

Ken Lawson, Secretary

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STATE OF FLORIDA

Candidate Information Booklet for the

AUCTIONEERS' LICENSURE EXAMINATION

***Bureau of Education and Testing
Northwood Centre
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952***

<http://www.myfloridalicense.com/dbpr>

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CANDIDATE INFORMATION BOOKLET FOR
AUCTIONEERS' EXAMINATION

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STATEMENT OF NONDISCRIMINATORY POLICY

The Department of Business and Professional Regulation does not discriminate among candidates on the basis of age, sex, race, religion, national origin, handicap, or marital status.

PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE

Visit our web site at:
www.myfloridalicense.com/dbpr

I. INTRODUCTION

This Candidate Information Booklet is designed to introduce Computer Based Testing and provide candidate information for this examination.

The Department of Business and Professional Regulation has retained the services of Pearson VUE, to schedule, administer, score and report the results for computer based testing. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations and offers licensing and credentialing support services to associations, state agencies, and private industry.

Your examination(s) will be administered on an electronic testing system. The testing system eliminates the use of paper, pencil and answer sheets. Candidates input their responses by entering the answer of their choice (A, B, C or D). Before you begin the examination, you will have an opportunity to go through a tutorial on the computer. The computer is very simple to operate; it should only take you a few minutes to learn to use it.

The screen features a variety of function buttons to help candidates navigate through the examination. The function buttons are located in the same position throughout the test.

Candidates can mark a question for review, move forward or backward one question at a time, or move to a specific question.

The summary screen, which can be accessed at any time during the examination, shows candidates the following:

- Number of questions answered
- Number of questions unanswered and/or skipped
- Time remaining for the examination

II. TESTING LOCATIONS AND RESERVATIONS

[To locate a Pearson VUE Test Center near you, as well as to check that site's availability, use this link to view the vendor web site for more details.](#)

MAKING YOUR TEST RESERVATIONS

Candidates are reminded that they do not have to wait for a "Confirmation"/"Authorization" letter from the vendor to make their reservation.

TELEPHONE OR INTERNET RESERVATIONS

Call: 1-888-204-6230 and a Pearson VUE Customer Care Associate will help you to select a convenient examination date and location and answer any question you may have. The best times to call for a reservation are: Monday – Friday (8am – 11pm), Saturday (8am – 5pm), and Sunday (10am – 4pm). You may register as far in advance as you would like or up to one day prior to the day you would like to test based on seat availability. However, it is strongly recommended you call at least five (5) business days before the examination date desired **since reservations are made on a first-come, first-served basis.**

Candidates may register via the Internet. You may submit a request via the Internet to Pearson VUE website at <http://www.pearsonvue.com/> twenty-four (24) hours a day, seven (7) days a week, **provided you include a credit card number, electronic check or voucher, and valid email address.** A reservation confirmation will be returned to you via email. Examination reservations may be canceled or changed via the Internet.

Please have the following information when you call to make an examination reservation:

- Your Authorization Notice (which is enclosed with this Candidate Information Booklet)
- Identification number listed on your authorization notice
- Your full name, address, social security number, day telephone number
- The location of the test center you desire
- The name of the examination(s) you will be taking

III. THE EXAMINATION

CONTENT OVERVIEW

The Auctioneers' Licensure Examination is designed to test the applicant's general knowledge of the laws of this state relating to bulk sales; auctions; brokerage; Chapter 468, Part VI; Chapter 455, Florida Statutes; and Rule 61G2, Florida Administrative Code.

The examination consists of fifty (50) questions covering seven (7) subject matter areas. These areas are listed with the approximate percentage of questions included within each subject. You will have **one (1) hour** to complete the examination.

Subject Percentage of Questions

1. Advertising.....	20%
2. Legal	18%
3. Financial Aspects.....	18%
4. Conducting the Sale.....	15%
5. Appraisal.....	14%
6. Merchandising	8%
7. Soliciting.....	7%

PILOT TESTING

The examination may contain a small number of experimental or "pilot" test questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of these examinations. In the event that pilot test questions are included within the examination, these questions will **NOT** be counted when computing your scores. Additional time will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are **NOT** identified. If the pilot questions were identified, many of the candidates would skip them and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

TEST TAKING ADVICE

The advice offered here is presented primarily to help you demonstrate knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments.
- Be sure to record an answer for each question, even the items about which you are not completely sure. You can note the questions you wish to reconsider on the computer testing system and return to them later.
- Alert a Proctor or Test Center Manager to any problems that may occur during the examination. Do not wait until the examination is over to inform someone about a problem.

SUPPLIES

It is expressly understood by each candidate that the State of Florida, and/or the Department of Business and Professional Regulation, and the Department's staff hereby assume absolutely no liability of any nature whatsoever for any items of the candidate's personal property which may have been brought to, left at, or left outside the examination site. It is further understood that the candidate's admission to the examination shall hereby constitute the candidate's full, knowing, and complete waiver of any and all such claims against the State of Florida, and/or the Department of Business and Professional Regulation, and the Department's staff.

What to Bring:

Personal items are not permitted in the examination room. Any personal items such as toiletries, snacks, etc must be encased in a **clear plastic bag**, no larger than **8" X 11"** in size and kept in the locker provided by the vendor.

- Calculators that are necessary for any examination must be silent, handheld, non-printing and non-programmable, and without an alphabetic keypad.
- To better serve our "English as a second language" candidates, the Bureau of Education and Testing is permitting the use of foreign language translation dictionaries during the examination. Translation dictionaries shall contain word for word or phrase translations **ONLY**. Dictionaries that contain definitions of words, explanations of words, or handwritten notes may not be used. Testing center staff will inspect and approve each dictionary before it can be used during the examination. In order to maintain security and to ensure fairness to all candidates, candidates are limited to the use of a single dictionary.
- If you have any questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit at 850.488.5952, or you may fax your questions to 850.487.9757 .

What Not to Bring:

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal by a Pearson VUE representative at the examination site.

The following items are **NOT** allowed in the examination room:

- Cameras, tape recorders, computers, pocket personal computers, or personal digital assistants (pda's);
- Pagers, electronic transmitting devices, and telephones (watches with alarms or beepers should be set so that they will **NOT** sound or go off during the examination administration);
- Any bound or loose-leaf reference materials and notes;
- Dictionary, thesaurus, or other spelling aids;
- Canisters of mace, pepper spray, or other personal defense items;
- Purses, briefcases, portfolios, fanny packs, or backpacks.

REFERENCE LIST

Candidates for licensure are required to attend classroom instruction or an apprenticeship in Auctioneering prior to the licensure examination. The following reference list is an **example** of Florida Law and Rules and general textbooks that **may be of use** to candidates preparing for the State of Florida

Auctioneers' Licensure Examinations. **Individuals may wish to review texts such as these, along with those used by their instructor in their school training.** In providing this listing, the Bureau of Education and Testing is **NOT** endorsing any specific textbook.

- Auctioneers' Act, Chapter 468,381 through 468.399, Florida Statutes, including but not limited to:

468.381	Purpose of the Auctioneers' Act.
468.382	Definitions.
468.383	Exemptions.
468.384	Florida Board of Auctioneers.
468.385	License Required; Qualifications; Examination; Bond.
468.3851	Renewal of License.
468.3852	Reactivation of License; Fee.
468.386	Fees; Local Licensing Requirements.
468.387	Licensing of Nonresidents; Endorsement; Reciprocity.
468.388	Conduct of an Auction.
468.389	Prohibited Acts; Penalties.
468.391	Penalty.

- Rules and Regulations of the Florida Board of Auctioneers, Chapter 61G2, Florida Administrative Code, including but not limited to:

2.002	Examination for Licensure.
2.0031	Delinquent Status.
2.004	Licensure by Endorsement or Reciprocity.
2.005	Notice of Address Change.
4.001	Apprenticeship Training Requirements.
4.003	Change of Sponsor.
5.001	Requirements for Conduction an Auction.
5.002	Required Record Keeping.
5.003	Client Funds and Sale Proceeds.
5.004	Advertising.
5.005	Definitions Applying to Exemptions.
6.001	Standards for Classroom Instructions.
7.010	Probably Cause.
7.020	Time for Payment of Fines.
7.030	Disciplinary Guidelines.
7.040	Minor Violations.
7.050	Citations.
8.010	Definition of Auction.
8.020	Definition of Absolute Auction.
8.030	Mediation.

Brokerage and Consumer Protection, Chapter 475 and 501 Florida Statutes.

- Chapters 671 through 680, Uniform Commercial Code (UCC).
- Florida Department of Agriculture and Consumer Services. FSS Chapter 585

(AND THE FOLLOWING OPTIONAL, BUT RECOMMENDED READING)

- Live Auctions by the National Auctioneers Association, Published by ALPHA.
ISBN 978-1-59257-641-8
- Country Auctioneer (1994), Martin, Thomas M., Hamilton's Publishing, Bedford, VA. 24523.

IV. ADMINISTRATIVE POLICIES

CHANGE AND CANCELLATION POLICIES

Cancellation Policy

If you wish to cancel your exam, you must contact Pearson VUE **2 Days** prior to your scheduled appointment. Cancelling an exam less than **2 Days** prior to your appointment or missing your exam may result in forfeiting your exam fee.

No Show Policy

You will be required to pay your examination in full, and possibly reapply to DBPR, if you do not show up for your exam appointment.

ABSENCE POLICY

If you are unable to attend the examination for which you were scheduled, you may be excused for the following reasons:

- Your illness or that of an immediate family member;
- Death in the immediate family;
- Disabling traffic accident;
- Court appearance or jury duty; or
- Military duty.

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to PearsonVue no later than four (4) days after the original examination date. Documentation of medical absences must have the original signature of the medical practitioner. Stamped signatures will **NOT** be accepted. If the candidate **cannot** be accommodated due to unexcused absence, they will be liable for the test fee for that day in addition to the new test fee and classified as a No Show.

ADMISSION TO THE EXAMINATION

When registering at the test center, you will be required to have the following items:

- Two (2) forms of signature identification, one of which bears your picture, signature and is government issued: driver's license, state identification card, passport or military identification card. **YOU MUST BE PREPARED TO SHOW PROPER I.D. TO GAIN ADMISSION TO THE TEST SITE.** Student, employment I.D. cards and photo bearing credit cards are not acceptable as a picture bearing identification.

ADMISSION PROCEDURES

- Please report to the test center **thirty (30) minutes** prior to your scheduled examination. The Test Center Manager will assign you a seat and assist you with the computer. You may take up to fifteen (15) minutes to complete the tutorial and the Test Center Manager will answer any questions you may have about the computer testing unit at this time.
- The time you spend on the tutorial will **NOT** reduce the time allotted for taking your examination. When you feel comfortable with the computer, you may begin your examination. The time of the examination begins the moment you look at the first question on your examination.
- Your specific reporting time will be given to you when you make your examination reservation. Please allow yourself sufficient time to find the test center. Make sure you have all necessary documentation before you report for registration.
- At the completion of the examination, your score report will provide instructions on the next step of the licensure process.

LATE ARRIVALS

Test Center Managers will review the daily schedule for that day to determine if the candidate can be accommodated due to tardiness. If the tardiness is due to an emergency (i.e., car trouble, traffic accident, etc.), the candidate must provide documentation of the event. If the candidate **cannot** be accommodated due to unexcused tardiness, they will be liable for the test fee for that day in addition to the new test fee and classified as a "No Show."

RULES FOR THE EXAMINATION

- The examination materials, documents, or memoranda of any kind are not to be taken from the examination room. Such documents must be returned to the test center staff upon completion of your examination.
- Listen carefully to the instructions given by the Test Center Manager and read all directions thoroughly. Test Center Managers are NOT qualified or authorized to answer questions concerning examination content. However, if you have any procedural questions, they will do their best to assist you.
- If you have a concern about the content of an examination question, please request a "Candidate Comment Form".
- You must have the Test Center Manager's permission to leave the examination room. You will NOT be allowed additional time to make up for time lost.
- Smoking will not be permitted in an examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act.

- Do not bring food into an examination room. If applicable, a lunch break will be provided. Drinks are allowed in spill proof containers but must be kept in the locker provided by the vendor. Children and visitors are NOT allowed in the test center.
- You are NOT permitted to take personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. Pearson Vue and the Department are NOT responsible for lost or misplaced items.
- Under NO circumstances will you be permitted to work beyond the time allotted for the examination. Time limits are generous; you should have ample time to answer all questions and check all work.

APPAREL

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time there are maintenance problems beyond the Department's or Pearson VUE control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

CHANGE OF ADDRESS

If an address change occurs before or after your examination administration, please notify the Central Intake Unit, License Maintenance, by completing the change of address form provided at the end of this booklet, **OR**, you can complete a form through "DBPR Online Services" at <http://www.myfloridalicense.com/dbpr>, located under the right screen heading "DBPR Features"; then click "Change My Address" under the "User Services" heading.

CHANGE OR CORRECTION OF NAME

If you have a name change or correction, please send a copy of notarized legal documentation to the DBPR Central Intake Unit-License Maintenance immediately.

SPECIAL TESTING ACCOMMODATIONS

The Department of Business and Professional Regulation certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USC Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.

All applicants for an examination or a reexamination who desire special testing accommodations due to a **disability** must submit a written request to the Special Testing Coordinator prior to each examination. **Do not** submit your accommodation request with your examination application, it must be sent directly to;

Department of Business and Professional Regulation
 Bureau of Education and Testing
 Special Testing Coordinator
 1940 North Monroe Street
 Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please visit website at: <http://www.myfloridalicense.com/dbpr/servop/testing/ADA.html> or call 850.487.9755.

V. SCORING INFORMATION AND GRADE NOTIFICATION

SCORING PROCEDURES

All questions are equally weighted. The grading process includes a statistical analysis of each question on the examinations. Questions found to be statistically deficient are subject to further review. In the event that this review leads to a change in the answer key that affects your score, you will be sent an amended grade report 2-3 weeks after the examination.

Examination scores are reported as a scaled score. The minimum score needed to pass has been scaled to seventy-five.

NOTIFICATION OF RESULTS

All candidates will receive an official photo-bearing exam result report immediately following completion of their examination. Please verify that **ALL** information is correct on your exam result report **PRIOR** to leaving the test center.

EXAMINATION REVIEW & CHALLENGE PROCESS

Candidates who fail a DBPR developed examination are entitled to review the questions answered incorrectly, under such terms and conditions as may be prescribed by the Department of Business and Professional Regulation. The request to review must be made within twenty-one (21) days from the date of the examination and can be scheduled by going online to: <http://www.pearsonvue.com> or by calling 1.888.204.6230.

The same security requirements observed at the examination will be followed during the review session. Reviews will be held at a Pearson VUE testing center. Candidates will review only the questions they missed on computer. Per Bureau Rule, 61-11.017 (3) (c), a failing candidate who has reviewed examination must wait **twenty-one (21) days** before sitting for his/her next examination.

Fees

[Computer Based Testing Examination and Review Fee Matrix](#)

Review Session

The review session is considered to be an extension of the examination administration. Only the candidate may attend the review session. Proper identification is required to obtain entry. No talking or note taking of any kind is allowed. Review sessions are usually one-half of the exam administration time. For example, for an exam lasting 2 hours and 30 minutes, the candidate will be allowed 1 hour and 15 minutes to review.

Challenge Process

Written challenges are accepted for DBPR developed examinations. Candidates are given an opportunity during the review session to note in writing, on the computer, any objections they have to questions answered incorrectly. The challenges are forwarded to the Bureau of Education and Testing for review by a Psychometrician and subject matter experts to determine if there is any merit to the candidate's objection.

Per Rule 61-11.017(g) the candidate's challenges must be submitted in writing during the scheduled review. Any challenges or supporting documentation submitted after the candidate has left the review room shall not be accepted.

The response time to challenges, on average, is approximately 4 weeks. Due to the confidential nature of the examinations, the only response you will receive is “**credit**” or “**no credit**” for each challenged question. Credit will only apply to the candidate who reviewed and challenged.

For informal review and formal hearing procedures visit
<http://www.myfloridalicense.com/dbpr/servop/testing/ExamReview.html> .

REEXAMINATION INFORMATION

A candidate who fails to achieve the required passing score on the examination may be reexamined upon submission of a written request and a fee of \$241.00. Pertinent reexamination and contact information is provided to all affected candidates along with their original grade report.

POINTS OF CONTACT

PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:

Application Policies and Fees

Customer Contact Center for the Board of Auctioneers
1940 North Monroe Street
Tallahassee, Florida 32399- 0783
850.487.1395

Scheduling, Grade Notification, and Reviews

Pearson VUE, Inc.
Customer Care at 1-888-204-6230
Web site <http://www.PearsonVue.com/>

Formal Hearings or Other Examination Issues

Department of Business and Professional Regulation
Bureau of Education and Testing
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952

Requests for Special Testing Accommodations

Examination Administration Unit - Special Testing
Department of Business and Professional Regulation
Bureau of Education and Testing
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952

FOR INFORMATION REGARDING HOTELS OR DIRECTIONS TO THE EXAMINATION SITE, CONTACT THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION HAS BEEN SCHEDULED.

Visit our website at:

<http://www.myfloridalicense.com/dbpr>

Please fill out the change of address form below and return to:

**Florida Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
1940 North Monroe Street
Tallahassee, Florida 32399-0783**

Fax: 850.487.9529

ADDRESS CHANGE FORM

Please type or print in the appropriate spaces below if you have a change of address correction.

NAME: _____

***SOCIAL SECURITY #:** _____

EXAMINATION DATE: _____

CANDIDATE NUMBER: _____

PHONE NUMBERS: _____

OLD ADDRESS: _____

	<u>Area Code/Home Number</u>	<u>Area Code/Work Number</u>
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NEW ADDRESS: _____

SIGNATURE: _____

NOTE: If your name has changed, please use your prior name on this form and contact the Board Office for name change information.

*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by Federal Statutes. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications, and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.

Common Abbreviations and Definitions

Abbreviations

Definitions

DBPR	Department of Business and Professional Regulation
F.S.	Florida Statute
F.A.C.	Florida Administrative Code
BET	Bureau of Education & Testing
ADA	Americans with Disability Act
CBT	Computer Based Testing
CE	Continuing Education
CIB	Candidate Information Booklet
BCAIB	Building Code Administrators and Inspectors Board
ICC	International Code Council
FBC	Florida Building Commission
CILB	Construction Industry Licensing Board
ECLB	Electrical Contractors' Licensing Board
FAQ	Frequently Asked Questions