



**APPLICATION INSTRUCTIONS AND APPLICATION FORM FOR  
ACCREDITATION/RE-ACCREDITATION OF EXAMINATION PROGRAM**

**2019**

1. Examination programs administered under the auspices of any jurisdiction or developed by an organization for use by any jurisdiction for purposes of real estate licensure examination may apply for accreditation by ARELLO®.
2. Accreditation shall be for a period of five years, thereafter requiring application for re-accreditation pursuant to ARELLO® program procedures, and such re-accreditation shall also take place every five years. Application for re-accreditation must be submitted six months prior to expiration of the current accreditation period.
3. Prepare and submit with the application form a detailed narrative submission describing, on a procedure-by-procedure basis, how the procedures and specifications followed in developing the examinations comply with each of the first twelve specific guidelines of the ARELLO® “Guidelines for Accreditation.” This narrative must be supported by appropriate documentation, such as specifications, policies, guidelines, reports, records, sample examination forms, and other evidence needed to demonstrate compliance with the specific guidelines. All support documentation provided must be cross-referenced with the narrative and specific guidelines. For all hardcopy materials, four copies of the narrative submission and supporting materials must be submitted; for electronic submission, instructions for secure access for four reviewers are required.
  - a. No explanation of compliance with guideline 13 is necessary, but sample examination forms and related statistical data must be provided as indicated elsewhere in these instructions.
  - b. If the examination development program does not fully comply with one or more of the Specific Guidelines, provide an explanation for this. Indicate what steps are planned to bring the examination development program into compliance and the timeframe for completion of each step.
  - c. Regarding examination content and statistical specifications submitted, note especially Specific Guidelines 1a and 1b. Include with the sample examination forms the item statistical specifications (target values for item and test statistics, the relevant content outline code and cognitive level assignment for each item, and the specifications for content weighting used in examination form assembly, including the number of items required by *specific topic*. In addition, if the applicant is a testing organization and does NOT use the same examination content specifications for all client jurisdictions, describe any differences in content specifications used for various client jurisdictions with the rationale and evidence (e.g., survey, panels, research) supporting the development of each set of

varying specifications and the conclusion that such specifications are sufficiently consistent with the job/task analysis to ensure content and construct validity.

d. When addressing Specific Guideline 4a on “Item Banking,” indicate for each separate content area in the content specifications the following: (1) the number of items available for use in the salesperson examination; (2) the number of items available for use in the broker examination; and (3) the total number of unique items.

4. a. Applicants for initial accreditation, submit four copies each of two broker and two salesperson examination forms. Candidates for re-accreditation, submit four copies each of one broker and one salesperson examination form. The examination forms must be those derived from the examination construction method and the specifications used to assemble actual forms currently in use for examination delivery to candidates, including pretest or tryout items. For examinations that are administered by electronic means, provide secure access for up to four reviewers to the sample examination forms in exactly the format and via the delivery system used by candidates; this is in addition to the submission of each item in each form with the item statistics displayed with the item.

b. Describe in detail the method used to assemble the examination forms (in conformity with specifications) that are administered to candidates in an examination delivery environment. Describe the system capability; the method/process used to ensure that examination form assembly complies with specifications for content weighting at the sub-topic level, cognitive level, and performance statistics; and delineate how codes assigned to an item ensure that all relevant characteristics of the item are considered in the examination generation/assembly process.

c. Submit statistical data on item performance and examination form performance. Statistical data on item performance must include the number of administrations,  $p$ -value and point-biserial correlation for each option, including the correct option (key).

5. Submit US\$5,250.00 for initial application or US\$2,625 for re-accreditation payable to ARELLO®. For electronic payment, contact the ARELLO® CEO for instructions.

6. Transmit application documentation and correspondence by secure electronic means or in hardcopy by secure, verifiable delivery method using the ARELLO® street address: ARELLO® Global Headquarters, 11650 Olio Road, Suite 1000 #360, Fishers, IN 46037.



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## APPLICATION FORM

Submit with fee and documentation as delineated in the instructions.

Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Name of Authorized Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Having reviewed the ARELLO® Examination Accreditation Program Guidelines for Accreditation, the applicant hereby applies for and agrees that if granted accreditation, will continue to comply with the requirements and/or criteria imposed for accreditation during the term of accreditation and will advise ARELLO® of any significant changes (as defined by the Committee) planned with regard to the content of the examinations or procedures relating to examination development.

Printed Name of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

(For electronic submission, provide a verifiable electronic signature.)

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

For electronic submission, ensure the confidential, secure delivery of materials and obtain verification of receipt by each intended recipient. For hardcopy submission, use a secure verifiable delivery method with recipient signature requirement (e.g., certified mail, FedEx, UPS, or equivalent method). Mark all exterior packaging as CONFIDENTIAL.