



PSI licensure:certification  
 3210 E Tropicana  
 Las Vegas, NV 89121  
 www.psiexams.com

*Before paying for  
 your examination registration,  
 be sure you understand  
 the contents of this bulletin.  
 Please retain and use it as a reference  
 when contacting PSI.*

**New York State  
 Department of State  
 Division of Licensing Services  
 Real Estate Appraiser Examinations  
 Candidate Information Bulletin**



**Content Outline**

Examinations by PSI licensure:certification .....	1	Security Procedures .....	5
Requirements for Real Estate Appraiser Licensure .....	1	Important Notice for All Candidates .....	5
Examination Registration and Scheduling .....	1	Taking the Examination by Computer .....	6
Examination Fee .....	1	Identification Screen .....	6
Internet Registration .....	2	Tutorial .....	6
Telephone Registration .....	2	Examination Question Example .....	6
Fax Registration .....	2	Score Reporting .....	6
Standard Mail Registration .....	2	Withholding of Results .....	6
Canceling an Examination .....	2	License Fee Remittance Form .....	6
Missed Appointment or Late Cancellation .....	2	Duplicate Failed Score Report .....	6
Special Examination Arrangements .....	3	Tips for Preparing for your Examination .....	6
Emergency Examination Center Closing .....	3	Description of Examinations .....	7
Social Security Confidentiality .....	3	Examination Summary Table .....	7
Examination Review .....	3	Pretest Items .....	7
Examination Site Locations .....	3	Content Outlines .....	7
Reporting to the Examination Site .....	5	Sample Questions .....	8
Required Identification at the Examination Site .....	5	Examination Registration Form .....	End of Bulletin

**Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com).**

## EXAMINATIONS BY PSI licensure:certification

This Candidate Information Bulletin provides you with information about the examination process for becoming licensed as a Real Estate Appraiser in the State of New York.

The NYS Department of State, Division of Licensing Services has approved PSI licensure:certification (PSI) to administer the examination program. PSI works closely with the Department to make certain that the administration of these examinations meets the State's as well as nationally established technical and professional standards for examination administration. PSI provides these examinations through a network of computer examination centers in New York.

Following are the National Uniform Licensing and Certification Examinations, developed by the Appraiser Qualifications Board (AOB), as the Licensing Examinations for Appraisers in New York offered by PSI:

- State Licensed Appraiser
- Certified Residential Appraiser
- Certified General Appraiser

## REQUIREMENTS FOR REAL ESTATE APPRAISER LICENSURE

### NEW APPRAISER APPLICANTS

Original appraiser applications require a \$25.00 examination application fee in addition to the original application fee. Once the original application is approved and the applicant's examination eligibility is determined, they will be mailed an examination admission notice. The admission notice will include all of the necessary information to register and schedule your examination with an approved test provider. At the bottom of the admission notice is an admission card. This card must be presented to the test center personnel in order to be admitted into the examination.

### EXISTING APPRAISER APPLICANTS

Applicants who are holding an admission notice for a real estate appraiser examination, issued prior to January 1, 2008, must obtain a new admission notice. In order to do this, they must submit an "Examination Application" (available for downloading at [www.dos.state.ny.us/lcns](http://www.dos.state.ny.us/lcns)) along with a fee of \$25.00. Once the applicant's examination application is approved and the applicant's examination eligibility is determined, they will be mailed a new admission notice. The new admission notice will include all of the necessary information to register and schedule your examination with an approved test provider. At the bottom of the admission notice is an admission card. This card must be presented to the test center personnel in order to be admitted into the examination.

Upon receipt of their admission notice, applicants should verify that the examination eligibility indicated on it conforms to the level of licensure/certification for which they have applied. (*Note: It is the responsibility of the applicant to ensure that the correct examination is taken*

*at the test center*). At that point, applicants can contact PSI to schedule their test.

Upon passing the examination you will continue with the licensing/certification process. Those who fail their examination will be required to obtain a new admission notice by submitting, to the Department, a new examination application and fee before they can re-take an exam.

Applicants should have been provided this form at the examination center. If you did not receive one or need another copy, you may download the form at [www.dos.state.ny.us/lcns](http://www.dos.state.ny.us/lcns) or contact us in writing or by phone at the location listed below.

**Albany:**  
NYS Department of State  
Division of Licensing Services  
P.O. Box 22001  
Albany, NY 12201-2001  
(518) 473-2731 (examination unit)

or visit us at:  
Alfred E. Smith Office Building  
80 S. Swan Street, 10th floor  
Albany, NY 12210  
[www.dos.state.ny.us/lcns](http://www.dos.state.ny.us/lcns)

All questions and requests for information about examinations should be directed to PSI.

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

## EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Upon approval of licensure eligibility, the Department will mail an admission notice allowing the authorized candidate to register, pay for and schedule the required licensure examination with PSI.

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay for the examination at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee.

Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

EXAMINATION FEE	
Examination Fee	\$125
<b>NOTE: REGISTRATION FEES ARE NOT REFUNDABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.</b>	

### INTERNET REGISTRATION AND SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid MasterCard or VISA. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the New York examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

### TELEPHONE REGISTRATION AND SCHEDULING

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

### FAX REGISTRATION AND SCHEDULING

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. You may also schedule online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com).

### STANDARD MAIL REGISTRATION AND SCHEDULING



For those desiring to make payment for their examination using cashier's checks or money orders, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

1. Complete the PSI registration Form (found at the end of the bulletin), and submit the form and appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your social security number on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**

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Please allow 2 weeks to process your Registration. After 2 weeks you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. You may also schedule online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com).

### SCHEDULING FYI'S

- Only the candidate may schedule an appointment through a CSR, not a friend or relative.
- If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.**

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;

- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will be rescheduled at no additional charge.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination results to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

### EXAMINATION REVIEW

AQB will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by AQB examination development staff. AQB does not respond to individuals regarding these comments. All substantive comments are reviewed. This is the only review of examination materials available to candidates.

## **EXAMINATION SITE LOCATIONS**

The following test centers are located in New York.

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

### **ALBANY**

1 COLUMBIA CIRCLE, SUITE 205  
ALBANY, NY 12203

*FROM DOWNTOWN ALBANY: TAKE 787 NORTH TO 90 WEST. TAKE FULLER ROAD EXIT; LEFT AT THE END OF THE RAMP. CROSS UNDER THE HIGHWAY AND TAKE THE FIRST RIGHT AT WASHINGTON AVE EXT. CONTINUE APPROXIMATELY 2 MILES PAST CROSSGATES MALL (ON LEFT) AND CROSSGATES COMMONS (ON RIGHT) TO COLUMBIA CIRCLE W DR. TURN RIGHT ON COLUMBIA CIRCLE.*

*FROM NORTH: TAKE 87 SOUTH, FOLLOW SIGNS TO CROSSGATES MALL ROAD. FOLLOW SIGNS TO WASHINGTON AVE EXT. LEFT ONTO WASHINGTON AVE EXT; LEFT ONTO COLUMBIA CIRCLE W DR; RIGHT ONTO COLUMBIA CIRCLE.*

### **BINGHAMTON**

520 COLUMBIA DR., SUITE 104  
JOHNSON CITY, NY 13790

*FROM 678N, TAKE THE NEW ENGLAND/GEO WASHINGTON BR/TRIBORO BR/CROSS BRONX EXP/BRUCKNER EXP EXIT ONTO I-95 S TOWARD GEO WASHINGTON BR/TRIBORO BR/CROSS BRONX EXP/BRUCKNER EXP. TAKE EXIT #69/GARDEN STATE PARKWAY/HACKENSACK/PATERSON ONTO I-80W. TAKE THE I-80 WEST EXPRESS LEFT EXIT ONTO I-80 EXPRESS LN W. CONTINUE ON I-80 W (PORTIONS TOLL). TAKE EXIT #293/SCRANTON ONTO I-380N. TAKE THE BINGHAMTON EXIT ONTO I-81N, BEAR LEFT ON RT-17W. TAKE EXIT #7 ON/SHOPPING MALL ONTO RT-201N. CONTINUE ON REYNOLDS RD, TURN RIGHT ON FAIRVIEW ST. TURN LEFT ON COLUMBIA DR.*

### **BUFFALO**

AIRPORT COMMERCE PARK  
305 CAYUGA ROAD, SUITE 210  
CHEEKTOWAGA, NY 14225

*FR US-219 N, TAKE RAMP LEFT ONTO I-90E TOWARD THRUWAY/BUFFALO. TAKE EXIT #51E/AIRPORT ONTO RT-33E. TURN LEFT ON UNION RD (RT-277). TURN RIGHT ON MARYVALE DR. TURN LEFT ON CAYUGA RD (CR-245).*

*FROM WEST*

*TURN LEFT ON WASHINGTON ST (RT-96) AND CONTINUE TO FOLLOW RT-96. TAKE RAMP ONTO STATE ROUTE 14 (RT-14) TOWARD RT-14N (PORTIONS TOLL). TURN LEFT TO TAKE RAMP ONTO I-90W TOWARD I-90/BUFFALO (TOLL APPLIES). TAKE EXIT #49/DEPEW/LOCKPORT (PORTION TOLL). TURN RIGHT ON TRANSIT RD (RT-78). TURN RIGHT ON GENESEE ST (RT-33). TURN RIGHT ON CAYUGA RD (CR-245).*

### **FISHKILL**

ALL SPORT OFFICE BUILDING  
21 OLD MAIN ST., SUITE 205  
FISHKILL, NY 12524

*FROM NORTHWEST*

*TURN RIGHT ON BOSTON STATE RD (RT-391). TURN RIGHT TO TAKE RAMP ONTO US-219N. TAKE LEFT RAMP ONTO I-90E TOWARD THRUWAY/BUFFALO (PORTIONS TOLL). BEAR RIGHT ON I-87 S (TOLL APPLIES). TAKE EXIT #17/NEWBURGH (I-84)/STEWART AIRPORT ONTO UNION AVE (RT-300) TOWARD I-84 (PORTIONS TOLL). TAKE RAMP ONTO I-84E TOWARD BEACON (PORTIONS TOLL). TAKE EXIT #12/FISHKILL. TURN LEFT ON RT-52 AND BEAR RIGHT ON MAIN ST.*

### **GLENDALE (QUEENS)**

THE SHOPS AT ATLAS PARK  
71-19 80<sup>TH</sup> ST, SUITE 8307  
GLENDALE, NY 11385

*FROM I-678 S, TAKE THE J ROBINSON PKWY EXIT- EXIT 7. TAKE THE FOREST PARK DR EXIT- EXIT 4- TOWARD MYRTLE AVE / WOODHAVEN BLVD. TAKE THE RAMP TOWARD MYRTLE AVE / WOODHAVEN BLVD. TURN SLIGHT RIGHT ONTO FOREST PKWY / PARK DR. TURN RIGHT ONTO MYRTLE AVE. TURN LEFT ONTO 80TH ST. GO TO 2ND LIGHT PAST MYRTLE AVE OVER SMALL OVERPASS MAKE A RIGHT INTO ATLAS PARK. MAKE A RIGHT AT STOP SIGN TO GET INTO PARKING LOT. ONCE PARKED, GO TO TOP FLOOR OF PARKING LOT, TURN RIGHT AND WALK UNTIL YOU SEE*



"AMISH MARKET" GO TO NEXT BUILDING TO BUSINESS OFFICES, TAKE ELEVATOR TO THE 3RD FLOOR.

#### HAUPPAUGE/LONG ISLAND

140 ADAMS AVE., SUITE B-13

HAUPPAUGE, NY 11788

FROM WEST

TAKE RAMP LEFT ONTO I-495E TOWARD L I EXPWY/EASTERN L I. TAKE EXIT #53/SAGTIKOS STATE PKY/BAY SHORE/SUNKEN MEADOW PK ONTO EXPRESS DR S. TAKE RAMP TOWARD WICKS RD. TURN LEFT ON WICKS RD (CR-7). TURN RIGHT ON MOTOR PKY (CR-67E). TURN LEFT ON ADAMS AVE.

FROM NORTH

TURN LEFT ON GENESEE ST (RT-63). CONTINUE ON MT MORRIS RD (US-20A) AND BEAR LEFT ON RT-63. CONTINUE ON MT MORRIS GENESEO RD (RT-408). TURN LEFT TO TAKE RAMP ONTO I-390 S. CONTINUE ON I-86E. CONTINUE ON RT-17 E. CONTINUE ON I-81 S. TAKE EXIT #187/CARBONDALE (US-6E) MT POCONO (I-380S) ONTO I-380S TOWARD I-380 S/I-84 E/US-6E. TAKE LEFT EXIT #1B/STROUDSBURG ONTO I-80E AND BEAR RIGHT ON I-295 S (PORTIONS TOLL). TAKE THE EASTERN L I/CROSS IS PKWY EXIT ONTO CROSS ISLAND PKY S. TAKE EXIT #53/SAGTIKOS STATE PKY/BAY SHORE/SUNKEN MEADOW PK ONTO EXPRESS DR S. TAKE RAMP TOWARD WICKS RD. TURN LEFT ON WICKS RD (CR-7). TURN RIGHT ON MOTOR PKY (CR-67E). TURN LEFT ON ADAMS AVE.

#### JAMESTOWN

19 EAST THIRD STREET

JAMESTOWN, NY 14701

FROM EAST

TURN RIGHT ON STATE HIGHWAY 8 (RT-8), CONTINUE TO FOLLOW RT-8, TAKE RAMP ONTO I-88W TOWARD BINGHAMTON, CONTINUE ON I-81S, TAKE THE OWEGO/ELMIRA EXIT ONTO RT-17W, CONTINUE ON I-86W, TAKE EXIT #12/JAMESTOWN, TURN LEFT ON RT-60, CONTINUE ON N MAIN ST, TURN LEFT ON RT-60, CONTINUE ON N MAIN ST, TURN LEFT ON E 3<sup>RD</sup> ST, ARRIVE ON THE LEFT.

#### MANHATTAN

192 LEXINGTON, STE 1204

MANHATTAN, NY 10016

FROM EAST

TURN LEFT ON NORTHERN BLVD (RT-25A). TURN LEFT ON LITTLE NECK PKY. TURN RIGHT ON LEEDS RD AND BEAR LEFT ON 254<sup>TH</sup> ST. TURN RIGHT ON HORACE HARDING EXPY N. TAKE LEFT RAMP ONTO I-495W TOWARD L I EXPWY/MIDTOWN TUN (PORTIONS TOLL). TAKE LEFT RAMP TOWARD 34 ST/DOWNTOWN/35 ST. CONTINUE ON QUEENS MIDTOWN TUNNEL EXIT AND TURN RIGHT ON E 34<sup>TH</sup> ST. TURN LEFT ON LEXINGTON AVE.

#### NEW ROCHELLE

145 HUGUENOT ST, STE 220

NEW ROCHELLE, NY 10801

FROM I-95 N / NEW ENGLAND TRWY, TAKE EXIT 16 TOWARD CEDAR ST. TURN LEFT ONTO GARDEN ST. TURN RIGHT ONTO CROSS WESTCHESTER AVE. CROSS WESTCHESTER AVE BECOMES CEDAR ST. TURN SLIGHT RIGHT ONTO HUGUENOT ST

#### PLATTSBURGH

14 HEALEY AVE, STE G

PLATTSBURGH, NY 12901

FROM WEST

TURN RIGHT ON W MAIN ST (RT-22B). CONTINUE TO FOLLOW RT-22B. CONTINUE ON RT-3. TURN RIGHT ON HEALEY AVE.

FROM SOUTH

TURN LEFT ON MAPLE ST (US-9). CONTINUE TO FOLLOW US-9 AND TURN RIGHT ON STOWERSVILLE RD (CR-12). TURN LEFT TO TAKE RAMP ONTO I-87N, TAKE EXIT #37/PLATTSBURGH/SARANAC AKE. TURN RIGHT ON BLAKE RD (RT-3). CONTINUE TO FOLLOW RT-3. TURN RIGHT ON HEALEY AVE.

#### ROCHESTER

1465 JEFFERSON RD.

ROCHESTER, NY 14623

FROM 104W TAKE 390S. FOLLOW 390S TO THE JEFFERSON RD EXIT. TURN LEFT ONTO JEFFERSON RD. TURN RIGHT ONTO THE 2ND SAGINAW DR ENTRANCE.

FROM 104E TAKE 590S TO 390S ( THE RAMP UP AND TO THE RIGHT). GET OFF AT THE JEFFERSON RD EXIT. TURN LEFT ONTO JEFFERSON RD. TURN RIGHT ONTO THE SECOND SAGINAW DR ENTRANCE.

FROM 490W TAKE 390S. FOLLOW 390S TO JEFFERSON RD EXIT. TURN LEFT ONTO JEFFERSON RD. TURN RIGHT ONTO THE SECOND SAGINAW DR ENTRANCE.

FROM 490E TAKE 590S. FOLLOW 590S TO 390S ( THE RAMP UP AND TO THE RIGHT). THEN GET OFF AT THE JEFFERSON RD EXIT. TURN LEFT ONTO JEFFERSON RD. TURN RIGHT ONTO THE SECOND SAGINAW DR ENTRANCE.

FROM THRUWAY 90, GET OFF AT E 46. GET ON 390N. GET OFF AT THE JEFFERSON RD EXIT. TURN RIGHT ONTO JEFFERSON RD. TURN RIGHT ONTO THE SECOND SAGINAW DR ENTRANCE.

TURN LEFT INTO THE 2<sup>ND</sup> DRIVEWAY (YOU WILL SEE A SIGN ON THE DOOR FOR PSI TESTING). PARK IN THE LOT ON THE RIGHT HAND SIDE.

#### ROME

301 N. WASHINGTON ST., SUITE 3000

ROME, NY 13440

FROM NY STATE THRUWAY, TAKE EXIT 32. RIGHT TURN ON 233 N. TAKE ROUTE 233 TO 26 NORTH. TAKE 26 NORTH TO ROUTE 46 NORTH.

#### SYRACUSE

FIRST REPUBLIC OFFICE PARK

445 ELECTRONICS PARKWAY BLDG. 2, STE 208

LIVERPOOL, NY 13088

FROM SOUTH

TURN LEFT ON STATE HIGHWAY 320 (RT-320). TURN RIGHT ON RT-12. TURN LEFT ON CR-44. TURN RIGHT ON RT-23 AND BEAR RIGHT ON CR-16. TURN RIGHT ON RT-26. TURN LEFT ON RT-80. TURN RIGHT ON RIPPLETON RD (RT-13). TURN LEFT ON US-20 AND BEAR RIGHT ON RT-92. CONTINUE ON E GENESEE ST (RT-5) AND TAKE RAMP ONTO I-481N. TAKE EXIT #6/THRUWAY ONTO I-90W TOWARD BUFFALO (TOLL APPLIES). TAKE EXIT #37/ELECTRONICS PKY (CR-148 S).

ONCE YOU GET OFF I-90, YOU WILL SEE A HOLIDAY INN ACROSS THE STREET. THE HOLIDAY INN ADDRESS IS 441. GO INTO THE HOLIDAY INN PARKING LOT HEAD TOWARDS THE RIGHT SIDE OF THE BUILDING. THERE WILL BE TWO OTHER OFFICE BUILDINGS TO YOUR RIGHT. THE BUILDING THAT SAYS ADP ON THE FRONT IS 445, BUILDING #2 AND PSI IS LOCATED ON THE 2ND FLOOR, SUITE 208.

FROM I-81 NORTH, TAKE EXIT #25/ 7TH NORTH ST. VEER RIGHT ONTO 7TH NORTH ST. CONTINUE STRAIGHT UNTIL YOU RUN INTO ELECTRONICS PKWY. THERE WILL BE A HOLIDAY INN DIRECTLY IN FRONT OF YOU. THE HOLIDAY INN ADDRESS IS 441. GO INTO THE HOLIDAY INN PARKING LOT HEAD TOWARDS THE RIGHT SIDE OF THE BUILDING. THERE WILL BE TWO OTHER OFFICE BUILDINGS TO YOUR RIGHT. THE BUILDING THAT SAYS ADP ON THE FRONT IS 445, BUILDING #2 AND PSI IS LOCATED ON THE 2ND FLOOR, SUITE 208.

#### WATERTOWN

120 WASHINGTON ST., STE 301

WATERTOWN, NY 13601

FROM I-81 NORTH, TAKE EXIT 45 AND TURN RIGHT ONTO ROUTE 3/ ARSENAL STREET TO DOWNTOWN. TURN RIGHT ONTO ROUTE 11S/ WASHINGTON STREET. AT END OF FIRST BLOCK, TURN RIGHT ONTO



STERLING STREET. PARK IN THE HSBC PARKING GARAGE ON THE RIGHT. TAKE THE ELEVATOR TO THE THIRD FLOOR, AND TAKE A LEFT OFF THE ELEVATOR, THEN ANOTHER LEFT TO ROOM 301 WHICH IS THE SECOND DOOR ON THE RIGHT.

FROM I- 81 SOUTH, USE THE SAME DIRECTIONS AS ABOVE, EXCEPT TURN LEFT ONTO ROUTE 3/ ARSENAL STREET.

FROM LOWVILLE, TAKE ROUTE 12 TO STATE STREET, TURN LEFT TO DOWNTOWN. FOLLOW THE TRAFFIC CIRCLE, EXITING AT WASHINGTON STREET TO THE HSBC BUILDING ON THE RIGHT.

#### WHITE PLAINS

297 KNOLLWOOD RD., SUITE 333

WHITE PLAINS, NY 10607

FROM NORTH

TAKE THE WHITE PLAINS LEFT EXIT ONTO I-287E. TAKE EXIT #4/HARTSDALE AND TURN RIGHT ON KNOLLWOOD RD (RT-100A).

FROM EAST

TURN RIGHT ON CR-135. TURN LEFT TO TAKE RAMP ONTO I-684S AND TAKE THE WHITE PLAINS EXIT ONTO I-287W TOWARD WHITE PLAINS. TAKE EXIT #4/HARTSDALE AND TURN LEFT ON KNOLLWOOD RD (RT-100A).

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of New York.

### REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

#### REQUIRED IDENTIFICATION AT EXAMINATION SITE

*You must provide 2 forms of identification.* One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

#### SECURITY PROCEDURES

The following security procedures apply during examinations:

- No children, notes, books, briefcases, backpacks, hats, cellular telephones, or pagers are allowed in the examination area. (Note: There is no space to store these materials at the examination center.) Small purses (size of a wallet) will be permitted. Larger purses cannot be

taken to the candidate's seat.

- No smoking, eating, or drinking is allowed in the examination center.
- Once you have been seated and the examination begins, you may leave the examination center only to use the restroom, and only after obtaining permission from the proctor. You will not receive extra time to complete the examination.
- Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Department and you may be denied licensure.
- Copying or communicating examination content is a violation of security regulations and may result in the cancellation of your examination results or legal action taken under copyright laws.
- Candidates will not be permitted to use any calculator that is alpha programmable. In addition, each candidate is required to bring the written instructional manual that was provided with the programmable calculator when purchased by the candidate or instructions downloaded from the manufacturer's website so that the test center proctor can ensure that all numeric programs previously stored in the calculator are cleared before the candidate is permitted to use the calculator during the examination. Moreover, all programmable calculators must be cleared upon conclusion of the examination by the test center proctor to prohibit potential security breaches.  
Note: Candidates need to bring their own financial calculator. One is not available at the test center. Candidates may not share a calculator.

#### IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the buildings' tenants, PSI (and the properties which house the PSI test centers) cannot accommodate any individuals other than the person who is being tested.

PSI understands that test candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the candidate to the test center. However, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted the following policy concerning guests.

"Person(s) accompanying a test candidate may not wait in the test center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors."

There are facilities nearby such as shopping malls, stores or restaurants where guests may go while the candidate takes a test. Please take the time to visit those locations instead of waiting in or around the building.

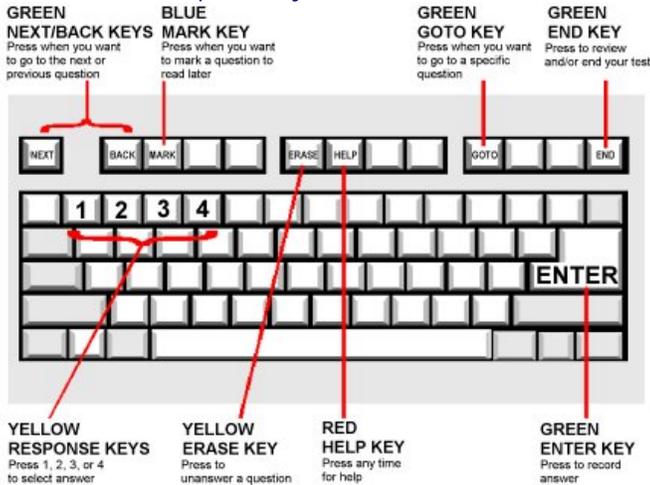
Also of note, many candidates have been arriving hours before their scheduled exam time. This is not necessary. Please plan to arrive no earlier than 30 minutes before the start-time of your exam. This will provide plenty of time for check-in.

Thank you for your understanding and for your cooperation.



## TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

The screenshot shows a computer interface for an examination question. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?" Below the question, it says "(Choose from the following options)" and lists four options with radio buttons: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the screen, there are navigation buttons: "<< Back" and "Next >>".

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

## SCORE REPORTING

In order to pass the examination, you must achieve a minimum scaled score of 100. You will receive your score report immediately following the completion of the examination.

Candidates passing the examination will receive ONLY a score indication of PASS. Passing numeric scores are not available. Candidates who do not pass will receive an individual score for each of the major sections in the examination outline. Candidates should use this information to assist them in studying for the re-examination.

The score indicated on a candidate's score report is a *scaled score*. A candidate's *raw score* (the number of questions answered correctly) can range from 0 to 150. A scaled score of '100' was established to represent passing, but that number does not represent how many of the 150 questions were answered correctly or a percentage answered correctly. The conversion of a candidate's raw score to a scaled score involves a statistical process that adjusts for variations in the difficulty of different forms of the examination. For example, if one test is more difficult than another, the candidate's score would be scaled upward to represent the more difficult test. This way, a candidate is not be penalized for taking a more difficult test. A scaled score serves the purpose of ensuring that the variability of the difficulty of the tests is taken into consideration to maintain a consistent evaluation for candidates' scores.

### DUPLICATE SCORE REPORT

You can write to PSI to request a duplicate of your failed score report.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## DESCRIPTION OF EXAMINATIONS

### NATIONAL UNIFORM LICENSING AND CERTIFICATION EXAMINATIONS, DEVELOPED BY THE APPRAISER QUALIFICATIONS BOARD (AOB)

New York utilizes the National Uniform Licensing and Certification Examinations that are developed by the Appraiser Qualifications Board (AOB).

For further information or to express concerns about the examination content, please contact:

The Appraiser Qualifications Board  
C/O The Appraisal Foundation  
1155 15th Street, NW, Suite 1111  
Washington, DC 20005

[www.appraisalfoundation.org](http://www.appraisalfoundation.org)

Main Number: 202.347.7722 Fax: 202-347-7727

#### EXAMINATION SUMMARY TABLE

Examination	# of Questions	Passing Scaled Score	Time Allowed
State Licensed Appraiser	150	100	6 hours
Certified Residential Appraiser	150	100	6 hours
Certified General Appraiser	150	100	8 hours

#### PRETEST ITEMS

In addition to the number of examination items specified, fifteen "pretest" questions will be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

#### CONTENT OUTLINES

The examination content outlines have been prepared by the AOB.

Use the outline as a guide for pre-examination review course material. The outlines list the domains that are on the examination and the percentage of questions for each domain. Do not schedule your examination until you are familiar with the domains in the outline.

## NATIONAL UNIFORM AND CERTIFICATION EXAMINATION CONTENT OUTLINES

DOMAIN & SUBTOPICS	State Licensed Appraiser	Certified Residential Appraiser	Certified General Appraiser
I. Influences on RE Value	5%	5%	5%
Governmental Economic Social Environmental, geographic and physical			
II. Legal Considerations	5%	5%	4%
Forms of ownership Public and private controls Real estate contracts Leases			
III. Types of Value	5%	5%	6%
Market value Other value types			
IV. Economic Principles	5%	5%	6%
Classical economic principles Application/illustrations of economic principles			
V. Real Estate Markets & Analysis	4%	4%	5%
Market fundamentals, characteristics, definitions Supply analysis Demand analysis Use of market analysis			
VI. Property Description	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			
VII. Highest and Best Use Analysis	9%	9%	9%
Test constraints: legal, physical, financially feasible and maximally productive Application of highest and best use Market analysis			
VIII. Appraisal Math and Statistics	3%	3%	4%
Statistics Valuation models (AVMs and mass appraisal) Real estate finance			
IX. Sales Comp Approach	15%	15%	10%
Valuation principles Procedures: Identification, derivation and measurement of adjustments Partial interests Reconciliation			
X. Site Value	5%	5%	4%
XI. Cost Approach	9%	9%	6%
Concepts and definitions Replacement/reproduction cost new Methods of estimating accrued depreciation			
XII. Income Approach	7%	7%	15%
Valuation principles Valuation procedures: Direct capitalization			



XIII. Valuation of Partial Interest	1%	1%	1%
XIV. Appraisal Standards and Ethics	16%	16%	15%
Preamble and rules Standards 1-6 Statements and advisory opinions			

## SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found after each sample question.)

### SAMPLE EXAMINATION QUESTIONS

1. The subject property is a 10,000 s.f. office building encumbered by a full-service lease with a contract base rent of \$1.25 per s.f. 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 s.f. Based on these facts, what is the projected net operating income?

- A. \$97,650
- B. \$93,000
- C. \$96,150
- D. \$94,500

Answer = C

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

Answer = A

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

Answer = A

4. A 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

Answer = C

5. The subject assignment is to appraise an 1880's 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 s.f. Contractors charge \$15 more per s.f. to work on older houses. The estimated reproduction cost is \$185 per s.f. What is the estimated loss in utility?

- A. \$65 per s.f.
- B. \$33 per s.f.
- C. \$80 per s.f.
- D. \$15 per s.f.

Answer = A

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 two 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.

Answer = C







# SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

## Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

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

Check any special arrangements you require (requests must concur with documentation submitted):

- |  |   |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability)                | <input type="checkbox"/> Extended Time (Additional time requested: _____) |
| <input type="checkbox"/> Large-Print written examination   | <input type="checkbox"/> Other _____                                      |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | _____   |
- Site requested: \_\_\_\_\_

Complete and fax this form, along with supporting documentation, to (702) 932-2666. You will be mailed or e-mailed an approval or denial letter within 10 business days.

Please do not schedule your examination until you are contacted by the Special Accommodation Department.



PSI licensure:certification  
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LAS VEGAS, NV 89121

FIRST CLASS MAIL

