

**CALIFORNIA**

**FOR  
SALE**



**Real Estate  
Appraisers  
Program**

# **Candidate Handbook**

Effective July 2008



**APPLIED MEASUREMENT PROFESSIONALS, INC.**



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**QUESTIONS ABOUT LICENSING**

For specific information about licensing procedures, contact the:

California Office of Real Estate Appraisers (OREA)  
1102 Q Street  
Ste. 4100  
Sacramento, CA 95811

**HOW TO CONTACT AMP**

For inquiries and general registration information write or call:

Candidate Support Center  
AMP  
18000 W. 105th Street  
Olathe, KS 66061-7543  
800/345-6559  
Fax: 913/895-4651

## 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 California 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 through a combined effort of appraisal experts and testing professionals. Real estate appraisers and educators write the questions. Experts in the fields of both real estate appraisal and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures. All questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate appraisal field.

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.

The content outline does not include topics that may be helpful to success in the industry. Since the purpose of licensure testing is to protect the consumer rather than to guarantee success in practice, the examinations focus on the knowledge you must have to protect the consumer and your ability to apply that knowledge to a consumer's particular situation. Similarly, the examinations include some technical language not used in your everyday conversations. You must learn that language to become a part of the profession and be able to explain its meaning to customers and clients.

## STATEMENT OF NONDISCRIMINATION

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

## EXAMINATION INFORMATION

The California Office of Real Estate Appraisers (OREA) has approved AMP to administer the following California Real Estate Appraiser Licensing Examinations:

- Trainee
- State Licensed
- Certified Residential
- Certified General

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

## HOW THE EXAMINATION IS ADMINISTERED

The California Real Estate Appraiser Licensing Examinations are administered by computer at over 160 AMP Assessment Centers located throughout the United States. Please visit AMP's website [www.goAMP.com](http://www.goAMP.com) for a complete listing of AMP Assessment Center locations. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m.

### ■ Holidays

Examinations will not be offered on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

## EXAMINATION FEE

Examination Fee: \$76

Payment may be made by credit card (VISA, MasterCard, Discover or American Express) or money order made payable to AMP.

## SCHEDULING AN EXAMINATION APPOINTMENT

The examination is given in two parts and must be taken on the same day, in two testing sessions.

Applicants may register by one of the following methods:

1. **Schedule Online:** The candidate may schedule an examination appointment online at any time by using our Online Scheduling service at [www.goAMP.com](http://www.goAMP.com). To use this service on our website, follow these easy steps:
  - Go to [www.goAMP.com](http://www.goAMP.com) and select "Candidates."

- Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

OR

2. **Telephone Scheduling:** Call AMP at 800/345-6559 to schedule an examination appointment. This toll-free number is answered 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.

OR

3. **Mail your registration form. This is a two-step process:**

First, complete the registration form included in this handbook and mail it to AMP with the examination fee (paid by money order) 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.

Second, call AMP at 800/345-6559 seven to ten days after your registration form is mailed to schedule an examination appointment.

If special accommodations are being requested, please submit the Request for Special Examination Accommodations form included on page 13 prior to contacting AMP at 800/345-6559 to schedule your examination.

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

If you call AMP by 1:00 p.m. Pacific Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

You will be notified of the time to report to the Assessment Center; please make a note of it since you will NOT receive an admission letter. 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 is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities. Accordingly, the following special needs have been addressed:

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. The Request for Special Examination Accommodations form is on page 13.

## TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunications Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates who wish to make application for the examination. TDD calling is available 6:30 a.m. to 3:00 p.m. (Pacific Time) Monday through Friday at 913/895-4637. This TDD phone option is for individuals equipped with compatible TDD equipment.

## EXAMINATION APPOINTMENT CHANGES

Candidates who have scheduled an examination appointment for testing may reschedule their appointment for a future date on one occasion per examination fee paid, if they contact AMP by phone at least two business days prior to the examination. Candidates desiring to change their appointments, must call AMP at 800/345-6559 at least **two business days** prior to the examination (see following table). Candidates wishing to change their examination appointments **within two days** of the examination will not be refunded their examination fee and will be required to pay the entire examination fee for any future examinations.

If the examination is scheduled on...	AMP must be contacted by 1:00 p.m. Pacific Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

## NO REFUNDS

Candidates failing to arrive at the Assessment Center on the dates and times they are scheduled for examination will not be refunded any portion of their examination fees and must reregister by contacting AMP; examination fees may NOT be transferred to another appointment.

**Candidates arriving more than 15 minutes late for an appointment will not be admitted, will forfeit their examination fee, and must reregister for the examination by contacting AMP.**

## MISSED APPOINTMENTS AND CANCELLATIONS

A candidate will forfeit the application and all fees paid to take the examination under the following circumstances. A complete application and examination fee are required to reapply for the examination.

- The candidate wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled testing session.
- The candidate wishes to reschedule a second time.
- The candidate appears more than 15 minutes late for an examination.
- The candidate fails to report for an examination appointment.
- The salesperson candidate fails to bring the required original Certificate of Completion.

## INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

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. If power to an Assessment Center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP's Weather Hotline at 800/380-5416 (24 hours/day) 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.

## PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use learning techniques, such as reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on a few carefully chosen textbooks.

### ■ Test-taking Advice

1. The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.
2. Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

## 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 Trainee, State Licensed, Certified Residential and Certified General examinations are based upon 14 major content areas. Although the topics of the major content areas are the same for all four examinations, the emphasis devoted to the content areas differs in each examination.

Each of the content areas is briefly described in the following table. In addition, the percentage of questions devoted to each of the four examinations is indicated for each major content area. The examinations are composed of 150 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 the candidate's score.

The percentage of questions for the Trainee, State Licensed, Certified Residential, and Certified General Real Estate Appraiser Examinations within each category are shown below.

	Percentage of Scored Questions			
	Trainee	State Licensed	Certified Residential	Certified General
1. Influences on Real Estate Value	5	5	5	5
2. Legal Considerations	5	5	5	4
3. Types of Value	5	5	5	6
4. Economic Principles	5	5	5	6
5. Real Estate Markets and Analysis	4	4	4	5
6. Property Description	11	11	11	10
7. Highest and Best Use Analysis	9	9	9	9
8. Math and Statistics	3	3	3	4
9. Sales Comparison Approach	15	15	15	10
10. Site Value	5	5	5	4
11. Cost Approach	9	9	9	6
12. Income Approach	7	7	7	15
13. Valuation of Partial Interests	1	1	1	1
14. Standards/Ethics	16	16	16	15
TOTAL	100	100	100	100

## ■ 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.

- 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?

- \$97,650
- \$93,000
- \$96,150
- \$94,500

- 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?

- \$350,000
- \$500,000
- \$135,000
- \$76,000

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

## RULES FOR THE EXAMINATION

### ■ Identification

To gain admission to the Assessment Center, a candidate needs to present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification.

**YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE ASSESSMENT CENTER.** Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

### ■ Security

AMP maintains examination administration and security standards that are designed to assure that 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, personal digital assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- No programmable calculators are permitted. Only silent, hand-held, solar-or battery-operated calculators without paper tape-printing capabilities or alphabetic keypads, may be used. Financial calculators are allowed if they meet these specifications. Calculator malfunction during an examination does not constitute grounds for challenging examination scores or requesting additional testing time.

- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in the reception area.

## ■ Examination Restrictions

- No personal belongings will be allowed in the Assessment Center. Pencils will be provided during check-in.
- You will be provided with scratch paper to use during the examination, which must be returned to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- 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

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs in the examination room;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

## ■ Copyrighted Examination Questions

All examination questions are the copyrighted property of AMP. 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.

## ■ Practice Examination

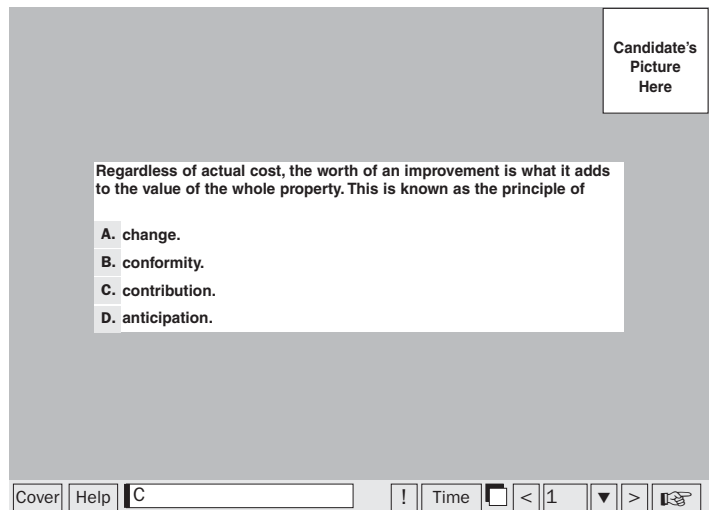
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on screen throughout your testing session. This photograph will also print on your score report.

Prior to attempting the timed 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

Examination	Time Allotted
Trainee	6 hours
State Licensed Appraiser	6 hours
Certified Residential Appraiser	6 hours
Certified General Appraiser	8 hours



Candidate's Picture Here

Regardless of actual cost, the worth of an improvement is what it adds to the value of the whole property. This is known as the principle of

- A. change.
- B. conformity.
- C. contribution.
- D. anticipation.

Cover Help C ! Time < 1 > [icon]

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 or select the Time key 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 in the letter in the response box in the lower left portion of the computer screen or clicking in 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 testing time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. 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 or select the NEXT key 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 or press the NEXT key. 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, online 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

After you have completed the examination, you will be instructed to report to the examination proctor to receive your score report.

### ■Scoring the Examination

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.

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 examinations 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, candidates are asked to provide responses to a short evaluation of their examination experience. Then, candidates are instructed to report to the proctor to receive their instant score report. Scores are reported in written 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. Follow the instructions listed on the bottom of the score report in order to obtain a license.

### ■If You Do Not Pass the Examination

Failing candidates will receive a score report which shows the number of questions answered correctly for each of the major content areas of the examination. This is to assist you in preparation for future examinations. Candidates must complete and send the reapplication form with fee to the California Office of Real Estate Appraisers (OREA). Once you have received the new admission notice, you can then reschedule your examination. You will be limited to five attempts per application.

### ■Duplicate Score Report

Candidates may purchase additional copies of their score reports 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 on page 11 of this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

# CALIFORNIA REAL ESTATE APPRAISER EXAMINATIONS REGISTRATION FORM

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

## Instructions for Completing the Examination Registration Form

The numbered questions correspond to the numbered blanks on the registration form (reverse side). 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 AND FAX NUMBER:** Please provide a telephone number at which you may be reached during normal business hours Monday through Friday. This number will be used by AMP only in the event you have failed to complete your registration form correctly or if there should be a last minute change in the test site location. Provide your fax number if you are faxing your registration form to AMP.
4. **SOCIAL SECURITY NUMBER:** Enter your Social Security number. THIS NUMBER WILL BE USED AS YOUR IDENTIFICATION NUMBER FOR THIS EXAMINATION. 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 \$76. This fee must be submitted with your registration form. Money orders should be made payable to AMP. *Payment by cash, personal check or cashier's check is not acceptable.*
8. **SIGNATURE AND DATE:** Read the statement and sign your name as you would on a check or business letter.

# CALIFORNIA REAL ESTATE APPRAISER EXAMINATION REGISTRATION FORM

Submit this form ONLY if you are paying your examination fee by money order. If payment is to be made by credit card, call AMP at 800/345-6559 or visit [www.goAMP.com](http://www.goAMP.com) 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  
AMP  
18000 W. 105th Street  
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 NUMBER** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **FAX NUMBER** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Daytime Telephone (Complete only if you are faxing this form to AMP.)

4. **SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

5. **BIRTH DATE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

6. **TYPE OF EXAMINATION**  Trainee  State Licensed  Certified Residential  Certified General

7. **EXAMINATION FEE** \$76  
*Your examination fee must be submitted with your registration form. Payment may be made by money order made payable to AMP. Payment by cash, cashier's check or personal check 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.  
 Yes  No

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

## DUPLICATE SCORE REPORT REQUEST FORM FOR CALIFORNIA

**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 two weeks following receipt of the request.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

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

Test Taken:  Trainee     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: \_\_\_\_\_





## 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

Identification # \_\_\_\_\_

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):

Special seating or other physical accommodations

Reader

Extended testing time (time and a half)

Distraction-free room

Other special accommodations (Please specify.)

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

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

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

**Return this form with your examination application and fee to:  
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.  
If you have questions, call the Candidate Support Center at 913/895-4600.**



## 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  
Examination Candidate 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: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

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

