (3) broker courses, and experience report form to: Broker Applicant Approval New Jersey Real Estate Commission 20 West State Street PO Box 328 Attn: 7th Floor, Licensing Bureau, Applications Trenton, NJ 08625-0328 <p>Upon approval, a Certificate of Examination Eligibility will be mailed to the broker candidate. After this notice is received, the candidate should call PSI to make an examination reservation. Candidates SHOULD NOT CONTACT PSI to make a reservation before they receive the Certificate of Examination Eligibility. Broker candidates must have worked three (3) years on a full-time basis as a salesperson and have completed 150 hours of education to qualify for examination eligibility.</p>
Eligibility Period	<p>Salesperson Candidates</p> <p>YOUR ELIGIBILITY EXPIRES ONE YEAR TO THE DAY FROM THE DATE IT IS ISSUED. CANDIDATES MUST PASS THE EXAMINATION AND APPLY FOR LICENSURE BEFORE THAT EXPIRATION DATE.</p>
Payment Payable to	PSI
Fee	\$45 each exam
Payment Type	Pay by credit card, money order, company check or cashier's check. Cash and personal checks are not accepted.
Reschedule Rules	You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received two days prior to the scheduled examination date.
ADA/Exam Accommodation Approval	<p>A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of the Candidate Information Bulletin.</p> <p>You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:</p> <ul style="list-style-type: none"> • Description of the disability and limitations related to testing • Recommended accommodation/modification • Name, title and telephone number of the medical authority or specialist • Original signature of the medical authority or specialist
Out of State Testing	PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by following the instructions on the Out-Of-State Request Form found at the end of the Candidate Information Bulletin.
Paper/Pencil	Yes

Bring to test center	<p>Candidates must provide 2 forms of identification:</p> <p>PRIMARY IDENTIFICATION (with photo) – Choose One</p> <ul style="list-style-type: none"> • State issued driver’s license • State issued identification card • US Government Issued Passport • US Government Issued Military Identification Card • US Government Issued Alien Registration Card • Canadian Government Issued ID <p>NOTE: ID must contain candidate’s photo, be valid and unexpired.</p> <p>SECONDARY IDENTIFICATION – Choose One</p> <ul style="list-style-type: none"> • Credit Card (must be signed) • Social Security Card • US issued Birth Certificate with Raised Seal <p>*NOTE: Student ID and employment ID are NOT acceptable forms of identification.</p> <p>In addition:</p> <ul style="list-style-type: none"> • Broker candidates bring Certificate of Examination Eligibility (valid for one year), indicating approval by the NJ Real Estate Commission to take the examination. This must also be presented for a retake examination. • Instructor candidates bring Certificate of Examination Eligibility, indicating approval by the NJ Real Estate Commission to take the examination. This must also be presented for a retake examination. Note: for retakes you may present the above certificate – make sure your eligibility is not expired.
Open Book Exam	No
Calculator Allowed	Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
Reference Materials Given at Site	None
Passing Score	<p>NJ Real Estate Broker - Combo - 70% (84 correct)</p> <p>NJ Real Estate Salesperson - Combo - 70% (77 correct)</p> <p>NJ Real Estate Instructor - 75% (90 correct)</p>
Cut score	N/A
Veteran’s Preference Points	N/A
Score reports	<p>Immediately following completion of the examination, you will be notified if you have passed the examination.</p> <p>If you <u>do not pass</u>, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.</p> <p><u>On paper</u> – an unofficial pass/fail score report will be printed at the examination site.</p> <p>Your score will be sent electronically to the state.</p>
Dup Score Report Fee	Free by mail (5 to 7 business days), \$40 overnight fee
Fingerprint Info	Instructor License candidates should contact the NJREC at (609) 292-7272 ext. 50137 for information concerning examination eligibility, seminar requirements and the fingerprint process.
Licensing instructions	<p>Salesperson Candidates</p> <p>Licensure: Upon passing the New Jersey Real Estate examination, the candidate must complete a fingerprint process, meet with the candidate’s employing broker, and then forward the following items directly to the Licensing Services Bureau, Real Estate. ALL MATERIALS MUST BE SUBMITTED SIMULTANEOUSLY, WITHIN ONE YEAR OF THE ELIGIBILITY EXPIRATION DATE FOUND ON THE SCORE REPORT. THE LICENSING SERVICES BUREAU, REAL ESTATE WILL NOT ACCEPT A PARTIAL SUBMISSION OF MATERIALS.</p> <ul style="list-style-type: none"> ▪ PSI passing score report, completed, signed, and dated by the employing broker (Copies are not accepted.) <p>Note: Employment date indicated by employing broker cannot be prior to the examination date or after the eligibility expiration date.</p> <ul style="list-style-type: none"> ▪ The completed Sagem-Morpho Universal Form (available on-line at www.njdobi.org) and the Sagem-Morpho receipt provided upon completion of the fingerprint process. ▪ Certified or cashier’s check, money order, or broker’s business account check in the sum of \$160.00 PAYABLE TO THE STATE TREASURER OF NEW JERSEY. <p>Personal checks will NOT be accepted and will be returned with the applicant’s unprocessed license application.</p> <p>The \$160.00 fee** includes:</p> <p>License Fee \$100.00 Application Fee \$ 50.00 Guaranty Fund \$ 10.00 Total \$160.00</p> <p>**License fees are subject to change.</p> <p>Candidates SHOULD NOT SEND any of the above license material to PSI or it will be returned to the applicant.</p>

	<p>Broker Candidates</p> <p>Licensure: Upon passing the examination, a candidate who wants to be licensed under another broker as a broker-salesperson must complete a fingerprint process, meet with the employing broker, and then forward the following items directly to the Licensing Services Bureau, Real Estate. ALL MATERIALS MUST BE SUBMITTED SIMULTANEOUSLY, WITHIN ONE YEAR OF THE ELIGIBILITY EXPIRATION DATE FOUND ON THE SCORE REPORT.</p> <ul style="list-style-type: none"> ▪ PSI passing score report, completed, signed, and dated by the employing broker. The sponsoring or former broker must terminate the previous salesperson's license on its reverse side. The terminated license must be returned with the pass notice. (Copies are not accepted.) ▪ The completed Sagem-Morpho Universal Form (available on-line at www.njdobi.org) and the Sagem-Morpho receipt provided upon completion of the fingerprint process. ▪ Certified or cashier's check, money order, or broker's business account check in the sum of \$270.00 payable to the STATE TREASURER OF NEW JERSEY. Personal checks will NOT be accepted, and will be returned with the applicant's unprocessed license application. <p>Note: Employment date indicated by employing broker cannot be prior to examination date or after the eligibility expiration date.</p> <p>The \$270.00 fee** includes:</p> <p>License Fee \$200.00 Application Fee \$ 50.00 Guaranty Fund \$ 20.00 Total \$270.00 **License fees are subject to change.</p> <p>If a passing candidate wishes to be licensed as a Sole Proprietor (Employing Broker), or a Broker of Record of a licensed corporation, partnership, or limited liability company, he/she should contact the Licensing Services Bureau, Real Estate at (609) 292-7272 ext. 50118 or 50442 for information on how to process such a request. Candidates SHOULD NOT SEND any of the above license material to PSI or it will be returned to the applicant.</p>
<p>Disabled Veterans</p>	<p>Candidates who are citizens of New Jersey and have certification of a disability from the Veterans Administration and have been honorably discharged from the United States Military may qualify for a waiver of the \$200.00 broker's license fee or the \$100.00 salesperson's license fee.**</p> <p>Submit the following to the Licensing Services Bureau-Real Estate:</p> <ol style="list-style-type: none"> 1. PSI passing score report completed in its entirety 2. Sagem-Morpho Universal Form, and payment receipt Fee in the amount of \$60.00 for salesperson's license or 3. \$70.00 for broker's license (no personal checks) 4. Certificate of Disability issued by the Veterans Administration 5. Certificate of Honorable Discharge (DD-214) <p>Candidates should contact the NJREC at (609) 292-7272 Ext: 50137 for detail/instructions regarding education or experience waiver requirements for Disabled Veterans, and to obtain a Certificate of Examination Eligibility. Instructors</p> <p>Instructor License candidates should contact the NJREC at (609) 292-7272 ext. 50137 for information concerning examination eligibility, seminar requirements and the fingerprint process.</p> <p>**License fees are subject to change.</p>
<p>Retest fee</p>	<p>\$45 each exam</p>
<p>Retest procedure</p>	<p>You cannot make a new examination appointment on the same day you have taken an examination because we need time to process and report examination results. A candidate who fails an exam on a Wednesday can call the next day, Thursday, and can retest as soon as Friday, depending upon space availability.</p>
<p>Exam review</p>	<p>While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the test question screen. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed.</p> <p>This is the only review of examination materials available to candidates.</p>
<p>Practice Exams Offered</p>	<p>Yes - online at www.psiexams.com. You may take the practice exams an unlimited number of times: you will need to pay each time.</p>
<p>Support modes</p>	<p>N/A</p>
<p>Support email</p>	<p>examschedule@psionline.com</p>
<p>Email Response Time</p>	<p>Up to 48 hrs</p>
<p>Scheduling modes</p>	<p>Phone, PSI website</p>
<p>Information Links</p>	<p>New Jersey Real Estate Commission</p>
<p>Created Date</p>	<p>4/19/2019</p>
<p>Modified Date</p>	