

# APPRAISER EXAMINATION™ CANDIDATE HANDBOOK

**MARCH 2008**

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# QUICK REFERENCE

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## STATE LICENSING INFORMATION

Candidates may contact their state's appraisal board with questions about obtaining or maintaining a license after the examination has been passed.

## EXAMINATION INFORMATION

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

**Pearson VUE  
National Uniform  
Appraiser Program**  
PO Box 8588  
Philadelphia, PA 19101-8588  
(800) 274-7488

## RESERVATIONS

### Before making an exam reservation

Candidates should thoroughly review this handbook, as well as any state-specific materials provided by individual jurisdictions.

### Making an exam reservation

Candidates may make an reservation with Pearson VUE by:

- Calling Pearson VUE at (800) 274-7488
- or
- Faxing the Fax Reservation Form (*found in back of handbook*) to (888) 204-6291

Candidates **must** make a reservation either by phone at least one (1) day in advance or at least four (4) days in advance by fax. **Walk-in examinations are not available.**

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## SCHEDULES & FEES

Candidates should consult state-specific materials for examination fees, test center locations and schedules, and specific items that must be brought to the examination. **Examination fees are non-refundable and non-transferable.**

### 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.

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

It is highly recommended that the Appraiser Examination™ Candidate Handbook be reviewed, with special attention given to the content outlines, before taking the examination.

*(content outlines begin on page 10 of this handbook)*

**Individuals who wish to obtain an appraiser license must:**

**1. Contact their state's appraisal board for state-specific information, instructions, or applications.**

**2. Make a reservation and pay the examination fee.**

Make a reservation either by phone or by fax with Pearson VUE for the examination. *(See page 3)*

**3. Go to the test center.**

Go to the test center on the day of the examination, bringing along all required materials. *(See page 6)*

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

## INTRODUCTION

The purpose of certifying real estate appraisers is found in Title XI of FIRREA, which states, “The purpose of this title is to provide that federal, financial and public policy interests in real-estate-related transactions will be protected by requiring that real estate appraisals utilized in connection with federally-related transactions are performed in writing, in accordance with uniform standards, by individuals whose competency has been demonstrated and whose professional conduct will be subject to effective supervision.”

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

Most licensing agencies use examinations as one of several means for determining candidates' qualifications to practice. The purpose of an examination is to provide a measure of candidates' knowledge of the subject matter.

The examination and all associated content has been developed by and is the sole responsibility of the Appraiser Qualifications Board.

## THE APPRAISAL FOUNDATION

The Appraisal Foundation is a not-for-profit educational corporation established in 1987 by the appraisal profession in the United States. The Foundation was created to foster professionalism by working to ensure that appraisers are qualified to offer their services.

The Appraisal Foundation achieves this goal by serving as the parent organization for two independent boards: the Appraiser Qualifications Board and the Appraisal Standards Board. These two boards were given significant responsibilities by the United States Congress under the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA).

The Appraiser Qualifications Board establishes the qualification criteria for the state certification of appraisers and has issued recommended qualification criteria for state licensing. The Board both develops the examinations and establishes the scoring criteria for the examinations.

The Appraisal Standards Board sets forth the rules for developing an appraisal and reporting its results. This is accomplished through the promulgation of the Uniform Standards of Professional Appraisal Practice. These standards have been recognized throughout the United States as the generally accepted standards of professional appraisal practice.

## **PEARSON VUE (Formerly Promissor)**

Pearson VUE, formerly Promissor, is an independent testing company that focuses on the assessment of professional and occupational competence. As a full-service testing company, Pearson VUE provides expertise and support to associations, state credentialing agencies and private industry in examination development, examination scoring, and reporting of examination results. Examination services supported by Pearson VUE include national licensure and certification programs as well as diagnostic programs within the health professions and private industry.

## **STATE-SPECIFIC INFORMATION**

Any state-specific information, instructions, or applications will be contained in separate materials provided by individual jurisdictions. Candidates should consult their state's appraisal board for more information. Candidates must read state-specific information carefully for important information regarding examination procedures in their jurisdictions.

## **ELIGIBILITY REQUIREMENTS**

Specific requirements to take the examination may be established by individual state boards or commissions. Candidates must follow procedures handed down by these entities in applying to take the national uniform appraiser examination, and must also meet the requirements of that state in which they wish to be licensed. Candidates are responsible for knowing the requirements they must meet to take the examination.

## PHONE RESERVATIONS

**Walk-in examinations are not available.** Candidates **must** call Pearson VUE to make a reservation.

| CALL CENTER HOURS<br>(800) 274-7488* |              |
|--------------------------------------|--------------|
| Monday - Friday                      | 8 am – 11 pm |
| Saturday                             | 8 am – 5 pm  |
| Sunday                               | 10 am – 4 pm |

*Eastern Standard Time*

**Before calling, candidates should have the following:**

- 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 (Lists of locations and schedules appear on state-specific materials.)
- 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 one (1) business day before the desired examination date.

## FAX RESERVATIONS

Candidates may fax the *Fax Reservation Form* (from Appendix) to Pearson VUE at (888) 204-6291, 24 hours a day, 7 days a week. The completed form should be faxed at least four (4) business days before the desired examination date. A confirmation of the reservation will be returned by fax within 24 hours of receipt of the faxed request.

## 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:                |
| Call Center Representative: |

## RESERVATIONS

(800) 274-7488

### \*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.

## EXAM FEES

In most jurisdictions, the examination fee is paid at the time of reservation by credit card, debit card, voucher or electronic check. (Candidates should refer to their state's approval form/green card or Approval letter from state Appraisers Board for the examination fee.) **Payment will not be accepted at the test center.** Examination fees are non-refundable and non-transferable except as detailed in the *Change/Cancel Policy*.

## VOUCHERS

Candidates may pre-pay the examination fee and receive a voucher to use when they contact Pearson VUE to make an examination reservation. The number listed on the voucher will be accepted as payment for the examination fee. Vouchers may be purchased for one fee or many; therefore, companies may buy vouchers in bulk and distribute them to candidates as desired.

Those who wish to purchase a voucher should send a *Voucher Request Form* (found in the back of this handbook), along with proper payment. Pearson VUE will process voucher requests within one (1) week of receipt. Vouchers are valid for one (1) year from the issue date, and they may be renewed or refunded.

## ELECTRONIC CHECKS

Candidates who choose to pay the examination fee by electronic check must have a personal checking account and must be prepared to provide the following information to Pearson VUE:

- Bank name
- Routing number
- Social Security number or driver's license number
- Name and address on the account
- Account number

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

## CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (800) 274-7488 at least two (2) business days 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 fee.**

## ABSENCE/LATENESS POLICY

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

- Illness of the candidate or that of a member of the candidate's immediate family
- Death in the immediate family
- Disabling traffic accident



- Court appearance or jury duty
- Military duty
- Weather emergency

**Candidates who are otherwise absent from or late to an examination and have not changed or canceled the reservation according to the *Change/Cancel Policy* 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 Pearson VUE Test Center inaccessible or unsafe, the examination may be delayed or canceled. Candidates may call Pearson VUE at (800) 274-2615 for details on delays and cancellations during severe weather.

## SPECIAL EXAM REQUESTS AND SERVICES

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.

## 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.

## ITEMS NOT PERMITTED AT TEST CENTER

Candidates are no longer permitted to bring a copy of the Six Functions of a Dollar (\$1) Table for use during the examination.

## WHAT TO BRING

**On examination day, all candidates must bring the following required items to the test center:**

- Two (2) forms of current signature identification, one of which must have a government-issued photo such as a driver's license or state ID
- The state approval form/green card, or approval letter from the state Appraiser Board, in addition to any other required materials.\*

**The following items are recommended but not required:**

- The confirmation number provided when the reservation was made.
- Financial Calculator.

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

\*There is **NO approval form** for Minnesota Real Estate Appraiser candidates.

## 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 prohibiting re-tests for a designated amount of time.

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 between four (4) to six (6) hours to complete the trainee examination. Candidates need to contact their individual state appraisal board for further information.**

**Candidates will be given six (6) hours to complete the Licensed & Certified Residential Exams and eight (8) hours to complete the Certified General Exam.** The examination will end automatically after the examination time has expired.

## SCORE REPORTING

Scores are based on the number of questions answered correctly. Candidates should consider answers to each question carefully and eliminate the least likely answers, instead of randomly selecting an answer. It is always better to answer a question than to leave a blank.

When score reports become available at the test centers, candidates who pass the exam will **not** receive a numeric score. Candidates who fail the exam **will** receive a score report that contains a numeric score, diagnostic information, and information on how to retake the exam. In the interim candidates who take the exam will receive only a receipt acknowledging that the candidate sat for the exam.

**Candidates should contact Pearson VUE to make a reservation to retake the examination, and should have their failing score report available when they call.**

## SCORE EXPLANATION

The passing point of the examination is set by the Appraiser Qualifications Board. The examinations are administered in multiple versions to enhance security.

To ensure that no individual has an unfair advantage or disadvantage by taking a particular version of the examination, the actual passing point of the various versions may be adjusted to accommodate minor fluctuations in the difficulty level of the questions on each version. The **passing point** for all versions, however, is *reported* as a **scaled score** of **100**.

The examination scores can range from 0 to 150, however numeric scores are not available for passing candidates. Candidates who pass the exam will only receive a score interpretation of PASS.

Scaled scores are not to be interpreted as the percentage or number of examination questions answered correctly. With 100 as the passing score, any score below 100 indicates how close you came to passing, rather than the actual number or percentage of questions answered correctly.

## REVIEW OF EXAMS

For security reasons, examination material is not available to candidates for review.

### RETAKING AN EXAMINATION

Candidates should contact Pearson VUE to make a reservation to retake the examination, and should have their failing score report available when they call.

## 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.**

- **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.

## **Breaks**

### **Scheduled Breaks**

Break policies are established by the exam sponsor. All candidates are permitted one 30 minute **scheduled** break and unscheduled breaks as needed. Candidates are not allowed to eat in the test center. During all scheduled breaks, candidates are only allowed to remove items from his or her locker with prior permission from the test administrator.

A 30 minute scheduled break is built into the exam approximately midway between the exam sections. The 30 minute scheduled break is optional for the candidate. If the candidate chooses to take the scheduled break, he or she must raise his or her hand to get the administrator's attention before taking the break.

During the scheduled break, candidates are allowed to leave the floor or building. After the 30 minute scheduled break ends, the next exam section appears and begins counting down immediately.

### **Unscheduled Breaks**

Unscheduled breaks are also available for the candidate. Candidates must raise their hand to get the administrator's attention before taking a break. During unscheduled breaks, candidates are not allowed to remove items from his or her locker, unless for personal items, such as medication that must be taken at a specific time. If this is the case, the candidate must receive prior permission from the test administrator before taking items from the locker.

During unscheduled breaks 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.

During unscheduled breaks candidates are not allowed to leave the floor or building for any reason. If the candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the fees.

If a candidate decides to take the 30 minute break, they will be responsible for monitoring their allotted time. Section 2 of the exam will automatically begin after the 30 minute break has expired. The candidate's allotted time for Section 2 will begin to count down after the break and will continue to do so even if the candidate has not returned on time to resume testing after the break.

# PREPARING FOR THE EXAM

The examination may contain pretest questions, on which Pearson VUE is collecting statistical data for use in future examinations. Pretest questions are not identified and do not in any way effect the score.

## CONTENT OUTLINES

The summary content outlines that follow were adopted by the Appraisal Qualifications Board of the Appraisal Foundation. The percentage of questions on the examination from each content area, labeled with a roman numeral, is provided with each major content heading.

| DOMAIN  | LICENSED | CERTIFIED RESIDENTIAL | CERTIFIED GENERAL |
|---|----------|-----------------------|-------------------|
| <b>I Influences on Real Estate Value</b>          | 5%       | 5%                    | 5%                |
| Governmental                                      |          |                       |                   |
| Economic  |          |                       |                   |
| Social  |          |                       |                   |
| Environmental, geographic and physical            |          |                       |                   |
| <b>II Legal Considerations</b>                    | 5%       | 5%                    | 4%                |
| Forms of ownership                                |          |                       |                   |
| Public and private controls                       |          |                       |                   |
| Real estate contracts                             |          |                       |                   |
| Leases  |          |                       |                   |
| <b>III Types of Value</b>                         | 5%       | 5%                    | 6%                |
| Market value                                      |          |                       |                   |
| Other value types                                 |          |                       |                   |
| <b>IV Economic Principles</b>                     | 5%       | 5%                    | 6%                |
| Classical economic principles                     |          |                       |                   |
| Application/illustrations of economic principles  |          |                       |                   |
| <b>V Real Estate Markets and Analysis</b>         | 4%       | 4%                    | 5%                |
| Market fundamentals, characteristics, definitions |          |                       |                   |
| Supply analysis                                   |          |                       |                   |
| Demand analysis                                   |          |                       |                   |

| DOMAIN   | LICENSED | CERTIFIED RESIDENTIAL | CERTIFIED GENERAL |
|--|----------|-----------------------|-------------------|
| Use of market analysis   |          |                       |                   |
| <b>VI Property Description</b>   | 11%      | 11%                   | 10%               |
| Geographic characteristics of the land/site                                      |          |                       |                   |
| Geologic characteristics of the land/site  |          |                       |                   |
| Location and neighborhood characteristics  |          |                       |                   |
| Land/site considerations for highest and best use                                |          |                       |                   |
| Improvements-architectural styles/types of construction                          |          |                       |                   |
| <b>VII Highest and Best Use Analysis</b>   | 9%       | 9%                    | 9%                |
| Test constraints: legal, physical, financially feasible and maximally productive |          |                       |                   |
| Application of highest and best use  |          |                       |                   |
| Market analysis  |          |                       |                   |
| <b>VIII Appraisal Math and Statistics</b>  | 3%       | 3%                    | 4%                |
| Statistics   |          |                       |                   |
| Valuation models (AVMs and mass appraisal)                                       |          |                       |                   |
| Real estate finance  |          |                       |                   |
| <b>IX Sales Comparison Approach</b>  | 15%      | 15%                   | 10%               |
| Valuation principles   |          |                       |                   |
| Finance and cash equivalency   |          |                       |                   |
| Procedures: Identification, derivation and measurement of adjustments            |          |                       |                   |
| Partial interests  |          |                       |                   |
| Reconciliation   |          |                       |                   |
| <b>X Site Value Methods</b>  | 5%       | 5%                    | 4%                |
| <b>XI Cost Approach</b>  | 9%       | 9%                    | 6%                |
| Concepts and definitions   |          |                       |                   |
| Replacement/reproduction cost new  |          |                       |                   |
| Methods of estimating accrued depreciation                                       |          |                       |                   |
| <b>XII Income Approach</b>   | 7%       | 7%                    | 15%               |

| DOMAIN                                      | LICENSED | CERTIFIED RESIDENTIAL | CERTIFIED GENERAL |
|---|----------|-----------------------|-------------------|
| Valuation principles                        |          |                       |                   |
| Valuation procedures: Direct capitalization |          |                       |                   |
| <b>XIII Valuation of Partial Interest</b>   | 1%       | 1%                    | 1%                |
| <b>XIV Appraisal Standards and Ethics</b>   | 16%      | 16%                   | 15%               |
| Preamble and rules                          |          |                       |                   |
| Standards 1-6                               |          |                       |                   |
| Statements and advisory opinions            |          |                       |                   |



An appraiser is asked to appraise an apartment complex consisting of 120 units broken down as follows:

Thirty (30) 1-bedroom units, renting for \$500 each

Sixty (60) 2-bedroom units, renting for \$750 each

Thirty (30) 3-bedroom units, renting for \$1,000 each

The complex has historically had a vacancy and collection loss expense of 3% and operating expenses/replacement reserves of 35% of effective gross income. Assuming the vacancy rate and all expenses are forecast to remain constant in the foreseeable future:

**1. What is the Potential Gross Income for the complex?**

- A) \$75,000
- B) \$90,000
- C) \$87,300
- D) \$56,745

**2. What is the Effective Gross Income for the complex?**

- A) \$75,000
- B) \$90,000
- C) \$87,300
- D) \$56,745

**3. What is the Net Income for the complex?**

- A) \$75,000
- B) \$90,000
- C) \$87,300
- D) \$56,745

As can be seen above, candidates taking a state licensing or certification exam in 2008 will be required to not only *know* things, but to also *know how to do* things.



# FAX RESERVATION FORM

|  |  |   |                       |            |
|--|--|---|-----------------------|------------|
| Today's Date:  | Time of Day:   | Candidate/Sponsor Signature:  |                       |            |
| Last Name:   |  |   |                       |            |
| First Name:  |  |   |                       |            |
| Date of Birth:   | Social Security Number:  | Your Fax Number:  |                       |            |
| Address:   |  |   |                       |            |
| City:  |  | State:  | ZIP:                  | Telephone: |
| Test Center Code:  |  | Exam Session: <input type="checkbox"/> am <input type="checkbox"/> pm           | Exam Date:            |            |
| 1 <sup>st</sup> Exam Code:   | 2 <sup>nd</sup> Exam Code:   | 2 <sup>nd</sup> Choice: <input type="checkbox"/> am <input type="checkbox"/> pm | 2 <sup>nd</sup> Date: |            |
| School Code:   | May we register you for the next exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |                       |            |
| May we email your confirmation? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |   |                       |            |
| If so, include email address:  |  |   |                       |            |

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

## FOR PEARSON VUE USE ONLY

|                             |       |      |
|-----------------------------|-------|------|
| Pearson VUE ID# Assigned:   |       |      |
| Reservation Date:           | Time: | TC#: |
| Pearson VUE Representative: |       |      |

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

# DUPLICATE OR TRANSFER SCORE REQUEST



**DIRECTIONS:** You may use this form to request that Pearson VUE send a duplicate copy of your appraiser examination score report to you or to transfer it to another state(s) other than the one in which you took your examination. Please print or type all information on this form.

Check here if you would like Pearson VUE to send a duplicate of your scores to you.

**Fee:** For scores less than two years old there is a \$15.00 charge.  
For scores more than two years old there is a \$25.00 charge.

**Send appropriate fee to: Appraiser Program Duplicate Score Request**

Pearson VUE Processing Center  
PO Box 8588, Philadelphia, PA 19101-8588

**Amount Enclosed:** \$ \_\_\_\_\_

Check here if you would like Pearson VUE to transfer your scores to another state(s) other than the one that you tested.

**SEND \$15 per transfer to: Appraiser Program Transfer Score Request**

Pearson VUE Processing Center  
PO Box 8588, Philadelphia, PA 19101-8588

**Amount Enclosed:** \$ \_\_\_\_\_

State(s) in which scores should be transferred: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Please enclose certified check or money order made payable to "Pearson VUE Processing Center." Write your confirmation number or Social Security number on your payment. **DO NOT SEND CASH.**

I hereby authorize Pearson VUE to send to me a duplicate or to transfer to another state(s) my scores from the appraiser examination.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

Please complete the following form with your current name and address. If requesting a duplicate for yourself, it will be sent to the address listed below.

|            |        |      |
|------------|--------|------|
| Name:      |        |      |
| Address:   |        |      |
| City:      | State: | Zip: |
| Telephone: |        |      |

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

|            |        |      |
|------------|--------|------|
| Name:      |        |      |
| Address:   |        |      |
| City:      | State: | Zip: |
| Telephone: |        |      |

|   |                      |
|---|----------------------|
| Exam Taken: <input type="checkbox"/> Licensed Appraiser (A) <input type="checkbox"/> Certified Residential Appraiser (B) <input type="checkbox"/> Certified General Appraiser (C) |                      |
| State in which examination was taken:   | Date Taken:          |
| Social Security Number:   | Confirmation Number: |



# VOUCHER REQUEST FORM

**PLEASE PRINT CLEARLY**

|  |  |                |
|--|--|----------------|
| Date:  |  |                |
| Last Name:   |  |                |
| First Name:  |  | M.I.:          |
| Address:   |  |                |
| City:  |  | State:         |
|  |  | ZIP:           |
| Daytime Telephone:   |  | Evening Phone: |
| Email Address (if you would like Pearson VUE to email the voucher#):   |  |                |
| Payment Type: <input type="checkbox"/> Money Order <input type="checkbox"/> Company Check <input type="checkbox"/> Cashier's Check   |  |                |
| Name of Examination:   |  |                |
| <p align="center"><b>Make all checks payable to Pearson VUE and mail this form to:</b><br/>Pearson VUE, c/o AP Voucher Program, PO Box 41508, Philadelphia, PA 19101-1508.<br/><b>Overnight Address:</b><br/>Pearson VUE, c/o AP Voucher Program, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004.</p> |  |                |

# 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 5.

**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<br><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> ):   |  |                |
| <b>Candidates should contact Pearson VUE with questions about special accommodations.</b><br>Pearson VUE Special Accommodations • 3 Bala Plaza West, Suite 300 • Bala Cynwyd, PA 19004<br>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

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| <b>APPRAISER QUALIFICATIONS BOARD EXAMINATIONS*</b> |                       |                         |                              |                            |                  |
|---|-----------------------|-------------------------|------------------------------|----------------------------|------------------|
| <b>LEVELS</b>                                       | <b>EXAM NAME</b>      | <b>OP<br/>QUESTIONS</b> | <b>PRETEST<br/>QUESTIONS</b> | <b>TOTAL<br/>QUESTIONS</b> | <b>EXAM TIME</b> |
| A   | Licensed              | 150                     | 15                           | 165                        | 6 hours          |
| B   | Certified Residential | 150                     | 15                           | 165                        | 6 hours          |
| C   | Certified General     | 150                     | 15                           | 165                        | 8 hours          |

*\* Trainee examinations are not addressed in the 2008 criteria.*

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## **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

