



Thank you for contacting Mbition Learn Real Estate!

If the course is asking for a proctor code, you are required to have your proctor fill out the provided Proctor Form for each of your exams.

### **The Proctor:**

Per New York Regulation, students are required to take their Real Estate or Appraisal exams with a State-Approved Proctor.

**Please see attached for the requested Proctor Form.**

### **Before the Exam:**

- Arrange a time with the proctor to take the exam.
- Present the proctor with a valid ID such as driver's license, student ID, state ID or passport.
- Find a quiet area where the exam can be taken with little distraction.
- The exam is online. Only a basic calculator and a calendar are permitted during the exam.

### **During the Exam:**

- The exam can be taken on any computer (as long as a proctor is present).
- Please login to your course page and scroll down to see the final exam. A box will pop up requesting the proctor code. Have the instructor type in the proctor code.
- The first and second slides of the exam will state if there is a duration for the exam.
  - When the time expires, the exam will time out.

### **IMPORTANT NOTICE ON EXAM TIME-OUTS**

*Our Learning Management System requires that each question be answered in 5 minutes. If a question is unanswered after 5 minutes, the exam will be timed out. When this occurs, the exam becomes inactive. Students must receive a new proctor code and start the exam from the beginning.*

Please contact 800-532-7649 with any questions.



## Proctor Form

*Course and Student Information* (please complete all information)

Name of Course(s): \_\_\_\_\_

Name (Last, First MI)

Date of Birth

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number

Email Address

\_\_\_\_\_

\_\_\_\_\_

----- **This section must be completed by proctor** -----

*Proctor Information* (please complete all information)

Name (Last, First MI)

\_\_\_\_\_

Job Title/Position

Organization

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number

Email Address

\_\_\_\_\_

\_\_\_\_\_

**Instructions to proctor:** Please complete and return this form to [proctor@mbitiontolearn.com](mailto:proctor@mbitiontolearn.com)

I understand and acknowledge that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the student, which would influence me from properly administering the examination.
2. The student will show me positive photo identification prior to beginning the examination.
3. The student will not receive any assistance and have no access to books, notes or reference material.
4. The examination will not be compromised, copied, or recorded in any way or by any method.
5. Mbition LLC has provided me the relevant state requirements for a proctoring location and that this examination shall be proctored at a location qualifying under such state requirements and approved by Mbition LLC.

\_\_\_\_\_  
Signature of Proctor

\_\_\_\_\_  
Date

NEW YORK  
APPROVED PROCTOR LOCATIONS  
**BROKER EXAM ONLY**

LOCATION	CONTACT	ADDRESS	EMAIL	WEBSITE	PHONE
ADRIANCE MEMORIAL LIBRARY	BRIDGETT O'DONNELL	93 MARKET STREET POUGHKEEPSIE, NY 12601	BODONNELL@POKLIB.ORG	HTTPS://POKLIB.ORG/	(845) 485-3445
BLAUVELT FREE LIBRARY		541 WEST HWY S BLAUVELT, NY 10913	TDANGELO@RCLS.ORG	BLAUVELTFREELIBRARY.ORG	(845) 359-2811
BRENTWOOD PUBLIC LIBRARY		34 SECOND AVENUE BRENTWOOD, NY 11717	CAREERCENTER@BRENTWOODNYLIBRARY.ORG	HTTP://BRENTWOODNYLIBRARY.ORG/	(631) 273-7883 EXT 132
BROOKLYN PUBLIC LIBRARY - BROWER PARK	MORRIS DENMARK	725 ST. MARKS AVE. AT NOSTRAND AVE. BROOKLYN, NY 11216		HTTPS://WWW.BKLYNLIBRARY.ORG/LOCATIONS/BROWER-PARK	(718) 773-7208
BROOME COUNTY PUBLIC LIBRARY		185 COURT STREET BINGHAMTON, NY 13901		WWW.BCLIBRARY.INFO/	(607) 778-6400
CHARTER REAL ESTATE SCHOOL (FEE MAY APPLY)	DEREK HALL	76-12 41ST AVE. QUEENS, NY	INFO@CNYRES.COM	CNYRES.COM/	(646) 769-0777
COLONIE TOWN LIBRARY (WILLIAM K. SANFORD TOWN LIBRARY)		629 ALBANY SHAKER ROAD LOUDONVILLE, NY 12211	INFO@COLONIELIBRARY.ORG	HTTP://COLONIELIBRARY.ORG/	(518) 458-9274
CORNELL UNIVERSITY		259 EUCLID AVENUE BROOKLYN, NY 11208			(516) 503-6703
ELMIRA-CORNING REGIONAL ASSOCIATION OF REALTORS®	SANDRA ROSE	3338 STATE ROUTE 352 CORNING, NY 14830	SROSE@ELMIRA-CORNINGREALTORS.COM	HTTPS://ELMIRA-CORNINGREALTORS.COM	(607) 562-7035
FIELD LIBRARY		4 NELSON AVENUE PEEKSKILL, NY 10566		WWW.PEEKSKILL.ORG	(914) 737-0010
GENEVA LIBRARY	KELSY	244 MAIN STREET GENEVA, NY 14456	KHIBBARDBAKER@PLS-NET.ORG	HTTPS://WWW.GENEVAPUBLICLIBRARY.NET/	(315) 789-5303
HAMPTON BAYS PUBLIC LIBRARY		52 PONQUOGUE AVENUE HAMPTON BAYS, NY 11946		HAMPTONBAYSLIBRARY.ORG	(631) 728-6241
HUNTINGTON PUBLIC LIBRARY (MUST SCHEDULE IN ADVANCE)		338 MAIN STREET HUNTINGTON, NY 11743	EVE_GONZALEZ@HUNTLIB.ORG	HTTP://WWW.THEHUNTINGTONLIBRARY.ORG/CONTACT-US/PROCTOR-REQUEST-FORM	(631) 427-5165 EXT 251
ITHACA COLLEGE LIBRARY		1201 GANNETT CTR ITHACA, NY 14850		HTTPS://LIBRARY.ITHACA.EDU/	(707) 274-3182

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JERVIS PUBLIC LIBRARY	MARY BETH	613 N WASHINGTON STREET ROME, NY 13440	MBPORTLEY@MIDYORK.ORG	WWW.JERVISLIBRARY.ORG	(315) 336-4570
JEFFERSON-LEWIS BOARD OF REALTORS®	AMY O'BRIEN	210 COURT STREET SUITE 112 WATERTOWN, NY 13601	HELP@NNYMLS.COM	WWW.NNYMLS.COM	(315) 782-1322
MARCELLUS FREE LIBRARY		32 MAPLE STREET MARCELLUS, NY 13108	RBOLEWSKI@ONLIB.ORG	HTTPS://WWW.MARCELLUSLIBRARY.ORG/	(315) 673-3221
MID-MANHATTAN LIBRARY AT 42ND STREET		476 FIFTH AVENUE NEW YORK, NY 10018	MMLPROCTOR@NYPL.ORG	https://www.nypl.org/about/locations/mid-manhattan-library	(212) 340-0863
MORRIS PARK LIBRARY	DAWN HOLLOWAY	985 MORRIS PARK AVENUE BRONX, NY 10462		HTTPS://WWW.NYPL.ORG/LOCATIONS/MORRIS-PARK	(718) 931-0636
NEW YORK PUBLIC LIBRARY	EMILY OR ROBERT	309 NEW DORP LANE STATEN ISLAND, NY 10306	NEWDORP@NYPL.ORG	WWW.NYPL.ORG/LOCATIONS/NEW-DORP	(718) 351-2977
PROFESSIONAL INSTITUTE FOR REAL ESTATE TRAINING	LINDA FIELDS	302 GALE STREET WATERTOWN, NY 13601	PIRTTEACHER@AOL.COM	HTTP://PIRTNY.COM/	(315) 785-9856
QUEENS LIBRARY AT CAMBRIA HEIGHTS	KACPER JARECKI	218-13 LINDEN BLVD CAMBIRA HEIGHTS, NY 11411	KJARECKI@QUEENSLIBRARY.ORG	WWW.QUEENSLIBRARY.ORG/CAMBRIA-HEIGHTS	(718) 528-3535
ROCHESTER & MONROE COUNTY LIBRARY-CENTRAL LIBRARY	CYNTHIA DANA	115 SOUTH AVENUE ROCHESTER, NY 14604	ARTLIFREF@LIBRARYWEB.ORG	https://roccitylibrary.org/services/exam-proctoring-tutoring/	(585) 428-8380
ROGERS MEMORIAL LIBRARY		91 COOPERS FARM ROAD SOUTHAMPTON, NY 11968		HTTPS://WWW.MYRML.ORG/TEST-PROCTORING/	(631) 283-0774 EXT 504
ST. LAWRENCE COUNTY BOARD OF REALTORS®	KRISTINA DORR	5862 US ROUTE 11 CANTON, NY 13617	HELP@SLCMLS.COM	WWW.SLCMLS.COM	(315) 379-1439
UTICA PUBLIC LIBRARY	HEIDI MCMANUA	303 GENESEE STREET UTICA, NY 13501	HMCMANUS@UTICAPUBLICLIBRARY.ORG	WWW.UTICAPUBLICLIBRARY.ORG	(315) 735-2279

**PSI TESTING CENTERS: SALESPERSON EXAM ONLY(NO PROCTOR FORM REQUIRED)**

LOCATION		ADDRESS			
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PSI Testing Centers		THE SHOPS AT ATLAS PARK RIDGECREEK, NY 11385		
PSI Testing Centers		135-41 37TH AVENUE 4TH FLOOR FLUSHING, NY 11354		
PSI Testing Centers		6921 164TH STREET SUITE 9 FRESH MEADOWS, NY 11365		
PSI Testing Centers		545 EIGHTH AVENUE SUITE 1210 NEW YORK, NY 10018		
PSI Testing Centers		6443 RIDINGS ROAD SYRACUSE, NY 13206		
PSI Testing Centers		1000 E HENRIETTA ROAD ROCHESTER, NY 14623		
PSI Testing Centers		6205 MAIN STREET WILLIAMSVILLE, NY 14221		
PSI Testing Centers		3250 WESTCHESTER AVENUE SUITE 126 BRONX, NY 10461		
PSI Testing Centers		50 CLINTON STREET SUITE 303 HEMPSTEAD, NY 11550		
PSI Testing Centers		54 MACDONOUGH STREET BROOKLYN, NY 11216		
PSI Testing Centers		124 E 40TH STREET ROOM 801 NEW YORK, NY 10016		
PSI Testing Centers		201 SOUTH AVENUE SUITE 501 POUGHKEEPSIE, NY 12601		
PSI Testing Centers		34 MARCONI STREET BRONX, NY 10461		
PSI Testing Centers		527 CONEY ISLAND AVENUE BROOKLYN, NY 11218		
PSI Testing Centers		1911 RICHMOND AVENUE SUITE 130 STATEN ISLAND, NY 10314		

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LOCATION		ADDRESS			
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<b>PSI Testing Centers</b>		102-50 67TH DRIVE FOREST HILLS, NY 11375			
<b>PSI Testing Centers</b>		139 FULTON STREET SUITE 605 NEW YORK, NY 10038			
<b>PSI Testing Centers</b>		9-25 EAST FOURTH STREET SUITE 11 JAMESTOWN, NY 14701			
<b>PSI Testing Centers</b>		205 MAIN STREET ONEONTA, NY 13820			
<b>PSI Testing Centers</b>		3121 CLINTON STREET SUITE 6 BUFFALO, NY 14224			
<b>PSI Testing Centers</b>		520 COLUMBIA DRIVE JOHNSON CITY, NY 13790			