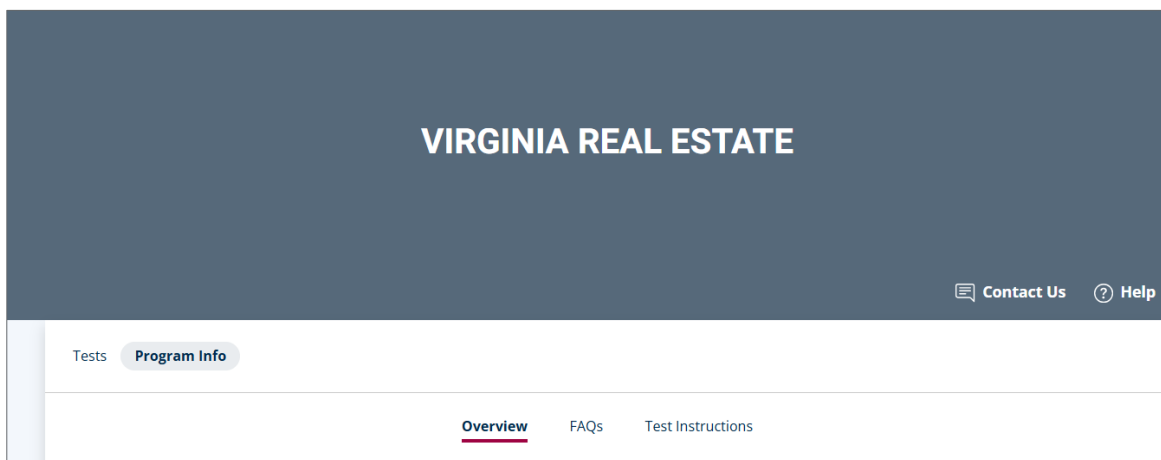# Guide for approval to take the VA Real Estate Exam

Welcome to PSI! This guide will walk you through the process of filling out the registration form via online versus using the paper application.

Access the Registration Page

Click on the provided **link** to reach the Virginia Real Estate test taker page on the Test Taker Portal.

Account Setup

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

Select **SIGN IN/REGISTER** and Create Account.

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

Enter Candidate Details and Required Documentation

Carefully enter the required documentation as directed.

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.

Candidate Information

Last Name

First Name

Middle

SSN *

VA DMV#

Date of Birth

mm/dd/yyyy

Street Address1

Qualifying for the Exam

To qualify for the exam you must meet educational or reciprocity requirements. Failure to upload verifiable documentation will lead to denial of your application and a delay in licensing.

Examination

○ Salesperson *
○ Broker *

Examination Portion

○ Both Portions *
○ State Portion Only *
○ National Portion Only *

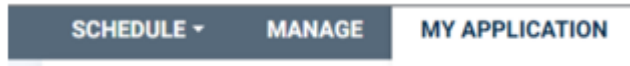Reciprocal

◉ Yes *
○ No *

Reciprocal State/States

Current Unexpired Real Estate License

Choose File   No file chosen

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.

SCHEDULE ▾	MANAGE	MY APPLICATION

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 month 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.