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Indiana REAL ESTATE Candidate Handbook

April 2013

QUICK REFERENCE

STATE LICENSING INFORMATION

Candidates may contact the state's real estate division with questions about obtaining or maintaining a license after the examination has been passed.

Indiana Professional Licensing Agency
402 W. Washington Street
Room W072
Indianapolis, IN 46204

Phone: (317) 234-3009

Web: www.in.gov/pla/real.htm

Email: pla9@pla.in.gov

EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE
Indiana Real Estate
Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437

Phone: (800) 274-2717

Email:
pearsonvuecustomerservice@pearson.com

Web: www.pearsonvue.com

RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

Making an exam reservation

Candidates may make a reservation with Pearson VUE by:

- Visiting the Pearson VUE website (www.pearsonvue.com)
- Calling Pearson VUE at (800) 274-2717

Candidates may make a reservation online or by phone at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on 2). **Walk-in examinations are not available.**

SCHEDULES & FEES

Test centers

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and schedules.

Exam fees

The examination fee (\$65) must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment will not be accepted at the test center. Examination fees are non-refundable and non-transferable**, except as detailed in *Change/Cancel Policy*.

EXAM DAY

What to bring to the exam

Candidates should bring to the examination proper identification and other materials listed in *What to Bring* (page 5).

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins. Each candidate will have four (4) hours to complete the examination and will leave the test center with an official score report in hand.

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The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the Indiana Real Estate Candidate Handbook be reviewed, with special attention given to the content outlines, before taking the examination. (*Content outlines begin on page 11 of this handbook.*)

Individuals who wish to obtain a real estate license must:

1. Complete Prelicensing Education.

Before taking an examination, candidates must complete all prelicensing education. Contact the Indiana Professional Licensing Agency for more details.

2. Make a reservation and pay the examination fee.

Make a reservation (by phone or online) with Pearson VUE for the examination. (*See page 2.*)

3. Go to the test center.

Go to the test center on the day of the examination, bringing along all required materials. (*See page 6.*)

4. Apply for a license.

After passing the examination, candidates must submit the proper application forms and fees to the Indiana Professional Licensing Agency, as set forth on the Score Report issued at the test center. Application requirements can be found on the Professional Licensing Agency's website at <http://www.in.gov/pla/2788.htm>.

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination, or may contact the Indiana Professional Licensing Agency with questions about obtaining or maintaining a license.

PEARSON VUE/INDIANA REAL ESTATE

Attn: Regulatory Program

5601 Green Valley Dr.

Bloomington, MN 55437

Phone: (800) 274-2717

Website: www.pearsonvue.com

Email: pearsonvuecustomerservice@pearson.com

INDIANA PROFESSIONAL LICENSING AGENCY

402 W. Washington Street, Room W072

Indianapolis, IN 46204

Phone: (317) 234-3009

Website: www.in.gov/pla/real.htm

Email: pla9@pla.in.gov

THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The state of Indiana has retained the services of Pearson VUE to develop and administer its real estate examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

PRACTICE TESTS

Practice tests are offered exclusively online at www.pearsonvue.com, giving candidates even more opportunity to succeed on the examination. Our practice tests will help prepare candidates for the types of questions they will see on the licensure exam and also familiarize them with taking computer-based examinations.

Pearson VUE offers online practice tests for both salespersons and brokers that allow candidates to measure their knowledge in content areas such as real property, property valuation, and contracts and finance. The tests closely reflect the format of the licensure examination, can be scored instantly, and provide immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase practice tests anytime at www.pearsonvue.com.

EXAM RESERVATIONS

PHONE RESERVATIONS

(800) 274-2717

ONLINE RESERVATIONS

Candidates must go to www.pearsonvue.com/in/realestate to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk, on the online form in order to create an ID and be assigned a password. Step-by-step instructions will follow on how to make a reservation for an examination.

Candidates must make an online reservation at least twenty-four (24) hours before the desired examination date.

PHONE RESERVATIONS

Walk-in examinations are not available. Candidates may call (800) 274-2717 to make a reservation.

CALL CENTER HOURS		
	Eastern Time	Central Time
Monday – Friday	8 a.m. – 11 p.m.	7 a.m. – 10 p.m.
Saturday	8 a.m. – 5 p.m.	7 a.m. – 4 p.m.
Sunday	10 a.m. – 4 p.m.	9 a.m. – 3 p.m.

Before calling, candidates should have the following:

- Legal name, address, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list appears on the back cover of this handbook)
- The school code number of your course provider

Candidates are responsible for knowing which examination they need to take. A Pearson VUE representative will help candidates select a convenient examination date and location, and will answer questions. A reservation will be made based on the next available examination date.

Candidates who wish to make a phone reservation **MUST** do so at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 3).

EXAM FEES

The examination fee (\$65) must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment will not be accepted at the test center.** Examination fees are non-refundable and non-transferable except as detailed in *Change/Cancel Policy* (page 3).

Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Routing number

- Social Security number, state ID number, or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.

Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at www.pearsonvue.com/vouchers/pricelist by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.

Vouchers expire twelve (12) months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (800) 274-2717 at least forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer their fees to a new reservation or request a refund. **Candidates who change or cancel their reservations without proper notice will forfeit the examination fee.** Refunds for credit/debit cards are immediate, while refunds for electronic checks and vouchers will be processed in two to three (2-3) weeks.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or a member of the candidate's immediate family
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the Change/Cancel Policy will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date. Written verification and supporting documentation can be sent by fax to (888) 204-6291 or mailed to Pearson VUE.

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com.

CLIENT WAIVERS WILL NO LONGER BE ACCEPTED AT PEARSON VUE TESTING CENTERS.

The process to sit for an exam with a waived test has changed. Non-Resident Licensees who are required to only take the STATE PORTION of the license exam, will need to visit <http://www.pearsonvue.com/waivers/inrel.asp> and follow the documented process. You must complete the required form before scheduling your exam and receive notification that your Client Waiver has been applied successfully. Failure to do so will require that you take both the GENERAL and STATE portions of the Indiana Real Estate exam. The Test Center Administrator will not be able to apply a Client Waiver for you at the test center.

WHAT TO BRING

Required Materials

All candidates must bring to the test center on examination day the following:

- Identification that is deemed acceptable, as listed under *Acceptable Forms of Candidate Identification*
- **Original** proof of completion of prelicense education that was taken within the last year before testing. Proof must be presented each time a candidate takes the examination.

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

Acceptable Forms of Candidate Identification

Candidates must present **two (2)** forms of current signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

Primary ID (with photograph and signature, not expired)

- Government-issued driver's license
- U.S. Department of State driver's license
- U.S. learner's permit (plastic card only with photo and signature)
- National/state/country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (with signature, not expired)

- U.S. Social Security card
- Debit (ATM) card or Credit card
- Any form of ID on the Primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

REQUIRED ITEMS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. (Candidates should allow themselves sufficient time to find the test center.) The candidate's identification and other documentation will be reviewed and he/she will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as decertification.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. Candidates will be given four (4) hours to complete the examination. The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official scores in hand.

SCORE REPORTING

When candidates complete the examination, they will receive a score report marked "pass" or "fail." Passing candidates must submit an original Indiana license application, appropriate license fee, and completed prelicense education to Indiana Real Estate Commission, Indiana Professional Licensing Agency, 402 W. Washington St., Room W072, Indianapolis, IN 46204. This application can be found at www.pearsonvue.com.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the General portion of the examination, as well as information about reexamination.

RETAKE THE EXAM

The examination is divided into two sections: General and State Law. Candidates who pass one section of the exam and fail the other need retake only the section they failed, as long as they retake and pass the failed section within one (1) year of completing the required prelicensing education. **Candidates who are retaking only one section of the examination must bring their failing score report to the test center.**

Candidates must wait twenty-four (24) hours before making a reservation to retake an examination. Reservations cannot be made at the test center.

RETAKE AN EXAMINATION

Candidates should contact Pearson VUE to make a reservation to retake the examination, and should have their failing score report available when they call.

SCORE EXPLANATION

Scaled Score

There are multiple versions of each of the licensing examinations. These versions are known as *forms*. Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as *equating* is used to correct for differences in form difficulty.

The passing score of an examination was set by the Indiana Professional Licensing Agency. Raw scores are converted into scaled scores that can range from 0 to 100. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 75, any score below 75 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

TEST QUESTION REVIEW

Candidates who have concerns regarding the examination content should submit them in writing to Pearson VUE. Include the candidate name, candidate ID number, Social Security number, exam title, date tested, candidate signature, and the general details of the concern. Candidates should provide a rationale of why a test question(s) impacted their pass/fail status and warrants further review by Pearson VUE staff. There is no need to include the test question(s) verbatim; instead, only a general description of the question(s) is needed. Candidates should include their return address in the letter.

Letters should be sent to:

Pearson VUE/Indiana Real Estate Candidate Services
Test Question Review
PO Box 8588
Philadelphia, PA 19101-8588

DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report by completing the appropriate form found in this handbook and enclosing the proper fee.

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include, but are not limited to, the following: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices

must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**

- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise his/her hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, he/she will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to cellular phones, PDAs, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

EXAM CONTENT

The content of the general portion of the examination is based upon information obtained from a job analysis performed by Pearson VUE. Responses from real estate professionals were analyzed to determine the nature and scope of tasks they perform, and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that the examination reflects the actual practice of real estate. Questions on the General portion are also reviewed and approved by nationally recognized real estate professionals and are ARELLO certified.

The State Law portion of the examination has been developed to reflect the laws, regulations, and practice of real estate in Indiana, and has been reviewed and approved by real estate professionals in Indiana.

MATH CALCULATIONS

Candidates may use the following information in making mathematical calculations on the general section of the real estate examinations unless otherwise stated in the text of the question:

- 43,560 square feet/acre
- 5,280 feet/mile
- Round off calculations (where applicable)

If a question requires the calculation of prorated amounts, the question will specify:
a) *whether the calculation should be made on the basis of 360 or 365 days a year; and*
b) *whether the day of closing belongs to the buyer or seller.*

This information will be available in printed form at the test center for reference during the examination.

PRETEST QUESTIONS

Many of the examinations will contain “pretest” questions.

Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect a candidate’s score. Pretest questions are mixed in with the scored questions and are not identified.

The number of pretest questions are listed in the content outline heading of each examination for which they are available. If a number is not present then there are no pretest questions for that particular examination.

[Click here
for detailed
content outlines.](#)

DUPLICATE SCORE REQUEST FORM

DIRECTIONS: You may use this form to request that Pearson VUE send a duplicate copy of your score report to you. Please print all information on this form.

Please enclose a cashier's check or money order made payable to "Pearson VUE."

DO NOT SEND CASH.

FEE: For scores less than one year old there is a \$10.00 charge.
For scores one or more years old there is a \$25.00 charge.

SEND TO: Pearson VUE
INDIANA REAL ESTATE
DUPLICATE SCORE
62160 Collections Center Drive
Chicago, IL 60693-0621

Amount Enclosed: \$ _____

I hereby authorize Pearson VUE to send to me at the address below a duplicate of my score report from the real estate examination.

Signature	Date
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Please complete the following with your current name and address.

Name:		
Address:		
City:	State:	ZIP:

If the above information was different at the time you tested, please indicate original information.

Name:		
Address:		
City:	State:	ZIP:

Exam Taken: <input type="checkbox"/> Salesperson <input type="checkbox"/> Broker	
State in which exam was taken:	Date Taken:
Date of Birth:	

GENERAL INFORMATION

CANDIDATES MAY CALL (800) 274-2717 TO MAKE AN EXAM RESERVATION.

TEST CENTERS	
LOCATION	SCHEDULE
Evansville, IN	2 days per week
Fort Wayne, IN	2 - 3 days per week
Indianapolis, IN	Monday through Saturday
Merrillville, IN	3 - 4 days per week
Terre Haute, IN	2 days per week
Chicago, IL	3 - 5 days per week
Oak Brook, IL	Tuesday through Saturday
Cincinnati, OH	3 - 4 days per week
Lansing, MI	2 - 3 days per week

Locations and schedules are subject to change.

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays or holiday weekends:

New Year's Day

Memorial Day

Labor Day

Christmas Day

Martin Luther King, Jr. Day

Independence Day

Thanksgiving