

# ILLINOIS AUCTIONEER

FOR  
SALE



Auctioneer  
Examination  
for Illinois

# Candidate Handbook

July 2021





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## EXAMINATION INFORMATION

For specific information about licensing procedures, contact the Illinois Department of Financial and Professional Regulation at the following address:

Illinois Department of Financial  
and Professional Regulation  
320 West Washington St.  
Springfield, IL 62786  
Phone: 800-560-6420

## HOW TO CONTACT PSI

For inquiries and general registration information write or call:

PSI Candidate Services  
18000 W. 105th St.  
Olathe, KS 66061-7543  
Phone: 855-340-3893  
Fax: 913-895-4651  
Email: [ILRESupport@psionline.com](mailto:ILRESupport@psionline.com)  
Website: <https://www.psiexams.com/ilre>



## INTRODUCTION

The State of Illinois Department of Financial and Professional Regulation (DFPR) has retained the services of PSI Services for the DFPR's auctioneer examination program. The examinations are developed through a combined effort of auctioneer experts and testing professionals. Experts in the fields of both auctioneering and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures. The DFPR reviews the questions to be sure the content of the questions is accurate and relevant to practice in the state.

## STATEMENT OF NONDISCRIMINATION

PSI and the DFPR do not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, marital status, sexual orientation or gender identity.

## AUCTIONEER LICENSE REQUIREMENTS

As a prerequisite for obtaining an auctioneer license, an applicant must:

- be at least 18 years of age;
- have attained a high school diploma or obtained the equivalent of a high school diploma;
- take and successfully pass the state examination; and
- submit a Consent to Examine and Audit Special Accounts form, which can be found in the back of this handbook.

## HOW THE EXAMINATION IS ADMINISTERED

The Illinois Auctioneer Licensing Examinations are administered by computer at PSI Test Centers in various locations throughout Illinois and the U.S. The examinations are administered by appointment only Monday through Saturday. Appointment starting times may vary by location. For a current listing of Test Center locations, visit <https://www.psiexams.com/ilre>. You may also ask about locations when you contact PSI to schedule an examination.

## EXAMINATION FEE

Examination Fee: \$37

Payment may be paid by credit card (VISA, MasterCard, American Express and Discover), cashier's check or money order (payable to PSI Services Inc.). Cash and personal checks are not accepted.

Credit card transactions that are declined will be subject to a \$25 handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to PSI to cover declined credit card transactions.

## SCHEDULING AN EXAMINATION APPOINTMENT

You may register for the Auctioneer Examination by one of the following methods:

1. **Online Scheduling:** <https://www.psiexams.com/ilre>. Select "Begin Scheduling." Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

OR

2. **Telephone Scheduling:** Call PSI at 855-340-3893 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

OR

3. **Fax your registration form**

Complete the registration form included in this handbook and fax it to PSI at 217-679-6737. All sections of this form must be completed. Within 24 hours of receiving your faxed registration form, PSI will fax you a notice that it has been received. This option is available only for individuals paying the examination fee by credit card.

OR

4. **Mail your registration form**

Complete the registration form included in this handbook and mail it to PSI with the examination fee (paid by cashier's check or money order) to the address indicated on the form. All sections of this form must be completed. This form will be returned, if it is incomplete, illegible or submitted with an incorrect fee.

Call PSI at 855-340-3893 at least 7-10 business days after mailing your registration form to schedule an examination appointment.

When you contact PSI to schedule your appointment, please be prepared to confirm a date and location for testing and to provide your name and Social Security number. Note: Your Social Security number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you contact PSI by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

You will be notified of the time to report to the Test Center. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Test Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Test Center.

## ■ Special Arrangements for Candidates with Disabilities

If special accommodations are being requested, please submit the two-page Request for Special Examination Accommodations Form included on page 11 prior to contacting PSI at 855-340-3893 to schedule your examination.

PSI is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements using the form included in this handbook.

Candidates requesting special accommodations will be required to submit documentation of their disability by fax or mail before they are scheduled for an examination. All special arrangements will be made on an individual basis. Please inform PSI of your need for special accommodations when scheduling your examination.

## EXAMINATION APPOINTMENT CHANGES

You may reschedule an examination appointment at no charge once online at <https://www.psiexams.com/ilre> or by calling PSI at 855-340-3893 at least two business days prior to your scheduled examination appointment. (See the following table.)

If your examination is scheduled on...	You must contact PSI by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

## MISSED APPOINTMENTS AND FORFEITURES

You will forfeit the application and all fees paid to take the examination under the following circumstances.

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled examination session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.
- You fail to present the required documents (proper ID, transcripts, etc.) on the day of the examination.
- You refuse to provide a fingerprint scan.

A complete application and examination fee are required to reapply for the examination.

## INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit the <https://www.psiexams.com/ilre> website prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will remain intact.

## NO REFUNDS

If you fail to arrive at the Test Center on the date and time you are scheduled for examination, you will not be refunded any portion of your examination fee and must reregister by contacting PSI. Examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for an appointment, fail to present the appropriate identification or required documentation, or refuse to provide a fingerprint scan, you will not be admitted, will forfeit your examination fee, and must reregister for the examination by contacting PSI.

## PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use learning techniques, such as reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on the Illinois Auction License Act and the Administrative Rules.

## Test-taking Advice

The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow you to complete the entire examination by working quickly and efficiently.

Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

## EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Test specifications, sample questions and answers are included below.

The examination consists of 50 four-option multiple-choice questions covering 3 major content areas, and the total time allowed for the examination is one (1) hour.

The major categories are shown below, along with the approximate percentage of the 50 items associated with the category.

Content Category	# of Items
1. Math	10
2. License Act (Articles 5, 10,15, 20 and 30) and the Administrative Rules	37
3. Other topics related to the auction business (e.g., definition of terms)	3
<b>Total Scored Items</b>	<b>50</b>

In addition, your examination may include up to five additional items that are being pretested for use on a future examination version. These items will not be identified as pretest items, and your responses to these items will have no effect on your total score. Therefore, while you may respond to 55 total items, you score will be based on the 50 items covered by the content outline.

## ■ Sample Examination Questions

The format of the questions is shown below. During the examination, read each question carefully and decide which of the four lettered answers is best.

1. According to the Illinois License Act, a licensee under the Act may perform all of the following activities EXCEPT
  - A. producing advertising for services as an auctioneer.
  - B. signing a contract with a seller to perform an auction.
  - C. offering untruthful advertising for an auction.
  - D. collecting a higher commission rate for a smaller auction.
2. An order buyer purchases for a customer 10 head of 200-pound sheep at an average cost of \$0.60 (60 cents) per pound. The buyer charges a \$5 per head commission to the customer. What is the cost per head to the customer?
  - A. \$115.00
  - B. \$125.00
  - C. \$200.50
  - D. \$205.00

## TAKING THE EXAMINATION

Your examination will be given on computer at a PSI Test Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Test Center no later than your scheduled examination time. Look for signs indicating PSI Test Center Check-in. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED EXAMINATION TIME, YOU WILL NOT BE ADMITTED.**

## ■ Identification and Fingerprinting

To gain admission to the Test Center you must present proper identification and provide a fingerprint scan prior to beginning your examination. You must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).

- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

During your examination process, you will be required to provide biometric verification of your identity. Biometric identification may include photography, fingerprint scan, or other. Your examination session is also subject to video surveillance. If you do not agree to these conditions, you will not be able to test and will be excused from the Test Center. Your examination fee will NOT be refunded.

### **YOU MUST HAVE PROPER IDENTIFICATION AND PROVIDE A VALID FINGERPRINT SCAN TO GAIN ADMISSION TO THE TEST CENTER.**

Failure to provide appropriate identification and fingerprint scan at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

## RULES FOR THE EXAMINATION

### ■ Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alphabetic keypads or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

### ■ Personal Belongings

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallet
- keys

Once you have placed everything into the soft locker, you will be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, the administration will be forfeited.

## ■ Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

## ■ Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded.

Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

## ■ Copyrighted Examination Questions

All examination questions are the copyrighted property of PSI Services. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part.

Doing so may subject you to severe civil and criminal penalties.

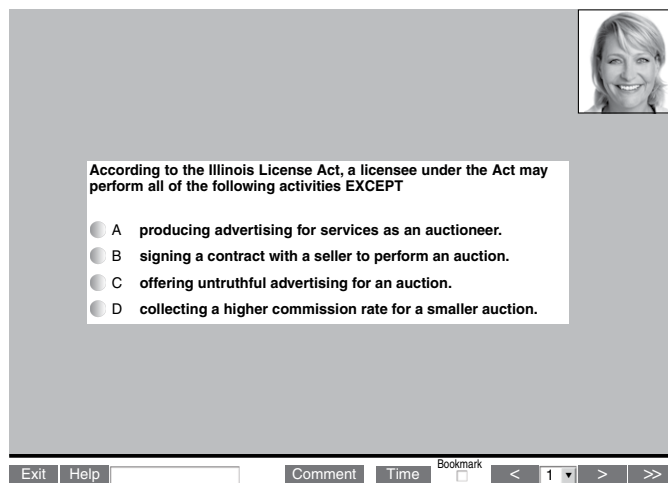
## ■ Practice Examination

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will be prompted to provide a fingerprint scan and take your photograph. Your photograph will remain on-screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may stop the practice session and begin the timed examination.

## ■ Timed Examination

Following the practice examination, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen. You will have one (1) hour to complete the examination. The following graphic is an example of how the screen will appear during a computerized examination.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the “Time” box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The “Time” feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate



your choice either by typing in the letter in the response box in the lower left portion of the computer screen or by clicking on the option using the mouse button. To change your answer, enter a different option by typing A, B, C, or D or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered and returned to later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the "Time" button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

## ■ Candidate Comments

During the examination, comments may be provided for any question by clicking on the Comment button to the left of the "Time" button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

## FOLLOWING THE EXAMINATION

After you finish the examination, you will be required to answer the following candidate screening questions. You must answer these questions and provide any required documentation when applying for a license.

*You are not required to report: (1) law enforcement records, court records, and conviction records if you were 17 years old at the time of the offense and before January 1, 2014, unless the nature of the offense required you to be tried as an adult; or (2) arrests not followed by a charge or conviction; or (3) records of arrest where the charges were dismissed unless the charges were related to the practice of the real estate profession; or (4) convictions or arrests that have been sealed or expunged; or (5) convictions that were overturned by a higher court. You are also not required to report a juvenile adjudication occurring prior to your 18th birthday involving a violation or attempt to violate any federal, State, county or municipal law or ordinance other than (i) first degree murder, (ii) aggravated criminal sexual assault, or (iii) aggravated battery with a firearm.*

Personal History Questions:

1. Are you a high school graduate or have you received your G.E.D.?
2. Have you been convicted in ANY state or federal jurisdiction, including military courts, of a felony?
3. Have you been convicted in ANY state or federal jurisdiction, including military courts, of any crime of which an essential element is dishonesty?
4. Have you ever held an auctioneer license in Illinois?
5. Have you ever held, or do you currently hold, an auctioneer license in any other state/jurisdiction?
6. Have you ever been denied the privilege of taking an examination, or had a professional license or permit disciplined or denied by any licensing authority in Illinois or any other state/jurisdiction?
7. Have you ever been discharged from the armed services, other than honorably, or from a city, county, state, or federal position?
8. Are you more than 30 days in arrears on any court ordered child support payments?
9. Are you in arrears on any state taxes due to the Illinois Department of Revenue?

You will also be asked to answer a short evaluation of your examination experience. You are then instructed to report to the Test Center administrator to receive your score report. Scores are reported in printed form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by fax.

## ■ Your Score Report

When you receive your score report, it will reflect either a "pass" or a "fail." Your pass/fail status is determined by whether you provided enough correct answers to meet or exceed the passing point for the examination. A panel of experts suggested the passing point and such passing point is established by the DFPR. This passing point was established by a commonly accepted criterion referenced methodology that ensures that passing candidates have demonstrated an appropriate level of knowledge to warrant an Auctioneer license in Illinois. Please obtain all documents from the proctor.

## ■ If You Pass the Examination

You must attain a score of at least 70 percent to pass the IL Auctioneer examination. If you pass the examination, you will receive a score report with instructions for completing your application for licensure.

## ■ If You Fail the Examination

If you fail the examination, you will receive a diagnostic score report showing your percentage score on the examination. Your score report will also show your scores on major content areas of the examination.

To reregister for the examination, visit <https://www.psiexams.com/ilre> (if payment is made by credit card) or submit a new completed registration form (if payment is made by cashier's check or money order). There is no limit to the number of times you may take the examination.

## ■ Score Averaging

It is important to keep in mind that your total score on the examination is not the average of the subscores provided for each of the major content areas. Your total percentage score reflects the number of questions that you answered correctly divided by the total number of examination questions.

## ■ Duplicate Score Report

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to PSI, in writing, within 12 months after the examination. Complete the request form on page 13 of this handbook and submit it with the required fee payable to PSI Services Inc. Duplicate score reports will be processed and mailed within approximately five (5) business days following receipt of the request.



# AUCTIONEER LICENSE APPLICATION

## ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate  
320 West Washington Street  
Springfield, Illinois 62786  
[fpr.realestate@illinois.gov](mailto:fpr.realestate@illinois.gov)

### APPLICATION INSTRUCTIONS

1. Type or Print legibly - all questions and requirements must be completed.
2. Attach your PSI Exam Report as proof of passing the Illinois Auctioneer Licensing exam.
3. Submit an application fee of \$200 and make check or money order payable to the Illinois Department of Financial and Professional Regulation.

**Important Notice:** Completion of this form is necessary to fulfill the requirements outlined in the Illinois Auction License Act 225 ILCS 407. Disclosure of this information is **REQUIRED**. Failure to comply may result in this form not being processed. The application fee must accompany this application and is **NOT REFUNDABLE**.

NAME (First, Middle Initial, Last)

DATE OF BIRTH (MM/DD/YYYY):

ADDRESS (Street, City, State, Zip Code)

SOCIAL SECURITY NUMBER (or ITIN):

PHONE #:

EMAIL ADDRESS (used for official Department notifications):

### PERSONAL HISTORY QUESTIONS (This part must be completed by all Applicants)

YES NO

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Have you graduated high school, received your GED, or equivalent?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been convicted or pled guilty to a misdemeanor or felony, or received an administrative sanction for an offense as described in 225 ILCS 407/10-5(c)? Do not include minor traffic violations. If yes, submit documentation for each conviction, plea, or sanction that includes an official copy of the court docket or agency document that shows the offense, the final disposition inclusive of the sentence, a statement from the probation/parole officer if probation was served, and whether all conditions of the sentence or sanction have been met. Submit a brief statement indicating what you have been doing since your conviction, release, or offense. Please do not include records, such as juvenile records, arrests without a conviction, or convictions that have been overturned or sealed. See 225 ILCS 407/10-5(b). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been denied a professional license or permit; or privilege of taking an examination; or had a professional license, permit, or certification disciplined in any way by any licensing authority? If yes, submit a copy of the denial letter and/or statement of discipline.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been discharged other than honorably from the armed forces of the United States, or from a city, county, state, or federal position? If yes, submit a DD-214 form if discharged other than honorably from the armed forces of the United States or any city, county, state, or federal position and submit all documentation regarding the discipline.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you delinquent on State taxes or child support payments? If yes, submit a statement concerning any payment agreement and an official document from the Illinois Department of Revenue or the Illinois Department of Healthcare and Family Services relating to your agreement.   | <input type="checkbox"/> | <input type="checkbox"/> |

### CERTIFICATION AND SIGNATURE

I have read this application in its entirety and, to the best of my knowledge, all statements are true, correct, and accurate. I understand that providing false or fraudulent information may subject me to disciplinary action.

Printed Name

Signature

Date



## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and provide the Documentation of Disability-Related Needs on the next page so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

### Candidate Information

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Requested Test Center: \_\_\_\_\_

\_\_\_\_\_  
Name (Last, First, Middle Initial, Former Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Daytime Telephone Number

### Special Accommodations

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Other special accommodations (Please specify.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit this form to:**  
**PSI, 18000 W. 105th St., Olathe, KS 66061-7543; Fax 913-895-4651.**  
**If you have questions, call PSI Candidate Services at 800-367-1565 ext. 6750.**





## DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI is able to provide the required test accommodations.

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity as a  
Candidate Name Date

\_\_\_\_\_  
Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

**Submit this form to:**  
**PSI, 18000 W. 105th St., Olathe, KS 66061-7543; Fax 913-895-4651**  
**or submit this form with your online request at**  
**[https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket\\_form\\_id=360000150872](https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872)**  
**If you have questions, call PSI Candidate Services at 800-367-1565 ext. 6750.**

Mail your completed form and correct fee to:  
PSI/IL Auctioneer, 18000 W. 105th St., Olathe, KS 66061-7543

## DUPLICATE SCORE REPORT REQUEST FORM FOR ILLINOIS AUCTIONEER

**DIRECTIONS:** Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order payable to PSI Services Inc. for \$25. Duplicate score reports will be processed and mailed within approximately five (5) business days following receipt of the request.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Examination Date: \_\_\_\_\_ Test Center: \_\_\_\_\_

I hereby authorize PSI to send me a duplicate of my exam results.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CONSENT TO EXAMINE AND AUDIT SPECIAL ACCOUNTS**  
 Illinois Department of Financial and Professional Regulation  
 320 West Washington Street, 3<sup>rd</sup> Floor  
 Springfield, IL 62786

**Important Notice:** Completion of this form is necessary to accomplish the requirements outlined in Auction License Act [Public Act 91-0603]. Disclosure of this information is **REQUIRED**. Failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

This form is required to be completed by all auctioneer and auction firm applicants whether or not you hold special accounts or escrow monies. Please mark the appropriate box. (This form is also to be used in the event your accounts should change.)

- I have one or more special accounts, and authorize a representative of Department of Financial and Professional Regulation to examine those accounts. **(Please complete Parts A, B and C of this form.)**
- I do not accept escrow monies, and do not hold monies belonging to others. Therefore, I do not maintain any special accounts. **(Please complete Part A and C of this form.)**

**PART A: AUCTIONEER/AUCTION FIRM INFORMATION**

1. Name of Auctioneer or Auction Firm	4. Name of Responsible Person Other Than the Auctioneer
2. Mailing Address (Street, City, State, and Zip Code) P.O. Box if applicable	5. Mailing Address of Responsible Person (Street, City, State and Zip Code) P. O. Box (if applicable)
3. License number (Accounts held under)	6. Social Sec or FEIN Number
Email Address: _____	

**PART B: DEPOSITORY AT WHICH SPECIAL ACCOUNT(S) ARE MAINTAINED.**

**1. Name and Street Address of Federally Insured Depository (Bank or Savings and Loan Association)**

a. Name of Depository \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

b. Name of Depository \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

**2. List Those Persons Authorized to Withdraw Funds from the Above-Named Special Account**

Name	Title	License Number (if applicable)

**PART C: AUTHORIZATION TO EXAMINE AND AUDIT SPECIAL ACCOUNTS LISTED ABOVE**

I hereby authorize the above named-depository to allow, at any time, a duly authorized representative of Illinois Department of Financial and Professional Regulation to examine and audit the above named special account(s). I am one of the individuals listed under Part B (2) above.

Printed Name of Managing Auctioneer	License Number	Date
Signature of Managing Auctioneer	Title	



18000 W. 105th St.  
Olathe, KS 66061-7543  
855-340-3893  
Fax: 913-895-4651

