

Guide for the Maryland Real Estate Reciprocity Exam

Welcome to PSI! This guide will walk you through the process of applying for the reciprocity exam online versus using the paper application.

Access the Registration Page

Click on the provided [link](#) to reach the Maryland Real Estate test taker page on the Test Taker Portal.

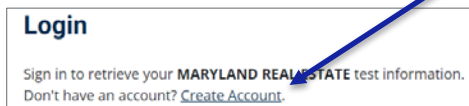


Account Setup

Select **VIEW AVAILABLE TESTS** and select the examination.



Select **LOGIN/REGISTER** and [Create Account](#).



Create Account

Social Security Number *	Confirm Social Security Number *
.....07890789
First Name *	Last Name *
LEILANI	PSI
Middle Name	Suffix
Email *	
md.applicationprocessor@psionline.com	
New Password *	
.....	
Confirm Password *	

Your password must contain:

- ✓ At least one capital letter A-Z
- ✓ At least one lower case letter a-z
- ✓ At least one number 0-9
- ✓ At least one special character !@#%&*^&*
- ✓ At least 10 and up to 32 characters

Once you have access to your Test Taker Dashboard, click on the examination and select **APPLY NOW**.

Enter Education and Candidate Details

Carefully enter the required documentation as directed. You are required to provide the original letter of qualification (received from Maryland Real Estate Commission) to PSI.

Once all information is accurately entered, click '**SAVE APPLICATION**' or '**CONTINUE**' to review your entries. Press '**SUBMIT**' to finalize your application.

You will need to scan or take a picture of the documentation required to upload as a PDF.

Letter of Qualification (waivers), reciprocity and reinstatement candidates for Broker and Salesperson Candidates

Please upload the original Letter of Qualification issued by the Maryland Real Estate Commission.

CANDIDATE ELIGIBILITY VIA ED.PDF ✕

BROKER and ASSOCIATE BROKER candidates:

Please upload a Certification of Licensure issued by the Maryland Real Estate Commission verifying 3 current years of active licensure immediately preceding application. License also must be in good standing. Purchase the certification at <http://www.dbr.state.md.us/Ag/biz/electronic/licensing/re/certification/recertification.asp>. A license history must be dated within 90 days of submission to PSI. If you delay in testing or re-testing, an updated history may be needed.

BRANCH OFFICE MANAGER candidates applying under 17-518 must contact the Maryland Real Estate Commission for approval to register for the Broker examination.

BROKER BOND.PDF ✕

ALL applicants must answer the following questions

I am 18 years of age or older *

Are you now or have you ever been licensed as a real estate broker or salesperson in any other state?*

Yes
 No

My prelicense education was obtained in a jurisdiction other than Maryland

Yes
 No

Are you licensed to practice law in Maryland?*

Yes
 No

Have you ever had a real estate license denied, suspended, revoked, or subjected to a disciplinary action in any jurisdiction?*

Yes
 No

Have you ever been convicted of a felony or a misdemeanor in any State or Federal Court?*

Yes
 No

Have you ever been found to have violated the fair housing laws of any jurisdiction?*

Yes
 No

Did you hold a previous Real Estate license in Maryland under your current or former name?

Yes
 No

Former Name

Former Registration Number

I HEREBY IRREVOCABLY CONSENT that, if the address of this registration is not within the state of Maryland, (i) service of process on the Executive Director of the Maryland Real Estate Commission shall bind me in any action, suit or proceeding brought against me, and (ii) an action, suit or proceeding may be brought against me in any county in which the cause of action arose or I reside. I hereby certify that the information provide on both sides of this registration is true and correct and the Maryland Real Estate Commission may rely on its truthfulness in considering this registration, and that this registration is signed and affirmed to under penalty of perjury. Further, I understand that Maryland real estate licenses expire every 2 years and I will be required to renew this license and pay the renewal fee prior to the expiration of the license. I have read and understand the Candidate Information Bulletin and the Registration form.

Confirmed

CANCEL **SAVE APPLICATION** **CONTINUE**

Application Submission and Status

Upon submission, your application will initially show under the 'MY APPLICATIONS' tab with a status indicator. A confirmation message will also be sent to the email address provided during registration.



Exam Selection Approval

Once your application is reviewed and approved by PSI, you will receive an email confirmation. If the approval is denied, you will receive an email with the missing information. Please allow up to one week for processing.

Exam Scheduling

Upon the approval of the application, you will be able to proceed with the test scheduling by selecting, entering and reviewing the following information:

- Selection of the test portions to book and test
- Selection of test options (such as cancelation protection or practice tests)
- Entering of Candidate details to book the exam
- Reviewing of scheduling details before payment
- Entering of payment details
- Reviewing of final test booking order and payment

After scheduling the exam, you will receive a **confirmation email** with all the details of your test appointment. It's important to review this information carefully to ensure everything is correct. If you encounter any issues or need further assistance, please do not hesitate to contact our client services team.