



CANDIDATE INFORMATION BULLETIN

COMMONWEALTH OF PENNSYLVANIA AUCTIONEER EXAMINATION

The Pennsylvania State Board of Auctioneer Examiners has engaged Professional Credential Services (PCS), for scheduling, examination development, administration and score reporting. Please read the following information carefully before completing the enclosed application form. All inquiries regarding the examination administration must be directed to the Pennsylvania Auctioneer Coordinator at PCS.

All correspondence and questions related to examination eligibility and the license application should be directed to:

State Board of Auctioneer Examiners
PO Box 2649
Harrisburg, PA 17105-2649

or

2601 N Third St
Harrisburg, PA 17110

Phone: 717.783.3397
Fax: 717.705.5540

E-mail: st-auctioneer@state.pa.us

Website: www.dos.state.pa.us/bpoa/aucbd/mainpage.htm

All correspondence and questions related to examination and scheduling forms, test development, administration, scoring and reporting should be directed to:

Professional Credential Services
PA Auctioneer Coordinator
PO Box 198689
Nashville, TN 37219-8689

or

150 Fourth Avenue North
Suite 800
Nashville, TN 37219

Professional Credential Services staff is available by telephone Monday through Friday between 8:00 am and 4:30 pm Central time.

FILING APPLICATIONS

For information regarding qualifications for taking the licensing examination, please refer to The Pennsylvania Code, Title 49, Chapter 1 State Board of Auctioneer Examiners, Section 1.1-1.31 and the Auctioneer and Auction Licensing Act, Act 63 P.S., Section 734.1 et seq.

PCS Documentation

First time candidates shall either be enrolled in an apprenticeship program as a licensed apprentice auctioneer for a period of not less than 2 years in the employment of a qualified auctioneer and participate for compensation in no less than 30 auctions OR successfully complete a prescribed course of study in auctioneering of at least 20 credit hours in a Board approved school. A credit hour of instruction is defined as 15 standard hours of instruction, each of which is composed of 50 minutes.

Please note, at this time the only 3 Board approved schools are Harrisburg Area Community College, Reading Area Community College, and Clarion University – Venango Campus.

Non-Resident applicants must first apply to the Pennsylvania Board of Auctioneers directly to receive approval. Once approved, they must contact PCS for a scheduling form, to be returned with a copy of their Board approval letter.

Application materials in addition to pertinent information can be obtained from the PCS website at www.pcshq.com.

Documentation, forms, and examination fee must be mailed to PCS.

The name on your application or Scheduling Form must be an exact duplicate of the name on your photo- and signature-bearing identification. If the information is not an exact duplicate, you may encounter a problem when you appear at the test site.

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act, examination administration modifications are available for candidates who qualify. Such candidates must obtain an official form from PCS on which to request special modifications. The completed form must be returned to PCS with all required documentation 60 days prior to the month in which you wish to schedule your examination.

The Special Accommodation Form can be found on the PCS web site.

PCS EXAMINATION FEES

The examination fee for first time candidates is \$220. The examination fee for re-examination candidates is \$170. The fee should be made payable to PCS if in the form of a certified check or money order (no personal checks). Information on the utilization of a credit card will also be available, if this option is preferred.

You must test within 90 days of issuance of your Authorization Letter. Failure to test within the 90-day window will result in the forfeiture of your examination fees. You must then call PCS to submit another examination fee to re-instate your test eligibility status.

See the rescheduling and refund policy section later in this bulletin for additional information.

EXAMINATION DEADLINE DATES, SCHEDULE & SITES**Deadline Dates**

First-Time and Re-Examinee Candidates:

Once PCS receives your application and documentation or scheduling form, it will be processed within two weeks. Your eligibility file will be forwarded to PSI, the computer-based test platform, and you will receive an Authorization Letter with instructions on how to schedule your test administration.

Schedule

The Auctioneer Examination is offered on a daily basis on a computer-based testing platform utilizing the PSI test locations. Your Authorization Letter will provide you with information on how to contact PSI to schedule your examination time.

PSI is also the computer-based testing platform for other National and State certification and licensure programs. Thus you should permit sufficient time between the time you call to schedule your examination and the time you wish to sit for your examination. This is because a "seat" may not be readily available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call.

Site Locations

You may access site information by visiting www.psiexams.com. Click on "Test Taker/Candidates" and choose "Find A Testing Center." Testing will be available at site locations listed within and outside Pennsylvania. You may download site directions and site hours from this web site.

Site Environmental Distractions

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distraction. It is suggested that if you are sensitive to noise or temperature variations, you may want to bring earplugs and types of dress that can help you to adapt to a cooler or warmer climate in the examination room. PSI will work with the test site staff to anticipate potential problems.

AUTHORIZATION LETTER

Candidates must allow two weeks for processing of their information. You will receive an Authorization Letter outlining the steps to be taken to schedule your examination. If the Authorization Letter has not been received after the two-week submission period, please contact PCS.

ADMISSION REQUIREMENTS

1. You must present your Authorization Letter and one form of identification with a photograph and your signature (i.e. drivers license, school or work identification card, or passport) in order to be admitted to the examination room. The name submitted on your scheduling form must be an exact duplication of the name on your identification.
2. The identification must be current and clearly recognizable, or you will not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification. If you do not have proper identification, you will not be admitted to test.
3. It is your responsibility to be at the examination center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the exam so you are familiar with the route and the needed time.

COMPUTER TESTING

The Auctioneer Examination is in a multiple-choice format. You may access the PSI website (address noted under Site Locations) and click on "Eight Great Features" for a preview of the testing process.

A Site Administrator will be available to assist you to become familiar with the testing process prior to your actual testing time. Please become familiar with the process prior to beginning your actual test.

If you experience difficulties with your computer, please notify the Site Administrator.

SECURITY GUIDELINES

The Commonwealth of Pennsylvania copyrights all test questions. Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment may be sufficient cause for you to leave the examination room. All such irregularities will generate a report to the Board and PCS.

No visitors, guests or children are permitted in the examination room.

No food, beverages, notebooks, magazines, reference materials, backpacks, briefcases, hats, caps or electric devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers, or pagers are permitted in the examination room. If any of the aforementioned items are found on a candidate, the Site Administrator will collect it until the end of the examination and provide a written report of the incident to the Board and PCS.

No smoking or the use of tobacco is permitted in the examination room.

NAME OR ADDRESS CHANGE

Any name or address change must be reported in writing to the Pennsylvania State Board and PCS. Be sure to include your name, as it appears on your application, Social Security Number and signature along with the information to be changed. For a name change, you must submit a photocopy of a legal document verifying the name change (i.e. marriage certificate, divorce decree or legal document indicating a name change).

You should notify PCS no later than 5 days after your test date to prevent any delay in the score reporting process.

RESCHEDULE, REFUND AND EMERGENCY POLICY

Reschedule Policy

Candidates who wish to reschedule an examination MUST notify PSI at least three working days prior to the scheduled test date. If you scheduled your test date within this three-day window, you will not have the opportunity to reschedule.

You will forfeit all examination fees if you do not appear for your scheduled examination or are not admitted due to lack of proper photo/signature identification.

Refund Policy

Candidates who wish to cancel from the examination process and receive a partial refund must notify PCS prior to scheduling an examination test date. A written request must be received within 30 days of the submission of your scheduling form to PCS. A \$50 PCS processing fee will apply to all candidates. All refunds will be issued 30 days after receipt of the request.

Refunds are not granted to candidates who scheduled an examination and then wished to withdraw from the examination process, who failed to test within the 90-day window, who failed to reschedule their examination within the appropriate timeframe or who failed to appear or were not admitted for testing.

Emergency Policy

In the event of inclement weather or similar emergency, you should contact PSI to ascertain the status of the test site. If PSI must cancel or delay an examination, you will be notified and rescheduled at no additional cost.

However, given the difficulties in canceling a test center, this decision is rarely made. If the test center is open and you choose not to appear for testing, your examination fee will be forfeited.

EXAMINATION CONTENT

The Auctioneer Examination contains 125 multiple-choice, four-choice test questions. In addition to these 125 questions, there may be pre-test questions. Pre-test questions are randomly placed within a test form to gain additional statistical information and are not computed in your score results.

There is no penalty for guessing, so it is to your advantage to answer every test question.

The Auctioneer Examination is a closed book examination. You will have three hours of testing time.

The following topics will be on the examination with an approximate percentage of questions:

Auctioneer Law 30 Questions
Auctioneer Laws applicable to the Commonwealth of Pennsylvania Law and Regulations.

Other Applicable Laws 25 Questions
Auctioneer Laws relating to taxes, real estate, wills and other specialty sub-fields

Business Operations 12 Questions
Knowledge of the principles and practices of owning and operating a business.

Human and Public Relations 15 Questions
Knowledge of and skill with dealing with issues affecting public perceptions, knowledge and awareness. Also includes communication with the public.

Fiscal, Financial 12 Questions
Principles and practices of finance and accounting. Includes mathematical ability, knowledge of standards and measures.

Ethics 19 Questions
Principles and practices of conduct in regards to the ethics within auctioneering.

Merchandising 12 Questions
Knowledge of display, sequencing, and structuring sales. Also includes knowledge of pricing, history, and appeal of sale items.

REFERENCES

The Auctioneer Examination is based on the following reference material as well as general knowledge of the field.

Available from PCS:

Auctioneer and Auction Licensing Act, Act 63 P.S. §§734.1 et seq.

Pennsylvania Code, Title 49. Professional & Vocational Standards. Department of State. Chapter 1. State Board of Auctioneers Examiners, §§1.1-1.31

Available from local library or bookstore (or website when indicated):

Bid One and All. 3rd Edition. AM&PM Publishing, 717.632.8494, www.bidoneandall.com

Warman's Antiques and Collectible Price Guide. 34th Edition. Ellen T. Schray, Krause Publishers.

Uniform Commercial Code Statues 2000-2001. Articles 2, 3, 9, available at various websites, i.e. www.law.cornell.edu/ucc/ucc.table.html

General textbooks for basic accounting, basic math, and basic marketing.

Pennsylvania Sales Tax Law, Estate Law, Bankruptcy Law, Wills and Partnerships.

Ethics. National Auctioneers Association, Volume 53, Number 4, April 2001.

Modern Real Estate Practice in Pennsylvania. 9th Edition. Bellairs, Helsel and Goldsmith: Real Estate Educational Company, Dearborn Press, Chicago, IL

Fundamentals of Business Law. 5th Edition. Miller and Jentz, West Education Company, International Thompson Publisher

EXAMINATION RESULTS

Candidates must achieve a scaled score of 75 to pass the examination. Scaling the scores permits the different forms of an examination to be reported on a common, consistent scale and is not necessarily equivalent to the scores based on a percentage.

Score results will be transmitted from PSI to PCS on a weekly basis. Results will be mailed approximately 2 weeks after the examination. NO results will be given over the phone. Please do not call the PA Board, PSI or PCS for test results.

If you did not pass the examination, your result letter will explain how to re-schedule.

Duplicate results are available to candidates after seven days of the release date. Duplicate result requests must be made in writing to PCS. Duplicate results are sent to the address on file free of charge until 30 days after the release date. Candidates making requests after that date or to a new address will be charged \$25.00 for each duplicate result request.

Pursuant to the Board's regulations at 49 Pa. Code § 1.23(c): Auctioneer licensure examination.

If an applicant fails the examination once, the applicant may take the next scheduled examination, or the examination following the next scheduled examination. If an applicant fails the licensure examination twice, the Board, upon notice to the applicant, may require the applicant to complete additional training approved by the Board.

CANDIDATE APPEAL PROCESS

Please contact PCS in writing if you wish to make a comment concerning the test administration process or on a particular test question. You should provide your name, address, Social Security Number and the test date with your particular comment. Your letter will be researched and acted upon accordingly.