



Pennsylvania
Auctioneer
Candidate
Information Bulletin

July 2018



QUICK REFERENCE

PENNSYLVANIA STATE BOARD OF AUCTIONEER EXAMINERS

<http://www.dos.pa.gov/Auct>
P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 783-3397

Hours of Operation 8:00 am – 5:00 pm M-F, Closed on Federal Holidays

Contact the Pennsylvania State Board of Auctioneer Examiners to:

- Clarify information about licensure
- Change your current name **or address**
- Obtain license verification

PEARSON VUE® PENNSYLVANIA AUCTIONEER EXAMINATION

<http://www.pearsonvue.com/pa/bpoa>
Attn: Regulatory Program Manager
5601 Green Valley Dr.
Bloomington, MN 55437
(877) 883-1370

Monday–Friday 8am–11pm; Saturday 8am–5pm; Sunday 10am–4pm (Eastern Time Zone)

Go to Pearson VUE’s website (<http://www.pearsonvue.com/pa/bpoa>) to:

- Download a candidate handbook
- Download the *Duplicate Score Report Form* from the candidate handbook

Call or email (pearsonvuecustomerservice@pearson.com) Pearson VUE to:

- Obtain a copy of your *Authorization to Test* (ATT) letter
- Obtain information regarding your Score Report
- Obtain information regarding your examination
- Schedule, cancel, or reschedule an examination

Accommodation Requests (<http://pearsonvue.com/accommodations>):

- Request an accommodation for testing under the Americans with Disabilities Act (ADA) guidelines

DASHER

Pearson VUE c/o Dasher Inc
PO Box 60669
Harrisburg, PA 17105
1 (844) 369-9360

Monday–Friday 8am–6pm (Eastern Time Zone); Closed on the following holidays:

New Years, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas

Call or email (paboards@dasherinc.com) Dasher to:

- Obtain information regarding your *Application for Examination*
- Verify Eligibility Requirements and documents (e.g., school transcripts) were received

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INTRODUCTION

This handbook is for candidates who want to be licensed as auctioneers in Pennsylvania. It describes the steps you, the candidate, must follow to apply for and test. Please read this handbook in its entirety.

The Pennsylvania Department of State has contracted with Pearson VUE to create, score, and report the results of the examination you must take to become licensed. The contact information (including web services) for Pearson VUE are listed in the *Quick Reference* on the inside front cover of this handbook.

ELIGIBILITY AND APPLICATION PROCESS

You must submit a completed *Application for Auctioneer License* with supporting documentation and fees prior to being approved to sit for the examination. Applications must be submitted electronically to the Pennsylvania Department of State via the Pennsylvania Licensing System (PALS) at: <https://www.pals.pa.gov>.

ELIGIBILITY REQUIREMENTS FOR THE AUCTIONEER EXAMINATION

In order to be eligible to take the Pennsylvania Auctioneer Examination, you must meet the following requirements.

- Served an apprenticeship as a licensed apprentice auctioneer for a period of not less than two years in the employ of a qualified sponsor and participated for compensation in no less than 30 auctions.

Or

- Successfully completed a prescribed course of study in auctioneering of at least 20 credit hours, including two credit hours of practicum or cooperative practical experience, from a Group A auction school approved by the Board.

Or

- Successfully completed a prescribed course of study in auctioneering, which required fewer than 20 credit hours, from a Group B auction school approved by the Board; and served an apprenticeship as a licensed apprentice auctioneer for a period of not less than one year in the employ of a qualified sponsor and participated for compensation in no less than 15 auctions.

Please note: To follow are the only auctioneering programs currently approved by the Pennsylvania State Board of Auctioneer Examiners: Harrisburg Area Community College (HACC), Reading Area Community College (RACC), and Clarion University-Venango Campus. Please check online at <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/AuctioneerExaminers/Pages/Board-Approved-Schools.aspx> for any updates.

REQUIRED DOCUMENTATION

Prior to receiving approval to test, candidates must submit an *Application for Auctioneer License* along with:

- If you are a graduate from a Group A auction school approved by the Board, request an official transcript be sent directly from the school to Pearson VUE c/o Dasher Inc.
- If you have been an apprentice auctioneer for at least two years, you must provide employing auctioneer data, a list of at least 30 auctions you participated on for

compensation in the employ of a qualified auctioneer, and the Verification of Employment Form must be completed by your sponsoring auctioneer and sent directly to Pearson VUE c/o Dasher Inc.

- If you are graduate from a Group B auction school approved by the Board and completed a one year apprenticeship, request an official transcript be sent directly from the school to Pearson VUE c/o Dasher Inc. You must also provide employing auctioneer data, a list of at least 15 auctions you participated on for compensation in the employ of a qualified auctioneer, and the *Verification of Employment Form* must be completed by your sponsoring auctioneer and sent directly to Pearson VUE c/o Dasher Inc.

If you fail to submit the required documentation or fail to complete all sections of the online application, your application will be considered incomplete. If you have submitted an incomplete application, you will be sent a letter of deficiency specifying the outstanding requirements. If you have submitted a completed application, you will receive an approval to test notice via email.

Once approved, candidates have two attempts to pass the test. If both attempts are failed, the candidate must seek Board approval to retake the examination a third or subsequent time. An application to can be found online at: <http://www.dos.pa.gov/auct>.

After passing your test, you must upload the required Bond to your online PALS application at: <https://www.pals.pa.gov>.

CRIMINAL HISTORY RECORD CHECK (MANDATORY):

Pennsylvania applicants must either provide or purchase a recent *Criminal History Records Check* (CHRC) from the state police or another state agency from every state in which the applicant has lived or worked within the past five (5) years. The report(s) must be dated within 90 days of the date the application was submitted.

For new license applicants, who reside in Pennsylvania, a \$27 cost will be added for your PA CHRC. This will be run by the Dept of State.

For applicants residing in California, Arizona, or Ohio: Due to the laws of these states, the Board is not an eligible recipient of CHRC's from California, Ohio, or Arizona. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check at <https://www.fbi.gov/services/cjis/identity-historysummary-checks>.

APPLICATION FEE

If you are applying for approval to take the examination for the first time, you must submit the *Application for Auctioneer License* through PALS and pay the \$50 application fee.

Application fees through PALS are only acceptable via credit and debit. Candidates who do not possess a credit or debit card should contact the Board.

APPROVAL TO TEST NOTICE

Once your application has been approved by the State Board of Auctioneer Examiners, you will receive an approval to test notice via email. Please schedule your test online by using the Pearson VUE web reservations site at: <http://www.pearsonvue.com/pa/auctioneers/>.

ADDRESS & NAME CHANGES

Candidates must submit a name and/or address change in writing to the Pennsylvania State Board of Auctioneer Examiners, along with acceptable proof of a name change. Acceptable proof of a name change includes: a marriage certificate, a divorce decree which indicates the retaking of your maiden name, or a court order approving a legal name change. Copies of driver's license or Social Security cards are not acceptable.

The information should be sent to:

www.dos.pa.gov/auct

or

P.O. Box 2649, Harrisburg PA 17105.

EXAM SCHEDULING, CANCELLATION, AND RESCHEDULING

The Exam will be given at a Pearson VUE computer-based testing facility. Once you have received your approval to test notice, please schedule your test online by using the Pearson VUE web reservations site at: <http://www.pearsonvue.com/pa/bpoa>.

EXAM FEE

The exam fee (\$200) can be paid by credit card, debit card, or electronic check (payable to Pearson VUE). Personal checks are not accepted. Exam fees are paid online at www.pearsonvue.com at the conclusion of the exam scheduling process.

CANCELLATION AND RESCHEDULING POLICY

If you cannot attend your Exam, you must contact Pearson VUE at least forty-eight (48) hours before the day of the exam to reschedule. If you do not attend your exam, and have not contacted Pearson VUE at least forty-eight (48) hours before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

ABSENCE POLICY

Pearson VUE will consider excusing an absence from an exam. Acceptable excuses are:

- Illness of yourself or an immediate family member
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Requests for excused absences must be made in writing within fourteen (14) days following the day of the exam that you missed. This request must include proof of the reason you were absent. For example, if you are absent because of illness of yourself or an immediate family member, you must provide an original doctor's note. Pearson VUE's decision regarding whether an absence is excused is final.

Mail your request to:

Attn: Regulatory Program Manager
5601 Green Valley Dr.
Bloomington, MN 55437

WEATHER EMERGENCIES

Exams may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be notified if the exam is cancelled and may take the exam on another day at no additional cost.

ADA ACCOMMODATIONS

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

Test accommodations may include things such as:

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

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

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

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

EXAM DAY

Please arrive at the test center thirty (30) minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. Be prepared to show identification. If you arrive more than fifteen (15) minutes late for your appointment, you may be refused admission and exam fees may be forfeited.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, pagers, watches and wallets.

WHAT TO BRING

You **MUST** bring the following items with you to the Examination test site:

- Two (2) forms of current (unexpired) signature-bearing identification. (One **MUST** be photo-bearing, see list below). PLEASE NOTE: The signature and names must match exactly to what was submitted on your application. If you come to the test site without the proper ID, you will not be allowed to take the exam and you will lose your exam fee.

No other materials will be allowed.

All exam questions, each form of the exam, and all other exam materials are copyrighted by and the property of Pearson VUE. Any distribution of the exam content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. Anyone who removes or tries to remove exam material or information from the test site will be prosecuted to the fullest extent of the law.

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present two (2) forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English. Note: Candidates are not permitted to enlist another individual (proxy) to test on their behalf

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

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

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

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

TESTING POLICIES

The following policies are observed at each test center:

Lateness

Arrive at the test center thirty (30) minutes before your scheduled examination starts. If you are late for your scheduled examination, or do not bring all of your required materials, you will **NOT** be allowed to test and your examination fee will **NOT** be returned (see *Cancellation and Rescheduling* for more details).

Electronic Devices

Cellular phones, pagers or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test centers.

Personal Belongings/Study Aids

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books or papers into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

Eating/Drinking/Smoking

You are not permitted to eat, drink, or smoke during the examination.

Misconduct

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the Pennsylvania State Board of Auctioneer Examiners. Decisions regarding disciplinary measures are the responsibility of the Pennsylvania State Board of Auctioneer Examiners.

Guests/Visitors

Guests, visitors, pets, interpreters, or children are not allowed at the test centers.

THE EXAM

The Auctioneer Examination will consist of 125 scored and 5 “pretest” multiple choice questions. (Pretest questions are questions on which information is being collected for use in making future exams. Your answers to pretest questions do not affect your score. Pretest questions are mixed in with the scored questions and are not identified.) You will have 180 minutes to complete the exam, which will begin after you've accepted the terms of the Non-Disclosure Agreement.

Each examination item will consist of a question and four answer options. If you do not know the answer, you may guess or move on to the next item. However, please note that unanswered questions will be marked as incorrect. If you want to review a specific question after completing the test, you can click on "Flag for Review" to mark the question. If you click on "Flag for Review," the flag will display in yellow. At the end of the test, you may have time to review questions that you marked. Questions flagged for review will appear with a blue flag in the Review Screen. You may then go back to the flagged questions and answer them or change your response.

Pearson VUE highly encourages all test takers to review the online tutorial (<http://www.pearsonvue.com/demo>) before arriving to the test center. The tutorial will help familiarize yourself with the look, feel and navigation of a Pearson VUE computer-based test.

If you give help to someone or receive help from anyone during the exam, you will be asked to leave the room immediately. The results will not be scored and the incident will be reported to the Pennsylvania State Board of Auctioneer Examiners. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution.

CONTENT OUTLINE

CONTENT OUTLINE — AUCTIONEER

130 total items (125 scored items; 5 pretest items)

- I. Auction Law (30)
- II. Other Applicable Law (25)
- III. Business Operations (12)
- IV. Human and Public Relations (15)
- V. Fiscal Financial Accounting (12)
- VI. Ethics (19)
- VII. Merchandising (12)

SCORE REPORTING

At the conclusion of the examination, **preliminary** exam results will be provided. Your official license will verify passage of the exam and confirm the preliminary report. To obtain your license, an *Application for Licensure* must be submitted via PALS at: <https://www.pals.pa.gov>.

EQUATING AND SCALING

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

For example, in an examination with two (2) forms, Form A and Form B, the state licensing agency determines that answering 30 questions correctly on Form A demonstrates the minimum amount of knowledge necessary to be licensed. It is further determined through the equating process that Form B contains slightly more difficult questions than Form A; therefore, answering 30 questions correctly on Form A would indicate the same level of knowledge as answering only 28 questions correctly on Form B. Under this set of circumstances, a score of 30 questions correct would be used as the passing score on Form A whereas a score of 28 questions correct would be used as the passing score on Form B.

A second statistical procedure known as scaling is used to derive the numerical score to report for each candidate. Scaling is used to place a raw score on a common reporting scale on which each scaled score represents a given level of knowledge regardless of the difficulty of the form on which the raw score was achieved.

To illustrate how scaling works, suppose that in the examination example used above, the state licensing agency decides to use a score of 500 as the passing score for reporting purposes. (Note that the score selected to be used as the reported passing score is not related to, and has no bearing on, the difficulty of the examination.) Based on the information provided above, a raw score of 30 on Form A would translate to a scaled score of 500; a raw score of 28 on Form B would also translate to a scaled score of 500 since a raw score of 30 on Form A represents the same level of knowledge as a raw score of 28 on Form B.

SCALED SCORE

The passing scores of the licensing examinations were set by the Pennsylvania State Board of Auctioneer Examiners (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. Raw scores are converted into scaled scores that can range from 0 to 100. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 75, any score below 75 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

PASSING

After you have successfully passed the Examination, you must complete an *Application for Auctioneer License* via PALS and submit proof of the required bond. The bond form can be found online at: <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/AuctioneerExaminers/Documents/Bond%20Form.pdf>.

To verify whether or not a license has been issued, an applicant may search the State's web site using the following link: <http://www.licensepa.pa.gov>.

FAILING AND RETAKING AN EXAMINATION

If you fail the examination twice, you must seek Board approval to retake the examination a third or subsequent time. An application can be found online at: <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/AuctioneerExaminers/Documents/Board%20approval%20to%20resit%20for%20examination.pdf>.

To schedule a retake examination, use the web reservations on the Pearson VUE web site at <http://www.pearsonvue.com/pa/bpoa>. Reservations for reexamination cannot be made at the test center, and **you must wait twenty-four (24) hours from your failed examination before making your reservation.**

DUPLICATE SCORE REPORT

If you lose your Score Report or need a duplicate Score Report, complete the *Request for Duplicate Score Report Form* and mail it to Pearson VUE (see *Appendix A*).

DIRECTIONS: You may use this form to ask Pearson VUE for a copy of your Examination Score Report. Please print or type all information on this form, or your request will be returned.

SEND TO: [Pearson VUE/Pennsylvania Auctioneer Program](#)
[Duplicate Score Request](#)
 5601 Green Valley Drive
 Bloomington, MN 55437

or email the request to:
pearsonvuecustomerservice@pearson.com

PLEASE COMPLETE THE FOLLOWING FORM WITH YOUR CURRENT NAME AND ADDRESS. ALL INFORMATION MUST BE COMPLETE AND ACCURATE TO ENSURE PROPER PROCESSING.

Name _____

Street _____

City _____ State _____

Zip _____

Tel. (_____) _____ The last four (4) digits of your Social Security Number _____

Name of Exam _____ Theory or Practical (circle one) _____

Exam Date _____

IF THE ABOVE INFORMATION WAS DIFFERENT AT THE TIME YOU WERE TESTED, PLEASE INDICATE ORIGINAL INFORMATION. IF YOUR NAME HAS CHANGED, YOU MUST ATTACH A COPY OF A LEGAL DOCUMENT AUTHORIZING THE CHANGE (FOR EXAMPLE, A MARRIAGE CERTIFICATE OR A DIVORCE DECREE).

Name _____

Street _____

City _____ State _____ Zip _____ Tel. (_____) _____

I HEREBY AUTHORIZE PEARSON VUE TO SEND ME AT THE ADDRESS ABOVE A DUPLICATE OF MY SCORE REPORT.

Your Signature _____

Date _____

TEST SITES

The Exam will be given at a Pearson VUE computer-based testing facility. Once you have received your *Authorization to Test* notice, please schedule your test online by using the Pearson VUE web reservations site at: <http://www.pearsonvue.com/pa/auctioneers/>

Below is list of some of the cities in which you can test. However, candidates may test at any of our US test centers.

Testing Site Location
Allentown
Altoona
Erie
Harrisburg
Philadelphia
Pittsburgh (East)
Pittsburgh (West)
State College

EXAMINATIONS

Examination	Total Items	Scored Items	Pre-test Items	Exam Time Allotted
Auctioneer	130	125	5	180 minutes

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays or holiday weekends:

New Year's Day Memorial Day Labor Day Christmas Day
Martin Luther King, Jr. Day Independence Day Thanksgiving