PSI
https://test-takers.psiexams.com/vaab
Email: DPORSupport@psionline.com

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

AUCTIONEER
EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to https://test-takers.psiexams.com/vaab for the latest updates to this bulletin.

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EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as an Auctioneer Professional in the Commonwealth of Virginia. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (DPOR) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers. PSI works closely with DPOR to be certain that examinations meet local, national and international requirements in basic principles and examination development standards.

Questions regarding applications for licensure should be directed to the:

Department of Professional and Occupational Regulation
Auctioneers Board
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8506
www.dpor.virginia.gov

Email: Auctioneers@dpor.virginia.gov

All questions regarding the scheduling of your examination should be directed to:

PSI

(855) 340-3910

https://test-takers.psiexams.com/vaab

EXAMINATION ELIGIBILITY AND APPROVAL PROCESS

In order for a candidate to become eligible to take an examination, you must submit the appropriate application to DPOR.

APPLICATION FORM. *This application can be found online at http://www.dpor.virginia.gov, or you may send an email request to Auctioneers@dpor.virginia.gov or by calling (804) 367-8506.*

Your eligibility is valid for one year. If you fail you may retest unlimited during the one-year period. If you do not pass the examination within the one-year period you will need to reapply and meet all current requirements with DPOR.

Upon approval of eligibility, you will be mailed a confirmation notice containing instructions for scheduling an appointment to take the examination. If you are determined to be ineligible, DPOR will notify you.

SCHEDULING PROCEDURES

Examination Fee $40

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT

ON-LINE (HTTPS://TEST-TAKERS.PSIEXAMS.COM/VAAB)

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at https://test-takers.psiexams.com/vaab. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE

PSI registrars are available at (855) 340-3910 to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

To register by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 340-3910.

Note: A voicemail or email message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must follow the steps for scheduling as outlined earlier.

MISSED APPOINTMENT OR LATE CANCELLATION

You will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive after Examination Start Time; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request alternative arrangements by **Clicking Here**.

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your examination schedule by calling (855) 340-3910. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

COMPUTER EXAMINATION CENTER LOCATIONS

ALEXANDRIA AREA
205 S. Whiting St
The Landmark Building, Suite 608
Alexandria, VA 22304

FREDERICKSBURG AREA
2020 Lafayette Blvd
Fredericksburg, VA 22401

HARRISONBURG AREA
2322 Blue Stone Hills Drive, Suite 280
Harrisonburg, VA 22801

CHARLOTTESVILLE
2114 Angus Road, Suite #105-B
Charlottesville, VA 22901

SALISBURY AREA
1322 Belmont Avenue, Bldg #2, Suite 203
Salisbury, MD 21801

JOHNSON CITY
904 Sunset Drive, Ste 7A
Johnson City, TN 37604

RICHMOND (BOULDERS II)
7400 Beaufont Springs Dr
Boulders II Building, Suite 560
Richmond, VA 23225

ROANOKE
5115 Bernard Dr, Suite 104
Roanoke, Virginia 24018

STAFFORD
1010 Corporate Drive, Suite 103
Stafford, VA 22554

TAZEWELL
165 Chamber Drive
Tazewell, VA 24651

VIENNA AREA
1919 Gallows Rd, Suite 360
Vienna, VA 22182

VIRGINIA BEACH
484 Viking Dr, Suite 105
Virginia Beach, VA 23452

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by filling out the out-of-state testing request form found at the end of this Candidate Information Bulletin.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

You must provide two (2) forms of VALID (not expired) identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. **All identification provided must match the legal name that was submitted on the application to DPOR. If the name in the PSI system does not match the name on your government-issued ID and 2nd form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.**

Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

SECURITY PROCEDURES

- You will be given an LCD Writing tablet at check-in that will be returned at check-out. This is to be used for notes or calculations.
- Outside calculators are not permitted. Calculators are provided upon request at the test site.
- Candidates may take only approved items into the examination room.

- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include**, **but are not limited to**, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify DPOR.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to DPOR.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The "function bar" at the top of the sample question provides
One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored. However, these questions will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with DPOR, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the examination available to candidates.**

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

If you **pass**, you will immediately receive a successful notification.

If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 340-3910.

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the examination. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found below.)

1. The proceeds from a personal property auction must be disbursed within how many days?
   a. 15 days
   b. 30 days
   c. 60 days
   d. 90 days

2. If 6% sales tax is charged on a sale of $17,500, the amount of sales tax would be
   a. $1,050.
   b. $105.
   c. $18,505.
   d. $10,500.

3. An auctioneer's license in Virginia is valid for how long before it must be renewed?
   a. six months
   b. one year
   c. two years
   d. three years

4. It is unethical for an auctioneer to employ what tactic at an auction?
   a. crowd entertainment
   b. description of items
   c. bid calling
   d. shill bids

5. When advertising an auction, the advertisement must contain a clear display of the auctioneer's
   a. license number.
   b. phone number.
   c. address.
   d. list of items being sold.

Answers: 1. b. 2. a. 3. c. 4. d. 5. a.

EXAMINATION CONTENT OUTLINE AND REFERENCES

The Examination Content Outline has been approved by the Virginia Auctioneer Board. This outline reflects the minimum knowledge required by an Auctioneer Professional to perform their duties to the public in a competent and responsible manner.

VA Auctioneer Exam Content Outline 75 scored items Minimum Passing Score = 75% 2.5 hours		
	Topic	*# of Items*
1	**Laws, Rules, and Regulations**	**15 Law/ 13 Reg**
a.	Auctioneer Licensure Act	
b.	Board Powers	
c.	Bulk Transfers	
d.	Code of VA 54.1-2103.A.8	
e.	Escrow	
f.	General Business Law	
g.	Keeping Records	
h.	Virginia Auctioneers Regulations	
i.	Preparation of Contracts	
j.	Sales Tax Laws	
k.	Sherman Antitrust Act	
2	**Elementary Principles of Real Estate**	**12**
a.	Market Values	
b.	Real Estate Appraisal	
3	**Fundamentals of Auctioneering**	**9**
a.	Absentee Bids/Bidders	
b.	Ethical Auctioneering	
c.	Conducting an Auction	
d.	Shill Bids and Bid Rigging	
e.	Types of Auctions	
f.	Types of Bids	
4	**Marketing and Advertising**	**9**
a.	General Concepts and Regulations	
b.	Media	
c.	Truth in Advertising	
5	**Finance and Accounting**	**17**
a.	Accounting of Sale	
b.	Types of Compensation	
c.	Economics	
d.	General Business Math Concepts	
e.	Liens	
f.	Operating Expense	

REFERENCE LIST

The exam covers professional knowledge and laws that regulate auctioneering. All professional knowledge questions are covered in the textbooks and documents shown below. The examination is closed book. References are not allowed in the testing room.

- *The Small Business Handbook*, I. Burstiner, Simon & Schuster, New York, 1997, https://www.amazon.com
- *Code of Virginia*, Title 58.1, Chapters 6, 6.2, and 24, https://law.lis.virginia.gov/vacode/title58.1/chapter6/
- *Business Law*, R. W. Emerson, Barron's Educational Series, Inc., New York, 2009, http://www.amazon.com
- *Advertising Practices: Frequently Asked Questions & Answers for Small Business*, Federal Trade Commission, https://www.ftc.gov/tips-advice/business-center/guidance/advertising-faqs-guide-small-business
- *Com Disclosures: Information About Digital Advertising, Federal Trade Commission*, 2013, http://www.business.ftc.gov/documents/bus41-dot-com-disclosures-information-about-online-advertising
- *Modern Real Estate Practice*, F. W. Galaty, W. J. Allaway, R. C. Kyle, Dearborn Real Estate Education, Chicago, IL, 2003, http://www.amazon.com/Modern-Estate-Practice-FillmoreGalaty/dp/1427787905
- *IRS Publication 1544: Reporting Cash Payments over $10,000*, Internal Revenue Service, 2014, http://www.irs.gov/pub/irs-pdf/p1544.pdf
- *NAA Glossary of Auction Terms, National Auctioneers Association*, https://www.auctioneers.org/
- *NAA Code of Ethics, National Auctioneers Association*, https://www.auctioneers.org/NAA/About-NAA/Code-of-Ethics/NAA/About-NAA/Governance-And-Financials/Code-of-Ethics.aspx?hkey=95b9fcc5-8567-420d-9696-4a2a52992a4f
- *Dictionary of Real Estate*, J. K. Shim, J. G. Siegel & S. W. Hartman, John Wiley & Sons, Inc., New York, 1995, https://www.amazon.com/Dictionary-Real-Estate-Business/dp/0471013358/ref=sr_1_1?s=books&ie=UTF8%20
- *Code of Virginia*, Title 54.1, Chapter 21, Exemptions from Chapter, 54.1-2103.A.8, https://law.lis.virginia.gov/vacode/title54.1/chapter21/section54.1-2103/
- *Code of Virginia*, Auctioneer's License Act, Title 54.1 Chapter 6. Auctioneers, https://law.lis.virginia.gov/vacode/title54.1/chapter6/
- *Code of Virginia*, Uniform Commercial Code, Title 8.2, Part 3, https://law.lis.virginia.gov/vacode/title8.2/part3/section8.2-328/
- *Administrative Code of Virginia*. Title 18, Agency 25. Auctioneers Board, https://law.lis.virginia.gov/admincode/title18/agency25/
- *Everyday Math for Dummies*, C. Seiter, IDG Books, Foster City, CA, 1995, http://www.amazon.com