

**WASHINGTON**

**FOR  
SALE**



**Real Estate  
Appraisers  
Program**

# **Candidate Handbook**

Effective January 2015



**APPLIED MEASUREMENT PROFESSIONALS, INC.**



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**QUESTIONS ABOUT LICENSING**

For specific information about licensing procedures, contact the:

Appraiser Licensing  
 PO Box 9021  
 Olympia, WA 98507-9021  
 Phone: 360-664-6504  
 Fax: 360-570-4981  
 Web: [www.dol.wa.gov/business/appraisers/](http://www.dol.wa.gov/business/appraisers/)  
 Email: [reappraisers@dol.wa.gov](mailto:reappraisers@dol.wa.gov)

**HOW TO CONTACT AMP**

For inquiries and general registration information write or call:

Candidate Support Center  
 Applied Measurement Professionals, Inc.  
 18000 W. 105th St.  
 Olathe, KS 66061-7543  
 Phone: 800-345-6559  
 Fax: 913-895-4650  
 Web: [www.goAMP.com](http://www.goAMP.com)  
 Email: [info@goAMP.com](mailto:info@goAMP.com)

## INTRODUCTION

Applied Measurement Professionals, Inc. (AMP) provides a range of services to the states that use the Real Estate Appraiser Examination Program (RAP). This handbook provides information that you will need to register for the Washington Real Estate Appraiser Licensing examinations. Be sure to keep the handbook after you have registered for the examination; you may wish to refer to it later.

The appraiser examinations are developed by the Appraisal Qualifications Board (AQB) through a combined effort of appraisal experts and testing professionals.

The content outline used to develop the examination is based on a job analysis conducted by the Appraiser Qualifications Board (AQB). It reflects areas of knowledge required to perform those tasks that practicing real estate appraisers judged to be important. Appraisal experts who write questions use this content outline as a guide. Thus, examinees are tested only on subjects judged by real estate appraisers as most important for beginning licensees to know.

## STATEMENT OF NONDISCRIMINATION

AMP does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, marital status, sexual orientation or gender identification.

## EXAMINATION INFORMATION

The Washington Department of Licensing (DOL) has approved AMP to administer the following Washington Appraiser Licensing Examinations:

- State Licensed
- Certified Residential
- Certified General

This handbook contains general information regarding the examinations and the testing process.

## HOW THE EXAMINATION IS ADMINISTERED

The Washington Appraiser Licensing Examinations are administered by computer at twelve AMP Assessment Centers in Washington. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at AMP's website located at [www.goAMP.com](http://www.goAMP.com). The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis.

## EXAMINATION FEE

Examination Fee: \$105

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check, money order or personal check made payable to AMP. Payment by cash is not acceptable.

Credit card transactions that are declined and checks that are returned due to insufficient funds will be subject to a \$25 handling fee. You must send a cashier's check or money order for the amount due, including the handling fee, to AMP to cover declined credit card transactions or returned checks.

Examination fees are valid for 12 months. Candidates who submit an examination fee and fail to schedule an examination appointment within 12 months will be required to submit the examination fee and reregister for the examination.

## SCHEDULING AN EXAMINATION APPOINTMENT

**After being approved by the Washington Department of Licensing (DOL) Real Estate Appraiser Program, you may schedule your examination appointment** by one of the following methods. The Certified General examination is given in two parts and must be taken on the same day, in two testing sessions.

1. **Online Scheduling:**
  - Go to [www.goAMP.com](http://www.goAMP.com) and select "Schedule/Apply for an Exam."
  - Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for payment of examination fees.
2. **Telephone Scheduling:** Call AMP toll-free at 800-345-6559 from 5:00 a.m. to 7:00 p.m. (Pacific Time) Monday through Thursday, 5:00 a.m. to 5:00 p.m. on Friday and 6:30 a.m. to 3:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.
3. **Mail your registration form. This is a two-step process:**

Complete the registration form included in this handbook and mail it to AMP with the examination fee (paid by cashier's check, money order or personal check) to the address indicated on the form. All sections of this form must be completed. This form will be returned, if it is incomplete, illegible or submitted with an incorrect fee.

AMP will process the paper application and within approximately two weeks will send a confirmation notice including a website address and toll-free telephone number to contact AMP to schedule an examination appointment.

When you contact AMP to schedule your appointment, please be prepared to confirm a date and location for testing and to provide your name and your candidate identification number. Your candidate identification number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you contact AMP by 1:00 Pacific Time on ...	Depending on availability, your examination may be scheduled as early as ...
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday/Saturday
Friday	Monday

You will be notified of the date and time to report to the Assessment Center. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Assessment Center.

## Special Arrangements for Candidates with Disabilities

AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call AMP at 800-345-6559 to schedule their examination.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to AMP at least 45 calendar days prior to your desired examination date by completing the *Request for Special Examination Accommodations* and *Documentation of Disability-Related Needs* forms included in this handbook. AMP will contact you regarding your request for accommodations within 10 business days of receipt.

## TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 6:30 a.m. to 3:00 p.m. (Pacific Time) Monday-Friday at 913-895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

## EXAMINATION APPOINTMENT CHANGES

You may reschedule your examination appointment at no charge once online at [www.goAMP.com](http://www.goAMP.com) or by calling AMP at 800-345-6559 at least **one business day prior to the scheduled testing session**. (See following table.)

If your examination is scheduled on ...	You must contact AMP by 1:00 p.m. Pacific Time to reschedule your examination by the previous ...
Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday/Saturday	Thursday

## MISSED APPOINTMENTS AND CANCELLATIONS

You will forfeit the application and all fees paid to take the examination if you:

- wish to reschedule an examination but fail to contact AMP at least one business day prior to the scheduled testing session
- wish to reschedule a second time
- appear more than 15 minutes late for an examination
- fail to report for an examination appointment
- fail to provide the identification required and are denied admittance to the examination
- fail to provide a fingerprint scan

A complete application and examination fee are required to reapply for the examination. All fees for missed appointments must be paid before you can schedule a subsequent examination appointment.

## INCLEMENT WEATHER, EMERGENCY OR POWER FAILURE

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at [www.goAMP.com](http://www.goAMP.com) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

## NO REFUNDS

If you fail to arrive at the Assessment Center on the date and time you are scheduled for your examination, you will not be refunded any portion of your examination fee and must reregister by contacting AMP; examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for your appointment, you will not be admitted, will forfeit your examination fee, and must reregister for the examination online at [www.goAMP.com](http://www.goAMP.com) or by contacting AMP.

## EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections. This includes a content outline, sample questions and answers.

## ■ Appraiser Test Specifications

The test specifications have been established by the Appraiser Qualifications Board (AQB). The authority for the AQB to set standards and approve examination content was established by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

The State Licensed, Certified Residential and Certified General examinations developed by the AQB are based upon 8 major content areas. Although the topics of the major content areas are the same for all three examinations, the emphasis devoted to the content areas differs in each examination.

The approximate percentage of questions for the State Licensed, Certified Residential, and Certified General Real Estate Appraiser Examinations within each category are shown in the following table. The examinations are composed of 125 scored items. In addition to the questions that are used to determine your score, the examinations may contain up to 15 questions that are being pretested for use in future versions of the examination. Pretest questions are not identified and are not included in your score.

### Content Outline

Content Area Description	CG	CR	LR
<b>1. Real estate market</b>	<b>22</b>	<b>22</b>	<b>22</b>
A. Types of influences on real estate value			
1. Agents of production			
2. Factors of value (e.g., desire, utility, scarcity, effective purchasing power)			
3. Forces on value (e.g., social, economic, governmental, environmental)			
4. Principles of real estate			
B. Types of government power			
1. Police power			
2. Eminent domain			
3. Escheat			
4. Taxation			
C. Types of real estate value			
1. Value in use			
2. Market value			
3. Going concern			
4. Investment value			
5. Ad valorem / assessed			
6. Liquidation / disposition			
7. Insurable value			
8. Cost vs. Price vs. Value			
D. Date of value premise			
1. Retrospective			
2. Current			
3. Prospective			
E. Market analysis			
1. Market delineation (e.g., neighborhood, linkages)			

2. Market conditions (e.g., supply and demand, absorption, capture rates)			
3. Types of market analysis			
F. Investment analysis			
1. Mortgage calculations			
2. Financial calculations (e.g., net present value)			
G. Tests of highest and best use			
1. Legally-allowable			
2. Physically-possible			
3. Financially-feasible			
4. Maximally-productive			
H. Analysis of highest and best use			
1. As improved			
2. As vacant			
<b>2. Property description</b>	<b>12</b>	<b>13</b>	<b>13</b>
A. Description of land or site			
1. Physical and functional description			
2. Legal description			
a. Metes and bounds			
b. Government survey			
c. Lot and block			
B. Description of improvements and building components			
1. Physical and functional description			
2. Personal property items vs. fixtures			
C. Legal interest			
1. Fee simple			
2. Leased fee			
3. Leasehold			
4. Life estate and remainders			
5. Partial / fractional interest (e.g., condominiums, co-ops)			
6. Types of ownership and legal documents (e.g., joint tenancy, deeds, contracts)			
D. Rights to use			
1. Public restrictions			
2. Private restrictions			
E. Property taxation			
<b>3. Land or site valuation</b>	<b>4</b>	<b>4</b>	<b>4</b>
A. Land or site valuation methods			
1. Allocation			
2. Extraction			
3. Residual			
4. Subdivision			
5. Sales comparison (e.g., paired sales)			
6. Ground rent capitalization			
<b>4. Sales comparison approach</b>	<b>16</b>	<b>24</b>	<b>24</b>
A. Identification of comparable sales			
B. Units of comparison			
C. Elements of comparison			
1. Property rights			
2. Financing			
3. Condition of sale			
4. Expenditures immediately upon sale			
5. Market conditions			
6. Location			
7. Physical characteristics			
8. Economic characteristics			
9. Use / legal			
10. Non-realty components of value			
D. Quantitative adjustments			
1. Paired data			
2. Statistical methods (e.g., linear regression, graphic analysis, central tendency)			
3. Cost analysis			
4. Income capitalization			
E. Qualitative adjustments			
1. Trend analysis			
2. Ranking analysis / bracketing			
3. Relative comparison analysis			
4. Interviews with market participants			
F. Reconciliation to indicated value by the sales comparison approach			
<b>5. Cost approach</b>	<b>14</b>	<b>16</b>	<b>17</b>
A. Sources of cost information			
1. Cost manuals and services			
2. Actual costs			
3. Market-extracted			
B. Cost components			
1. Direct			
2. Indirect			
3. Entrepreneurial incentive and profit			
4. Reproduction vs. replacement cost			
C. Depreciation			
1. Physical deterioration			
a. Physical curable			
b. Physical incurable short-lived			
c. Physical incurable long-lived			
2. Functional obsolescence			
a. Curable			
b. Incurable			
3. External obsolescence			
a. Locational			
b. Economic			
D. Methods of estimating depreciation			
1. Age-life and modified age-life			
2. Breakdown			
3. Market extraction			
E. Reconciliation to indicated value by the cost approach			
<b>6. Income approach</b>	<b>22</b>	<b>11</b>	<b>10</b>
A. Sources of income generation			
1. Rent and leases			
2. Reimbursements			
3. Other			
B. Occupancy / vacancy analysis			
C. Expenses			
1. Fixed			
2. Variable			
3. Replacement allowance / reserves			
4. Capital expenses vs. ordinary expenses			
D. Capitalization			
1. Direct capitalization			
a. Multipliers			
b. Overall rates (e.g., equity rates)			
c. Reconstruction of operating statement (e.g., NOI, EGI, PGI, expenses, and ratios)			

2. Derivation of capitalization rates			
a. Band of investment			
b. Market-extracted			
3. Yield capitalization			
a. Discounted cash flow			
b. Property models			
c. Yield rates			
E. Estimation of value using income approach			
1. Using direct capitalization			
a. Fee simple			
b. Leased fee			
c. Leasehold			
2. Using yield capitalization			
a. Fee simple			
b. Leased fee			
c. Leasehold			
F. Reconciliation to indicated value by the income approach			
<b>7. Reconciliation of value indications</b>	<b>2</b>	<b>2</b>	<b>2</b>
A. Reconciliation of approaches to value			
<b>8. Uniform standards of professional appraisal practice (USPAP)</b>	<b>18</b>	<b>18</b>	<b>18</b>
A. Definitions and preamble			
B. Ethics rule			
C. Record keeping rule			
D. Competency rule			
E. Scope of work rule			
F. Jurisdictional exception rule			
G. Standard 1 (e.g., development of assignment scope and value opinion)			
H. Standard 2 (e.g., communication of results)			
I. Standard 3 (e.g., appraisal review)			
J. Statements on appraisal standards			
<b>TOTAL</b>	<b>110</b>	<b>110</b>	<b>110</b>

## ■ Sample Questions

The following illustrate the type of questions used in the examinations. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows.

1. The subject property is a 10,000 sf office building encumbered by a full-service lease with a contract base rent of \$1.25 per sf monthly. Stabilized vacancy/credit loss allowance for similar properties within the market area is 7% of PGI. The operating expense ratio for similar properties is 30% of EGI, plus reserves for replacement of \$0.15 per sf. Based on these facts, what is the projected net operating income?
  - A. \$97,650
  - B. \$93,000
  - C. \$96,150
  - D. \$94,500
  
2. The assignment is a warehouse located in an industrial park. The client requires the cost approach be completed. There are no vacant land comparables in the market area. There are 3 sales of commercial buildings in the industrial park with similar lots that the appraiser has researched extensively. The appraiser found the following information:
 

Sale 1 sold for \$1,750,000. The buyer allocated 20% of the value to the site and 80% to the value of the structure.

Sale 2 sold for \$1,000,000. The buyer was not available for verification, but the seller was available. The seller had just built the structure after holding the lot for 10 years as an investment property. He paid \$100,000 for the lot and had earned 25% straight line annual return on his investment over the cost of the structure and its entrepreneurial profit.

Sale 3 sold for \$3,500,000. The buyer estimated that 90% of what he paid was for the structure.

What is the indicated value of the lot using the allocation approach?

  - A. \$350,000
  - B. \$500,000
  - C. \$135,000
  - D. \$125,000
  
3. During the research of a subject property an appraiser learns the occupants (parents) have been granted a life estate by their children. What interest do the children hold in the property?
  - A. Remainderman
  - B. Life tenant
  - C. Trustee
  - D. Trustor

4. An homeowner purchased two adjacent lots in a tract subdivision 20 years ago and built a single-unit residence entirely on one lot, utilizing the second lot as a side yard. The homeowner has decided to build a smaller home on the vacant side lot and retain the existing home as a rental. What term applies to the second yard?
  - A. Surplus land
  - B. Vacant site
  - C. Excess land
  - D. Underutilized site
  
5. The subject assignment is to appraise a 1880s vintage house using the cost approach. The house has metal stamped ceilings, lath and plaster walls, which are items not easily available in today's construction. The estimated replacement cost using modern materials is \$120 per sf. Contractors charge \$15 more per sf to work on older houses. The estimated reproduction cost is \$185 per sf. What is the estimated loss in utility?
  - A. \$65 per sf
  - B. \$33 per sf
  - C. \$80 per sf
  - D. \$15 per sf
  
6. While working on an appraisal of a residential property in a new home subdivision, the appraiser finds that the builders have a total of 100 home sites currently offered for sale. In measuring market demand the appraiser notes that all of the builders are currently averaging 2 new sales contracts per month (combined), and are expecting to sell 24 homes within the next year. What conclusion could be drawn with regard to the 100 available home sites and a market period of the next 12 months?
  - A. The market is in a condition of supply and demand.
  - B. The market is in a condition of balance.
  - C. The market is in a condition of oversupply.
  - D. The market is in a condition of undersupply.

Answers	
1. C	4. C
2. A	5. A
3. A	6. C

## THE DAY OF THE EXAMINATION

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for signs indicating AMP Assessment Center Check-in. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.**

### ■ Identification

To gain admission to the assessment center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

During your examination process, you will be required to provide biometric verification of your identity. Biometric identification may include photography, fingerprint scan, or other. Your examination session is also subject to video surveillance. If you do not agree to these conditions, you will not be able to test and will be excused from the Assessment Center. Your examination fee will NOT be refunded.

**YOU MUST HAVE PROPER IDENTIFICATION AND PROVIDE A VALID FINGERPRINT SCAN TO BEGIN THE EXAMINATION.** Failure to provide appropriate identification and fingerprint scan at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.



## RULES FOR THE EXAMINATION

### ■ Security

AMP administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

### ■ Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phone, alarm) in the testing room after the examination is started, the administration will be forfeited.

### ■ Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with five pieces of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

### ■ Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

### ■ Copyrighted Examination Questions

All examination questions are copyrighted. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

### ■ Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your candidate identification number and to provide a fingerprint scan. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

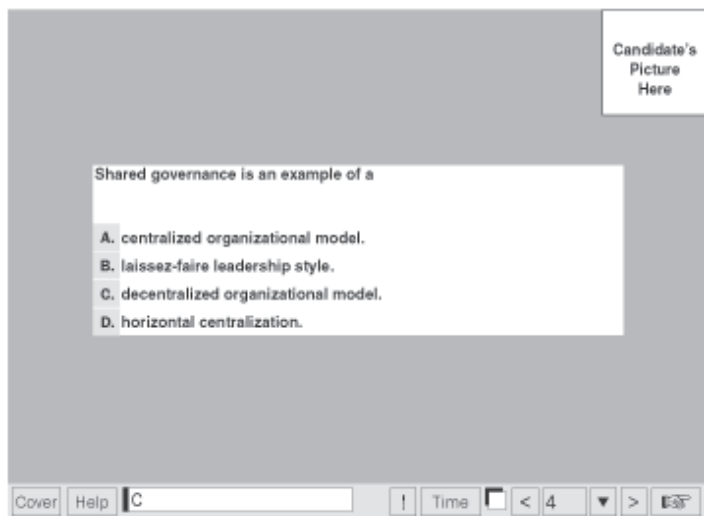
## ■ Practice Examination

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

## ■ Timed Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen. The following time limits will be in effect for each examination:

State Licensed Appraiser	4 Hours
Certified Residential Appraiser	4 hours
Certified General Appraiser	6 hours



The examinations will be administered in two parts; approximately half of the examination will be administered in one 3 (or 4) hour session, and the remaining half in a separate 3 (or 4) hour session, normally in morning and afternoon sessions. The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing the letter in the response box in the lower left portion of the computer screen or clicking

on the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the testing session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

## ■ Candidate Comments

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

## FOLLOWING THE EXAMINATION

### ■ Your Score Report

The passing score reflects the amount of knowledge that the Appraisal Qualifications Board (AQB) has determined to be appropriate. A criterion-referenced, standard-setting procedure involving expert judgment was used by the AQB to evaluate each question on the entire examination in order to identify an appropriate passing point. Your ability to pass the examination depends on the amount of knowledge that you display, and not on the performance of the other individuals taking the examination.

While the Examination Content Outline has changed, the scaled passing score will remain the same at 75 or higher. Scaled scores can range from 0 to 110, with 75 and up representing passing scores.

Scores are reported to candidates as scaled scores. The scaled scores are computed from raw scores. Raw scores, or percentage scores, are the actual number of questions answered correctly. Raw scores are mathematically converted to scaled scores to maintain a consistency in the meaning of scores, regardless of when the examination was taken or the difficulty of the examination form.

Examinations change over time. Each examination form may vary in difficulty, with one examination form easier or more difficult than other examination forms. However, when converting raw scores to scaled scores, it should not make a difference whether candidates take an easier or more difficult examination form. With the mathematical adjustment, the scaled score accounts for differences by adjusting the scores up or down depending on the difficulty of examination forms. When these adjustments are made, the effect is to produce an unbiased and consistent passing standard that does not change from one examination form to another.

As new forms of the examination are introduced, a certain number of questions in each content area are replaced by new questions. Questions are selected for inclusion on an examination form to ensure that it exactly matches the detailed content outline. The goal of this procedure is to ensure fairness to all candidates.

After completing the examination, you are asked to provide responses to a short evaluation of your examination experience. Then, you are instructed to report to the proctor to receive your instant score report. Scores are reported in printed form only, in person or by U.S. mail. Please do not call AMP or the Appraiser Qualifications Board for score information; scores are not reported by telephone, electronic mail or facsimile.

## ■ If You Pass the Examination

If you pass the examination, the score report will indicate that the examination has been passed. To obtain your license, follow the instructions in the following LICENSURE APPLICATION INSTRUCTIONS section.

## ■ If You Fail the Examination

If you fail the examination, you will receive a diagnostic score report showing your score. Your score report will also show scores on major content areas of the examination.

To reregister for the examination, visit [www.goAMP.com](http://www.goAMP.com), call AMP at 800-345-6559 or submit a new completed registration form (if payment is made by cashier's check, money order, or personal check). There is no limit to the number of times you may take the examination within your six-month eligibility period.

## ■ Licensure Application Instructions

The licensure process cannot begin until you have passed the examination and received a passing score report from AMP. Upon receipt of the following materials and appropriate fees by the Department of Licensing, your certificate will be mailed to you. The materials and fees needed are: (1) original "Notice of Approval" letter issued by the Washington Appraiser Board; (2) original passing score report; and, (3) original certification fee of \$250 made payable to "Department of Licensing." Please send these materials and fees to: Department of Licensing, Real Estate Appraiser Section, P.O. Box 3917, Seattle, WA 98124-3917.

## ■ Score Averaging

It is important to keep in mind that your total score is not the average of the subscores provided for each of the major content areas. This is because some content areas contain larger numbers of questions than others. Your total percentage score reflects the number of questions that you answered correctly divided by the total number of questions.

## ■ Duplicate Score Report

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to AMP, in writing, within 12 months after the examination. Complete the request form in the back of this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

# WASHINGTON REAL ESTATE APPRAISERS EXAMINATION REGISTRATION FORM

## Instructions for Completing the Examination Registration Form

The numbered questions correspond to the numbered blanks on the registration form. PLEASE TYPE OR PRINT IN INK ALL INFORMATION.

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.
2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and include your zip code.
3. **TELEPHONE NUMBERS:** Please provide a daytime and evening telephone number.
4. **CANDIDATE IDENTIFICATION NUMBER:** Enter your candidate identification number. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!
5. **BIRTH DATE:** Enter the month, day and year of your birth.
6. **TYPE OF EXAMINATION:** Choose the appropriate box.
7. **EXAMINATION FEE:** The examination fee is \$105. This fee must be submitted with your registration form. Payment may be made by cashier's check, money order or personal check made payable to AMP. Visit [www.goAMP.com](http://www.goAMP.com) or contact AMP at 800-345-6559 if payment is to be made by credit card. *Payment by cash is not acceptable.* Examination fees are valid for 12 months.
8. **SIGNATURE AND DATE:** Read the statement and sign your name.

## WASHINGTON REAL ESTATE APPRAISER EXAMINATION REGISTRATION FORM

Submit this form **ONLY** if you are paying your examination fee by cashier's check, money order or personal check. If payment is to be made by credit card, visit [www.goAMP.com](http://www.goAMP.com) or call AMP at 800/345-6559 to schedule your appointment, and do not submit this form.

Using the instructions on the reverse side, complete this form, and mail it with the appropriate examination fee to:

Examination Services  
Applied Measurement Professionals, Inc.  
18000 W. 105th St.  
Olathe, KS 66061-7543

**1. NAME**

\_\_\_\_\_

Last Name

First Name

M.I.

**2. MAILING ADDRESS**

\_\_\_\_\_

Number, Street and Apartment Number

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

**3. TELEPHONE NUMBERS**

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ and (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Daytime Telephone

Evening Telephone

**4. CANDIDATE IDENTIFICATION NUMBER** \_\_\_\_\_

**5. BIRTH DATE**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Month

Day

Year

**6. TYPE OF EXAMINATION**

State Licensed

Certified Residential

Certified General

**7. EXAMINATION FEE**

\$105

*Your examination fee must be submitted with your registration form. Payment may be made by cashier's check, money order or personal check made payable to AMP. Payment by cash is not acceptable.*

**8. SIGNATURE AND DATE**

I have read and understand the information provided in the Candidate Handbook, and the information I have provided on this registration form is true and complete to the best of my knowledge.

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



## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

### Candidate Information

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Requested Assessment Center: \_\_\_\_\_

\_\_\_\_\_  
Name (Last, First, Middle Initial, Former Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Daytime Telephone Number

### Special Accommodations

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify below if other special accommodations are needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

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

**Return this form to:**  
Candidate Support Center, AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.  
If you have questions, call the Candidate Support Center at 800-345-6559.



## DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required examination accommodations.

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity as a

Candidate Name

Date

\_\_\_\_\_

Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

**Return this form to:**

**Candidate Support Center, AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.**

**If you have questions, call the Candidate Support Center at 800-345-6559.**

## DUPLICATE SCORE REPORT REQUEST FORM FOR WASHINGTON APPRAISER

**DIRECTIONS:** Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order for \$25 per copy. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

Name: \_\_\_\_\_ Candidate Identification #: \_\_\_\_\_

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

\_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Examination Taken:  State Licensed  Certified Residential  Certified General

Examination Date: \_\_\_\_\_ Assessment Center: \_\_\_\_\_

I hereby authorize AMP to send me a duplicate of my examination results.

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

Applied Measurement Professionals, Inc.  
18000 W. 105th St.  
Olathe, KS 66061





***APPLIED MEASUREMENT PROFESSIONALS, Inc.***  
18000 W. 105th St.  
Olathe, KS 66061-7543  
800-345-6559  
Fax: 913-895-4651

