



STATE OF ALASKA

MORTGAGE ORIGINATOR CANDIDATE HANDBOOK

JUNE 2008

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QUICK REFERENCE

STATE LICENSING INFORMATION

Candidates may contact the state's office of consumer affairs with questions about obtaining or maintaining a license after the examination has been passed.

**Department of Commerce,
Community and Economic
Development Alaska**
Mortgage Lenders
550 West 7th Ave., Ste. 1930
Anchorage, AK 99501-3567

Phone: (907) 269-8175
or
(907) 465-2534

Web:
www.commerce.state.ak.us

EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE
Alaska Mortgage Originators
PO Box 8588
Philadelphia, PA 19101-8588

Phone: (800) 274-5989

Web: www.pearsonvue.com

RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

Making an exam reservation

After obtaining a Testing Voucher from the State of Alaska, candidates may make a reservation with Pearson VUE by:

- Calling Pearson VUE at (800) 274-5989
- Faxing the *Fax Reservation Form* (from Appendix) to (888) 204-6291
- Visiting the website (www.pearsonvue.com)

Candidates should make a reservation by phone or website at least twenty-four (24) hours before the desired examination date or at least four (4) business days by fax before the desired examination date.

Walk-in examinations are not available.

SCHEDULES & FEES

Test centers

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and schedules.

Exam fees

Candidates must contact the State of Alaska Department of Commerce, Community, and Economic Development by phone at (907) 269-8175 or alternate number in Juneau (907) 465-2534 to receive a Testing Voucher number. Upon receipt of the voucher number, candidates may contact Pearson VUE to speak with a Reservation Specialist or visit www.pearsonvue.com to schedule your examination.

EXAM DAY

What to bring to the exam

Candidates should bring to the examination the Pearson VUE ID Number they received when they made the examination reservation, proper identification and fees, and other materials listed in *What to Bring* (page 7).

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins. Each candidate will have two and one half (2.5) hours to complete the examination, and will leave the test center with an official score report in hand.

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The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the Alaska Mortgage Originators Candidate Handbook be reviewed, with special attention given to the content outlines, before taking the examination.
(Content outlines begin on page 12 of this handbook)

Individuals who wish to obtain an mortgage originator license must:

1. Obtain a Testing Voucher.

Before taking an examination, candidates must contact the State of Alaska at (907) 269-8175 or alternate number in Juneau (907) 465-2534 prior to scheduling your Mortgage Originator exam for a Testing Voucher.

2. Make a reservation with Testing Voucher supplied by the Alaska Department of Commerce, Community and Economic Development.

Make a reservation (by phone or online) with Pearson VUE for the examination. (*Note below*)

3. Go to the test center.

Go to the test center on the day of the examination, bringing along all required materials. (*See page 7*)

4. Apply for a license.

Candidates must submit the proper application forms, fee of \$250, one (1) fingerprint card and additional testing fees if required* to the Alaska Department of Commerce, Community and Economic Development.

***NOTE:** Candidates must contact Alaska for each testing voucher needed. Candidates who do not pass the first examination are required to reimburse the State of Alaska for additional examination attempts. Candidates must submit with the application forms, \$150 per additional examination required to achieve a passing score.

Candidates must read state-specific information carefully for important information regarding examination procedures in their jurisdictions.

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination, or may contact the Alaska Department of Commerce, Community and Economic Development with questions about obtaining or maintaining a license.

Pearson VUE
Alaska Mortgage Originator

PO Box 8588
Philadelphia, PA 19101-8588
Phone: (888) 274-7292

Website
www.pearsonvue.com

Alaska
Mortgage Originators

550 West 7th Avenue
Anchorage, AK 99501-3567
Phone: (907) 269-8175
or (907) 465-2534

Website
www.commerce.state.ak.us

THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation profession. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The state of Alaska has retained the services of Pearson VUE to develop and administer its mortgage originator examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

LICENSING REQUIREMENTS

Applying for Licensure

The Pearson VUE examination must be passed before an applicant may apply for a license. Examination fees must be paid prior to taking the examination. See *Exam Fees* on page 5 of this handbook.

Candidates may visit our website (www.pearsonvue.com) to view/print the “General Information/License Application” forms located under Examination and Registry Section of Alaska Mortgage Originator web page. After passing the examination, candidates must submit the required documents and fees listed in this document. The address is listed on the inside front cover of this handbook.

Fingerprinting

Candidates must go to a local law enforcement agency or other designated fingerprint site.

The completed fingerprint cards must be submitted along with the license application or the application can not be processed.

PHONE RESERVATIONS

Walk-in examinations are not available, so candidates must make a reservation. Candidates are responsible for knowing which examination they must take.

Candidates may call (800) 274-5989* to make a reservation.

CALL CENTER HOURS	
Monday - Friday	4 am – 7 pm
Saturday	4 am – 1 pm
Sunday	6 am – 12 pm

Alaska Time

Before calling, candidates should have the following:

- Testing Voucher number, legal name, address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list appears on the back cover of this handbook)
- A failing score report (if retaking an examination)

A representative will help candidates select a convenient examination date and location and will answer questions. A reservation will be made based on the next available examination date.

Candidates who wish to make a phone reservation should do so at least twenty-four (24) hours before the desired examination date.

ONLINE RESERVATIONS

Candidates may make an examination reservation online by visiting the web site at www.pearsonvue.com. First-time users must obtain a check-in code and will be asked to provide their name, email address, and phone number, as well as a personal password. Candidates will receive a check-in code immediately upon submitting the requested information.

Candidates will be prompted with step-by-step instructions on completing the online *Reservation Request Form*. Once the online request has been submitted, Pearson VUE will send via email a confirmation of the examination date, time and location, or will contact candidates whose choices are not available. Candidates may also review, change, or even cancel an existing reservation after the *Reservation Request Form* has been submitted by following the instructions.

Candidates who wish to make an online reservation should do so at least twenty-four (24) hours before the desired examination date.

FAX RESERVATIONS

Candidates may fax the reservation form (from Appendix) to Pearson VUE at (888) 204-6291, 24 hours a day, 7 days a week. A confirmation of the reservation will be returned by fax within 24 hours of receipt of the faxed request.

Candidates who wish to make a fax reservation should do so at least four (4) business days before the desired examination date.

*TELECOMMUNICATION DEVICES FOR THE DEAF

Pearson VUE is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available 8:00 am to 5:00 pm (EST) Monday through Friday, toll-free at (800) 274-2617.

This TDD phone option is for individuals equipped with compatible TDD machinery.

SPECIAL EXAM RESERVATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (found in the back of this handbook) to Pearson VUE.

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Pearson VUE will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by Pearson VUE.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **must** be submitted to Pearson VUE before any special examination arrangements can be finalized.

Pearson VUE will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake an examination should notify Pearson VUE that special arrangements were used for the previous examination.

Due to the unique nature of each special request, Pearson VUE recommends that candidates request special services as early as possible. Pearson VUE will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual test center capabilities.

PETITION TESTING

Candidates who cannot attend the scheduled examination sessions at Anchorage, Fairbanks, Juneau, Tukwila (Washington), or Spokane (Washington) due to their geographic remoteness from these locations may request *petition testing*. Petitions testing is available on a non-scheduled basis at several locations throughout the state, as listed on the back cover of this handbook.

For other potential petition locations, candidates should make a request at least one (1) month before the desired examination.

Candidates must also obtain a Testing Voucher for petition testing. Examination results may not be available at petition test sites; if not, results will be mailed approximately one week after the examination. Candidates who require scores immediately should attend one of the normally scheduled examination sessions where on-site scoring is available.

NON-SATURDAY RESERVATIONS

Candidates who for religious reasons cannot take an examination offered only on Saturdays may request a non-Saturday examination date. Such a request must be put in writing on official stationery by the candidate's religious advisor and faxed to (610) 617-9397 or mailed to:

Pearson VUE Special Accommodations
3 Bala Plaza West
Suite 300
Bala Cynwyd, PA 19004

Non-Saturday examinations are available **only** on a prearranged basis.

CONFIRMATION NUMBER

Candidates will receive a Confirmation Number, which they should write down in the space provided below. This number should be used for any contact with Pearson VUE.

Confirmation Number:
Examination Date:
Test Center:
Representative:

EXAM FEES

Candidates must contact the State of Alaska Department of Commerce, Community, and Economic Development by phone at (907) 269-8160 to receive a Testing Voucher number. Upon receipt of the voucher number, candidates may contact Pearson VUE to speak with a Reservation Specialist or visit www.pearsonvue.com to schedule your examination.

CHANGE/CANCEL POLICY

Candidates should call (800) 274-5989 at least forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer their fees to a new reservation or request a refund. **Candidates who change or cancel a reservation without proper notice will forfeit the examination voucher and must contact the State of Alaska for a new Testing Voucher. Candidates will be required to reimburse the State of Alaska \$204 as part of the License Application process.**

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or that of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Candidates should call (800) 274-2615 for details on delays and cancellations during severe weather.

WHAT TO BRING

All candidates must bring to the test center on examination day the following:

Required:

- Two (2) forms of current signature identification, one of which must be government-issued and photo-bearing.
- Candidates who have changed their names must provide written documentation of the change. This documentation may be a copy of a marriage license, divorce decree or other official document. Candidates should use their legal name when making their reservation. The name on the reservation must match the candidate's identification.

Suggested:

- The User (Pearson VUE) ID number provided when the reservation was made
- Failing score report (if the candidate is retaking an examination)
- Calculator (see *Test Center Policies* on page 8 for calculator specifications)

Candidates who do not present the required items will be denied admission to the examination, considered absent, and will forfeit the examination fee.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected it will be reported as such, and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as decertification.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. Candidates will be given two and one half (2.5) hours to complete the Loan Originators examination. The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official scores in hand.

REQUIRED ITEMS

Candidates who do not present the required items will be denied admission to the examination, considered absent, and will forfeit the examination fee.

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **Basic calculators are permitted only if they are hand-held, nonprogrammable, silent, and do not have an entire alphabetic keypad. Real Estate financial calculators are also permitted.** Cell phones, Blackberry's, and hand-held computers are not permitted. Examples of acceptable calculators are the HP12C, HP10B, and HP17B. Violation of this rule may result in dismissal from the examination. Calculator malfunctions are not grounds for challenging examination results or requesting additional examination time. Pearson VUE will not provide calculators for the examination.
- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, or chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the exam fees.

- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to, cellular phones, PDAs, exam notes and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

SCORE REPORTING

When candidates complete the examination, they will receive a score report marked “pass” or “fail.” Candidates who pass the examination will receive a score report that includes information on how to apply for a license if they have not already done so. Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information, as well as information about reexamination. Reservations for reexamination are not made at the test center, and candidates must wait twenty-four (24) hours before making one. Additional information may be found in the *Retaking the Exam* section on page 10.

EQUATING AND SCALING

There are multiple versions (forms) of each examination. While all these forms are developed from the content outlines, the levels of difficulty of the forms may vary slightly because different questions appear on different forms. Since it would be unfair to require a candidate taking a slightly more difficult form to answer as many questions correctly as a candidate taking an easier form, a statistical procedure known as equating is used to correct for differences in form difficulty.

Example: It is established that a candidate must correctly answer 75 questions to pass Form A of an examination. When slightly more difficult Form B was compared to Form A, it was discovered that 73 correct answers on Form B represent the same level of knowledge as do 75 correct on Form A. Through equating, it can be determined that a passing score of 75 on Form A corresponds to a 73 on Form B.

If the number of questions answered correctly (called the “raw score”) were reported to candidates, there would be a different passing score for each form. In order to keep the passing score constant for all forms, while the number of correct answers necessary for passing may vary from form to form, a second procedure called *scaling* is used. In the example, a candidate with a raw score of 75 on Form A and a candidate with a raw score of 73 on more difficult Form B would receive the same scaled score, because they each demonstrated equal amounts of knowledge.

For the Loan Originator examination, the range in which scaled scores can fall is between a low of 0 and a high of 100. **These scaled scores are neither the number nor the percentage of questions answered correctly.**

SCORE EXPLANATION

The passing score of an examination is set by the Alaska Department of Commerce, Community and Economic Development. The reported examination scores can range from 1 to 100, but they should not be interpreted as the percentage or number of examination questions answered correctly.

REVIEW OF EXAMS

For security reasons, examination material is not available to candidates for review. Candidates who have questions, comments, or concerns about the examinations, or who wish to verify any data held in Pearson VUE files, should direct written inquiries to the address provided on the inside front cover of this handbook.

In all correspondence, candidates should provide their name and address information. If questions or comments concern an examination already taken, candidates should also include:

- (1) the name of the examination
- (2) the date the examination was taken
- (3) the location of the test center
- (4) the Confirmation number

RETAKE THE EXAM

Candidates must wait at least twenty-four (24) hours before making a reservation for reexamination. Candidates who fail the examination three (3) consecutive times must wait at least fourteen (14) days before making a reservation for reexamination.

DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report from Pearson VUE by completing the form in the back of this handbook and submitting it along with the correct fees.

EXAM CONTENT

The Mortgage Originator exam contains 80 questions and ten (10) pretest questions. Pretest questions are **not** counted toward the score. These questions are used to gather statistics on performance and to help assess appropriateness for use on future examinations. Since pretest questions look exactly like questions that are scored, candidates should answer all the questions on the examination.

Examination scores are based on the number of questions answered correctly. Candidates who are uncertain about the correct answer to a question may be able to eliminate one or more of the answer choices as incorrect. It is always better to guess at the correct answer than to not answer a question because there is no penalty for incorrect answers.

CONTENT OUTLINES

Each examination is based on a detailed content outline of topics, subtopics, and references to applicable state laws, statutes and regulations. Content outlines are updated periodically to reflect changes in practice, state laws, and regulations. The Alaska Department of Commerce, Community and Economic Development offers these content outlines as part of the handbook.

Candidates may check for updates of the Alaska Mortgage Content Outlines by visiting the Pearson VUE website (www.pearsonvue.com).

STUDY GUIDE

Candidates may find a *Alaska Loan Originators Study Guide* on the Alaska Department of Commerce, Community and Economic Development website or the Pearson VUE website. The study guide contains more than 30 questions that may appear in the examination. Visit www.commerce.state.ak.us or www.pearsonvue.com for the study guide. The study guide will be updated periodically.

Alaska Content Outline

for the Mortgage Originator Exam

Effective June 1, 2008

The general portion of the mortgage originator exam is made up of eighty (80) scored questions, which are distributed as noted in the following content outline.

The examination may contain ten (10) pretest questions that are NOT counted toward the score. These questions are used to gather statistics on performance and to help assess appropriateness for use on future examinations. Since pretest questions look exactly like questions that are scored, candidates should answer all the questions on the examination.

The following examination content outline is provided for mortgage originator in preparation for the examination.

I. Federal laws and supporting regulations

- A. Real Estate Settlement Procedures Act (12 U.S.C. Sec. 2601 et seq., Regulation X, 24C.F.R. Part 3500 et seq.)
- B. Truth In Lending Act (15 U.S.C. Sec. 1601 et seq., Regulation Z, (12 C.F.R. Part 226 etseq.)
- C. Equal Credit Opportunity Act (15 U.S.C. Sec. 1691 et seq., Regulation B, 12 C.F.R. Part 202)
- D. Federal privacy laws
 - 1. USA Patriot Act (Public Law 107-56)
 - 2. Gramm-Leach-Bliley Act (15 U.S.C. Sec. 6801-6809, 16 C.F.R. Parts 313-314)
 - 3. Consumer Credit Protection Act (15 U.S.C. Sec. 1601)
- E. Other federal laws and regulations
 - 1. Fair Housing Act (42 U.S.C. Sec. 3601 et seq., 24 C.F.R. Parts 100-121)
 - 2. Home Mortgage Disclosure Act (12 U.S.C. Sec. 2801, 12 C.F.R. Part 203)
 - 3. Home Ownership Protection Act (15 U.S.C. Sec. 1637 and 1647)
 - 4. Fair Credit Reporting Act (15 U.S.C. Sec. 1681 et seq., Regulation V, 12 C.F.R. Part 222)
 - 5. Bank Secrecy Act (also known as the Currency and Foreign Transactions Reporting Act) (31 U.S.C. Secs. 5311-5330 and 12 U.S.C. Secs. 1818(s), 1829(b) and 1951-1959, 31 C.F.R. 103)
 - 6. Community Reinvestment Act (12 U.S.C. Sec. 2901, 12 C.F.R. Parts 25, 228, 345,
 - 7. Private Mortgage Insurance Disclosure

II. General mortgage information

- A. Program types and disclosures
- B. Occupancy classes
- C. Documentation types
 - 1. Full documentation
 - 2. Stated income documented assets
 - 3. Stated income stated assets
 - 4. No ratio
 - 5. No documentation
 - 6. Bank statement income

III. Arithmetical computations common to mortgage lending including but not limited to:

- A. APR
- B. Finance charge
- C. Amount financed
- D. Payment & amortization
- E. Debt to income ratio
- F. Loan to value ratio

IV. Ethics in the mortgage industry

V. Alaska Laws and Rules Pertaining to the Mortgage Industry

- A. Alaska Mortgage Lending Regulation Act and regulations [AS 06.01.050(3) and AS 06.60.010 et. seq.]
- B. Related Alaska laws and rules
 - 1. Good Funds Act (AS 34.80.1—AS 34.80.95)
 - 2. Legal Rate on Interest [AS 45.45.010 (a),(b), (f) and (g)]



FAX RESERVATION FORM

Today's Date:		Time of Day:	
Last Name:			
First Name:			M.I.:
Date of Birth:		Social Security Number (last four digits):	
Address:			
City:		State:	ZIP:
Telephone (Daytime):		Telephone (Evening):	
Your Fax Number:		Licensure State:	
Candidate Signature:			
Test Center Code:		Examination Name:	
1st Exam Choice	Date:	Exam Session: <input type="checkbox"/> am <input type="checkbox"/> pm	
2nd Exam Choice	Date:	Exam Session: <input type="checkbox"/> am <input type="checkbox"/> pm	
May we register you for the next available exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Credit Card Payments:	Electronic Check Payments:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmExpress <input type="checkbox"/> Discover	Bank Name:
Card #:	Account #:
Expiration Date:	Routing #:
Signature:	Name/Address on Account: <i>(if different from above)</i>

FOR PEARSON VUE USE ONLY

Pearson VUE ID# Assigned:		
Confirmation #:		
Reservation Date:	Time:	TC #:

Fax this form to Pearson VUE at (888) 204-6291.

A reservation confirmation will be sent to you.



DUPLICATE SCORE REQUEST

DIRECTIONS: You may use this form to request that Pearson VUE send a duplicate copy of your score report to you. Please print or type all information on this form.

Please enclose certified check or money order made payable to "Pearson VUE." **DO NOT SEND CASH.**

FEE: For scores less than one year old there is a \$10.00 charge.
For scores more than one year old there is a \$25.00 charge.

SEND TO: **Alaska Mortgage Originator Program**
Duplicate Score Request
Pearson VUE
PO Box 8588
Philadelphia, PA 19101-8588

Amount Enclosed: \$ _____

I hereby authorize Pearson VUE to send a duplicate of my score report to me at the address below.

Signature:	Date:
------------	-------

Please complete the following form with your current name and address.

Name:		
Address:		
City:	State:	Zip:
Telephone:		

Exam Taken: <input type="checkbox"/> Mortgage Originator	
State in which examination was taken:	Date Taken:
Date of Birth:	Confirmation Number:

If the above information was different at the time you tested, please indicate original information.

Name:		
Address:		
City:	State:	Zip:
Telephone:		

SPECIAL ACCOMMODATIONS REQUEST FORM



Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.

Candidates who wish to request special accommodations for ADA should fax this form to Pearson VUE at (610) 617-9397. Certain documentation must be faxed along with this form, as detailed on page 4.

All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.

PLEASE PRINT CLEARLY

Date:		
Last Name:		
First Name:		M.I.:
Address:		
City:		State:
		Zip:
Daytime Telephone:		Email address:
Description of Disability:		
<input type="checkbox"/> Large-print written exam <input type="checkbox"/> Marker <input type="checkbox"/> Additional time <input type="checkbox"/> Reader <input type="checkbox"/> Separate testing room <input type="checkbox"/> Sign language interpreter		
<input type="checkbox"/> Other equipment or accommodation (please explain):		
Accommodations previously provided to you (<i>list accommodation and purpose, such as "sign language interpreter for SAT examination"</i>):		
Candidates should contact Pearson VUE with questions about special accommodations. Pearson VUE Special Accommodations • 3 Bala Plaza West, Suite 300 • Bala Cynwyd, PA 19004 Phone (800) 274-3707 • TDD (800) 274-2617 • Fax (610) 617-9397		

Note: Only candidates who require special examination accommodations should use this form.

GENERAL INFORMATION

CANDIDATES MAY CALL (800) 274-5989 TO MAKE AN EXAM RESERVATION.

TEST CENTERS	
LOCATION	SCHEDULE
Anchorage	3 days per week
Fairbanks	1st and 3rd Wednesday
Juneau	1st Saturday
Bethel	Tuesday and Thursday 9:00am – 1:30 pm Testing not available July and August – Center closed
Craig	First Tuesday of the month 3:00 pm – 9:00 pm Testing not available June, July and August – Center closed
Cordova	First Wednesday of the month 8:30 am – 1:00 pm Testing not available June and July – Center closed
Ketchikan	First Thursday of the month, 5:30 pm– 10:00 pm Testing not available July and August – Center closed
Kodiak	First Wednesday of the month, 5:30pm – 10:00 pm Testing not available in August – Center closed
Nome	First Tuesday of the month, 2:00pm – 6:30 pm
Sitka	First Friday of the month, 10:00 am – 4:30 pm Testing not available July and August – Center closed
Soldotna	First and second Thursday of the month, 12:30 pm – 5:00 pm Testing not available June, July and August – Center closed

Locations and schedules are subject to change.

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day

Memorial Day

Labor Day

Christmas Day

Martin Luther King, Jr. Day

Independence Day

Thanksgiving

