

**MONTANA**

**FOR  
SALE**



**Real Estate  
Appraisers  
Program**

# **Candidate Handbook**

Effective January 2015



AMP, a PSI business

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**QUESTIONS ABOUT LICENSING**

For specific information about licensing procedures, contact:

Montana Board of Real Estate Appraisers  
301 South Park, 4th Floor  
P.O. Box 200513  
Helena, MT 59620-0513

**HOW TO CONTACT AMP**

For inquiries and general registration information write or call:

PSI/AMP Candidate Services  
18000 W. 105th St.  
Olathe, KS 66061-7543  
800-345-6559  
Fax: 913-895-4651



## INTRODUCTION

AMP, a PSI business, (PSI/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 Montana real estate appraiser licensing examinations. Be sure to keep the handbook after you have registered for the examination; you may wish to refer to it later.

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

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

## STATEMENT OF NONDISCRIMINATION

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

## EXAMINATION INFORMATION

The Montana Board of Real Estate Appraisers administers the following Montana Real Estate Appraiser Licensing Examinations under a contract with AMP.

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

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

## HOW THE EXAMINATION IS ADMINISTERED

The Montana Real Estate Appraiser Licensing Examinations are administered by computer at three AMP Assessment Centers in Billings, Great Falls and Missoula. Assessment Center locations in surrounding states may be made available if requested. 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. Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis.

## EXAMINATION FEE

Examination Fee: \$99

Payment may be made by credit card (VISA or MasterCard), cashier's check or money order made payable to AMP.

## SCHEDULING AN EXAMINATION APPOINTMENT

**Important! Please do not schedule your examination with AMP until you have received written confirmation from the Board that your qualifying education and experience have been approved, and you are eligible to test.**

The Certified General examination is given in two parts and must be taken on the same day. You may schedule your examination appointment by one of the following methods.

1. **Online Scheduling:** 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 6:00 a.m. to 8:00 p.m. (Mountain Time) Monday through Thursday, 6:00 a.m. to 6:00 p.m. on Friday and 7:30 a.m. to 4:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

OR

3. **Mail your registration form**

Complete the registration form included in this handbook and mail it to AMP with the examination fee (paid by cashier's check or 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.

Call AMP at 800-345-6559 at least 7-10 business days after mailing your registration form to schedule your examination appointment.

When you contact AMP to schedule your appointment, please be prepared to confirm a date and location for testing and to provide your name and 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 contact AMP by 2:00 p.m. Mountain 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. 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 15.

## EXAMINATION APPOINTMENT CHANGES

You may reschedule your appointment ONCE at no charge by calling AMP at 800-345-6559 at least 2 business days prior to your scheduled appointment. The following schedule applies.

If your examination is scheduled on ...	You must contact AMP by 2:00 p.m. Mountain Time to reschedule the examination by the previous ...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

## MISSED APPOINTMENTS AND CANCELLATIONS

You 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.

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled examination date.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

## 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.

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

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

## NO REFUNDS

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

If you arrive more than 15 minutes late for an appointment, you will not be admitted, will forfeit your examination fee, and must reregister for the examination by contacting AMP.

## EXAMINATION CONTENT

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

### ■ Appraiser Test Specifications

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

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

Each of the content areas is briefly described below. In addition, the percentage of questions devoted to each of the three examinations is indicated for each major content area. The Licensed Residential, the Certified Residential and the Certified General are composed of 125 questions. In addition to the questions used to determine your score, the examinations may contain up to 15 questions that are being pretested for use in future versions of the examinations. Pretest questions are not identified and are not included in the your score.

## Content Outline

Content Area Description	CG	CR	LR
<b>1. Real estate market</b>	<b>22</b>	<b>22</b>	<b>22</b>
A. Types of influences on real estate value			
1. Agents of production			
2. Factors of value (e.g., desire, utility, scarcity, effective purchasing power)			
3. Forces on value (e.g., social, economic, governmental, environmental)			
4. Principles of real estate			
B. Types of government power			
1. Police power			
2. Eminent domain			
3. Escheat			
4. Taxation			
C. Types of real estate value			
1. Value in use			
2. Market value			
3. Going concern			
4. Investment value			
5. Ad valorem / assessed			
6. Liquidation / disposition			
7. Insurable value			
8. Cost vs. Price vs. Value			
D. Date of value premise			
1. Retrospective			
2. Current			
3. Prospective			
E. Market analysis			
1. Market delineation (e.g., neighborhood, linkages)			
2. Market conditions (e.g., supply and demand, absorption, capture rates)			
3. Types of market analysis			
F. Investment analysis			
1. Mortgage calculations			
2. Financial calculations (e.g., net present value)			
G. Tests of highest and best use			
1. Legally-allowable			
2. Physically-possible			
3. Financially-feasible			
4. Maximally-productive			
H. Analysis of highest and best use			
1. As improved			
2. As vacant			
<b>2. Property description</b>	<b>12</b>	<b>13</b>	<b>13</b>
A. Description of land or site			
1. Physical and functional description			
2. Legal description			
a. Metes and bounds			
b. Government survey			
c. Lot and block			
B. Description of improvements and building components			
1. Physical and functional description			
2. Personal property items vs. fixtures			
C. Legal interest			
1. Fee simple			
2. Leased fee			

3. Leasehold					
4. Life estate and remainders					
5. Partial / fractional interest (e.g., condominiums, co-ops)					
6. Types of ownership and legal documents (e.g., joint tenancy, deeds, contracts)					
D. Rights to use					
1. Public restrictions					
2. Private restrictions					
E. Property taxation					
<b>3. Land or site valuation</b>	<b>4</b>	<b>4</b>	<b>4</b>		
A. Land or site valuation methods					
1. Allocation					
2. Extraction					
3. Residual					
4. Subdivision					
5. Sales comparison (e.g., paired sales)					
6. Ground rent capitalization					
<b>4. Sales comparison approach</b>	<b>16</b>	<b>24</b>	<b>24</b>		
A. Identification of comparable sales					
B. Units of comparison					
C. Elements of comparison					
1. Property rights					
2. Financing					
3. Condition of sale					
4. Expenditures immediately upon sale					
5. Market conditions					
6. Location					
7. Physical characteristics					
8. Economic characteristics					
9. Use / legal					
10. Non-realty components of value					
D. Quantitative adjustments					
1. Paired data					
2. Statistical methods (e.g., linear regression, graphic analysis, central tendency)					
3. Cost analysis					
4. Income capitalization					
E. Qualitative adjustments					
1. Trend analysis					
2. Ranking analysis / bracketing					
3. Relative comparison analysis					
4. Interviews with market participants					
F. Reconciliation to indicated value by the sales comparison approach					
<b>5. Cost approach</b>	<b>14</b>	<b>16</b>	<b>17</b>		
A. Sources of cost information					
1. Cost manuals and services					
2. Actual costs					
3. Market-extracted					
B. Cost components					
1. Direct					
2. Indirect					
3. Entrepreneurial incentive and profit					
4. Reproduction vs. replacement cost					
C. Depreciation					
1. Physical deterioration					
a. Physical curable					
b. Physical incurable short-lived					
c. Physical incurable long-lived					
2. Functional obsolescence					
a. Curable					
b. Incurable					
3. External obsolescence					
a. Locational					
b. Economic					
D. Methods of estimating depreciation					
1. Age-life and modified age-life					
2. Breakdown					
3. Market extraction					
E. Reconciliation to indicated value by the cost approach					
<b>6. Income approach</b>	<b>22</b>	<b>11</b>	<b>10</b>		
A. Sources of income generation					
1. Rent and leases					
2. Reimbursements					
3. Other					
B. Occupancy / vacancy analysis					
C. Expenses					
1. Fixed					
2. Variable					
3. Replacement allowance / reserves					
4. Capital expenses vs. ordinary expenses					
D. Capitalization					
1. Direct capitalization					
a. Multipliers					
b. Overall rates (e.g., equity rates)					
c. Reconstruction of operating statement (e.g., NOI, EGI, PGI, expenses, and ratios)					
2. Derivation of capitalization rates					
a. Band of investment					
b. Market-extracted					
3. Yield capitalization					
a. Discounted cash flow					
b. Property models					
c. Yield rates					
E. Estimation of value using income approach					
1. Using direct capitalization					
a. Fee simple					
b. Leased fee					
c. Leasehold					
2. Using yield capitalization					
a. Fee simple					
b. Leased fee					
c. Leasehold					
F. Reconciliation to indicated value by the income approach					
<b>7. Reconciliation of value indications</b>	<b>2</b>	<b>2</b>	<b>2</b>		
A. Reconciliation of approaches to value					
<b>8. Uniform standards of professional appraisal practice (USPAP)</b>	<b>18</b>	<b>18</b>	<b>18</b>		
A. Definitions and preamble					
B. Ethics rule					
C. Record keeping rule					
D. Competency rule					
E. Scope of work rule					
F. Jurisdictional exception rule					
G. Standard 1 (e.g., development of assignment scope and value opinion)					

- H. Standard 2 (e.g., communication of results)
- I. Standard 3 (e.g., appraisal review)
- J. Statements on appraisal standards

TOTAL 110 110 110

## Sample Questions

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

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

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

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

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

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

  - A. \$350,000
  - B. \$500,000
  - C. \$135,000
  - D. \$125,000
3. During the research of a subject property an appraiser learns the occupants (parents) have been granted a life estate by their children. What interest do the children hold in the property?
  - A. Remainderman
  - B. Life tenant
  - C. Trustee
  - D. Trustor
4. 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
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, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

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

### ■ Security

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

The following security procedures apply during the examination:

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

### ■ Personal Belongings

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

- watches
- hats
- wallets
- keys

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

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

### ■ Examination Restrictions

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



## ■ Misconduct

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

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

## ■ Copyrighted Examination Questions

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

## ■ Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your 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.

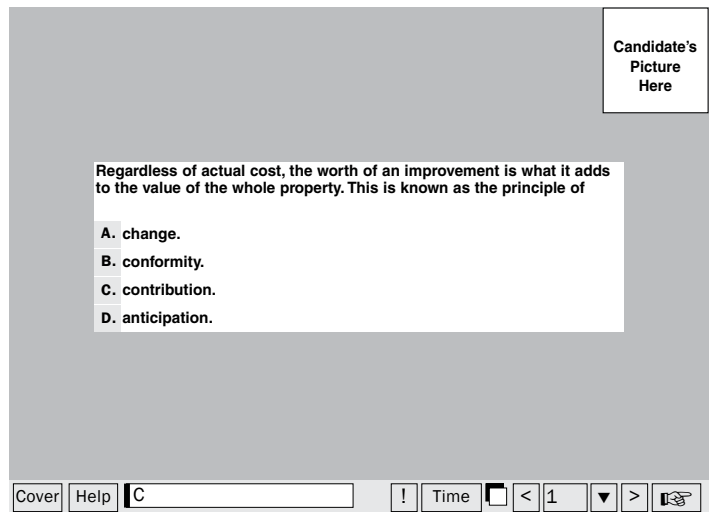
## ■ Practice Examination

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	# of Questions
Licensed Residential Appraiser	4 hours	125
Certified Residential Appraiser	4 hours	125
Certified General Appraiser	6 hours	125



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing A, B, C, or D or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

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

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

## ■ Candidate Comments

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

## FOLLOWING THE EXAMINATION

### ■ Your Score Report

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

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

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

Examinations change over time. Each examination form may vary in difficulty, with one examination form easier or more difficult than other examination forms. However, when converting raw scores to scaled scores, it should not make a difference whether candidates take an easier or more difficult examination form. With the mathematical adjustment, the scaled score accounts for differences

by adjusting the scores up or down depending on the difficulty of examination forms. When these adjustments are made, the effect is to produce an unbiased and consistent passing standard that does not change from one examination form to another.

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

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

### ■ If You Pass the Examination

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

### ■ If You Fail the Examination

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

To reregister for the examination, visit [www.goAMP.com](http://www.goAMP.com), call AMP at 800-345-6559 or submit a new completed registration form (if payment is made by cashier's check, money order, or personal check). There is no limit to the number of times you may take the examination within the 24 months after your approval to test by the Board.

### ■ Licensure Application Instructions

The licensure process cannot begin until you have passed the examination and received a passing score report from AMP. You are responsible for submitting your completed application and appropriate fees to the Montana Board of Real Estate Appraisers. You can download a real estate appraiser application from the Board of Real Estate Appraisers website at [www.realestateappraiser.mt.gov](http://www.realestateappraiser.mt.gov) or contact the board office. Test results are only valid for two years from the passing examination date per rule 24.207.501.



## ■ Duplicate Score Report

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to AMP, in writing, within 12 months after the examination. Complete the request form on page 13 of this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

# MONTANA REAL ESTATE APPRAISER EXAMINATION REGISTRATION 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 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.
4. **SOCIAL SECURITY NUMBER:** Enter your Social Security number. YOUR SOCIAL SECURITY 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. **SCHOOL CODE:** Enter the school code where you completed your real estate appraiser education.
7. **TYPE OF EXAMINATION:** Choose the appropriate box.
8. **EXAMINATION FEE:** The examination fee is \$99. This fee must be submitted with your registration form. Cashier's check or money orders should be made payable to AMP. *Payment by cash or personal check is not acceptable.*
9. **SIGNATURE AND DATE:** Read the statement and sign your name as you would on a check or business letter.



# MONTANA REAL ESTATE APPRAISER EXAMINATION 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, visit [www.goAMP.com](http://www.goAMP.com) or call AMP at 800-345-6559 to schedule your appointment, and do not submit this form.

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

Application Processing  
PSI/AMP  
18000 W. 105th St.  
Olathe, KS 66061-7543

1. **NAME**  
\_\_\_\_\_  
Last Name First Name M.I.
2. **MAILING ADDRESS**  
\_\_\_\_\_  
Number, Street and Apartment Number  
\_\_\_\_\_  
City State Zip Code
3. **TELEPHONE NUMBER** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Daytime Telephone
4. **SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
5. **BIRTH DATE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year
6. **SCHOOL CODE** \_\_\_\_\_
7. **TYPE OF EXAMINATION**  Licensed Residential  Certified Residential  Certified General
8. **EXAMINATION FEE** \$99

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

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

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

## DUPLICATE SCORE REPORT REQUEST FORM FOR MONTANA REAL ESTATE APPRAISER

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

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

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

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

Test Taken:  Licensed Residential     Certified Residential     Certified General

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

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

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

PSI/AMP  
18000 W. 105th St.  
Olathe, KS 66061-7543





## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

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

### Candidate Information

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

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

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

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

### Special Accommodations

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

Please provide (check all that apply):

Reader

Extended testing time (time and a half)

Reduced distraction environment

Please specify below if other special accommodations are needed.

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

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

### PLEASE READ AND SIGN:

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

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

**Return this form to:**

**Examination Services, PSI/AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.**

**If you have questions, call Candidate Services at 800-345-6559.**





## DOCUMENTATION OF DISABILITY-RELATED NEEDS

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

### Professional Documentation

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

Candidate Name

Date

Professional Title

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

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

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

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

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

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

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

**Return this form to:**

**Examination Services, PSI/AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.**

**If you have questions, call Candidate Services at 800-345-6559.**



**AMP, a PSI business**  
18000 W. 105th St.  
Olathe, KS 66061-7543  
800-345-6559  
Fax: 913-895-4651

