



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



**Texas Appraiser Licensing and Certification Board**

**Appraiser Examinations  
 Candidate Information Bulletin**

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**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 Texas.

The Texas Appraiser Licensing and Certification Board (TALCB) has approved PSI to administer the examination program. PSI works closely with the TALCB 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 Texas.

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

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

## QUALIFICATIONS FOR TAKING THE EXAMINATION

If you have met TALCB's qualifications and have filed an application to take the examination, you have 12 months from the date the application was filed to pass your examination. NOTE: Once an applicant has met TALCB qualifications, TALCB will send an eligibility letter including an ID number, and will notify PSI of your eligibility.

If you fail the examination three consecutive times, you may not register for re-examination or submit a new license application until you complete 30 additional hours of appraiser qualifying education.

After you have completed the additional education, please fax your course completion document(s) and a copy of your third failed score report to the TALCB at 512-936-3863. Allow 5-7 business days for your education to be processed and authorization submitted to PSI to allow you to reschedule for the exam. If your application expires during this time period you may file a new application for licensure but must meet current licensing requirements and provide a copy of course completion documents for any course you may have taken in relation to the third failed exam.

All questions about applications for licensure should be directed to:

**Texas Appraiser Licensing & Certification Board**  
**Stephen F. Austin Building**  
**1700 N. Congress Ave., Suite 400**  
**Austin, TX 78701**  
**(512) 936-3001**  
**[www.talcb.texas.gov](http://www.talcb.texas.gov)**

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

**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

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. Following are the methods of registration and scheduling available to you.

You will need to provide your ID number which can be found on the eligibility letter from TALCB.

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	\$61
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**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.**

### 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 credit card (VISA, MasterCard, American Express or Discover). 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 Texas 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 credit card (VISA, MasterCard, American Express or Discover).



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 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

### FAX REGISTRATION AND SCHEDULING

For Fax registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

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 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central 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

In order to register by standard mail, please follow the steps below.

1. Complete the PSI Registration Form (found at the end of the bulletin).
2. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), money order company check or cashier's check. Money orders or checks should be made payable to PSI. Print your ID Number on your check or money order to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**
3. Submit the form and appropriate examination fee to PSI.

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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 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central 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 Customer Service Representative, 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 6:00 p.m. CT.

### 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 PSI Website, 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.

## 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 Texas.

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.

### **Abilene**

Commerce Plaza  
1290 S. Willis, Suite 109  
Abilene, TX 79605

*The test site is on the corner of South 14<sup>th</sup> Street and Willis.  
The site is behind the First Financial Bank.*

### **Amarillo**

4312 Teckla, Suite 500  
Amarillo, TX 79109

*Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3<sup>rd</sup> building facing Teckla. Ste 500 is the end suite on the North side of the building.  
From Canyon, take Bell St exit and go North to traffic light at 45<sup>th</sup> St and turn right. Turn left at the 2<sup>nd</sup> traffic light to Teckla.*

### **Arlington**

2008 E. Randol Mill Road, Suite 102  
Arlington, TX 76011

*From Hwy 183, take Industrial South. Turn left on Lamar Blvd. Turn right on Ball Park. Turn left on Randol Mill Road, to 2008 Randol Mill Road. The site is one block east of the ballpark.  
From I-30, take Collins (Hwy 157) exit South. Turn left on Randol Mill Road.*

### **Austin**

LaCosta Corporate Park  
6448 Hwy 290 East, Suite F111  
Austin, TX 78723

*If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A ). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the testing center is in the business park on the left, Ste. F-111.  
If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the testing center is in the business park on the left, Ste. F-111.  
PSI is located in NORTH Austin at the North West corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.*

### **Corpus Christi**

2820 S Padre Island Dr, Suite 105  
Corpus Christi, TX 78415

*From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.*

### **Dallas**

One Empire, 1140 Empire Central Dr, Suite 610  
Dallas, TX 75247

*From I-35E Southbound (Stemmons Fwy), exit Empire Central (#434A), turn right on Empire Central Dr. ONE EMPIRE BLDG is on the left.  
From I-35E Northbound, exit Empire Central and turn Left on Empire Central. ONE EMPIRE is on the Left.  
From Hwy 183 Eastbound (John carpenter Fwy), exit left on Regal row, turn right on Governors row, and turn left on Empire central. ONE EMPIRE is on the right.  
From Hwy 183 Westbound - Exit Mockingbird LN turn right on Empire Central. ONE EMPIRE is on the right.*

### **El Paso**

The Atrium  
1155 Westmoreland, Suite 110  
El Paso, TX 79925

*From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.*

### **Fort Worth**

6801 McCart Avenue, Suite B-1  
Fort Worth, TX 76133

*From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.*

### **Harlingen**

Executive Central  
722 Morgan Blvd, Suite C  
Harlingen, TX 78550





From Expressway 83, exit on Ed Carey Drive. Go North on Ed Carey Drive. At intersection of Ed Carey Drive and 77 Sunshine Strip, turn left onto 77 Sunshine Strip. Stay on 77 until it joins Morgan Blvd (Morgan Blvd is also road #507). Where 77 joins Morgan Blvd is like a "Y", stay to the right. Stay in the right lane and turn into the parking lot of 722 Morgan Blvd.

#### **Houston (Southwest)**

One West Belt  
9555 W. Sam Houston Pkwy South, Suite 140  
Houston, TX 77099

The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.

From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From US 59, heading North: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From the West Sam Houston Pkwy South (also known as Beltway 8), heading South: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Turn left into the parking lot of the first building on the left.

From the West Sam Houston Pkwy South (also known as Beltway 8), heading North: Take the West Bellfort exit and travel about two miles on the feeder road to Bissonnet. Turn right on Bissonnet and then left into the parking lot of the first building on the left, OR do not turn on Bissonnet but drive through the intersection and then make an immediate right into the parking lot.

#### **Houston North (Greenbriar Place)**

Greenbriar Place  
650 North Sam Houston Pkwy E, Suite 535  
Houston, TX 77060

From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.

From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).

#### **Houston (East)**

Atrium Building  
11811 I-10 East Freeway, Suite 260  
Houston, TX 77029

From I-10 EASTBOUND, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right hand side, next to Papacitas. From I-10 East, take the Holland Rd exit. Stay on the feeder road, building is on the right hand side, next to Papacitas.

#### **Lubbock**

The Center  
4413 82nd St., Suite 210  
Lubbock, TX 79424  
From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82<sup>nd</sup> St.

#### **McAllen**

7000 N. 10th Street Suite C-4  
McAllen, TX 78504  
From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. The test site is on the left.

#### **Midland**

Westwood Village Shopping Center  
4200 W. Illinois, Suite 200  
Midland, TX 79703  
From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.  
From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.  
From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.

#### **San Antonio**

One Park Ten  
6800 Park Ten Blvd, Suite 174-W  
San Antonio, TX 78213  
From Loop 410 West (near Crossroads Mall), take IH 10 East. Exit on Vance Jackson. Use the turnaround to get on the IH10West access road. Stay on the access road until the One Park Ten building.  
From IH 10 West, exit on Vance Jackson. Stay on the access road.  
The building is off of IH10/US87 approximately one mile inside Loop 410. The One Park Ten building is on the right, immediately after Park Ten Blvd. Suite 174-W is located on the first floor to the right of the main entrance.

#### **Tyler**

3800 Paluxy Dr, Suite 310  
Tyler, TX 75703  
From I-20 turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.

#### **Waco**

345 Owen Lane, Suite 124  
Waco, TX 76710  
From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.  
If you are coming in on the South Hwy 6, take the South Loop 340, then take Sanger Ave Exit.



## 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 TALCB 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, as stipulated by the AQB, each candidate is required to bring the **written instruction 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. If you do **NOT** bring these instructions, you will not be permitted to use the calculator. 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 during the exam.

### 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."

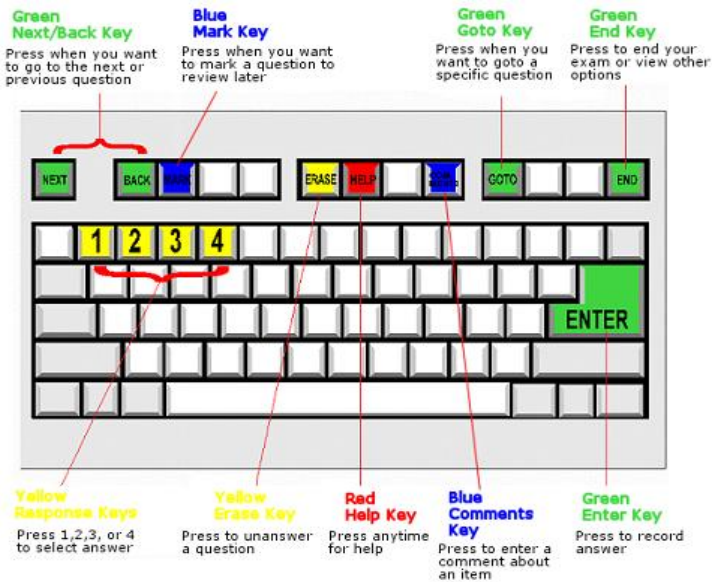
There are facilities nearby such as shopping malls, stores or restaurants where guests may go while the candidate takes a test. Please take the time to visit those locations instead of waiting in or around the building.

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.

## 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.

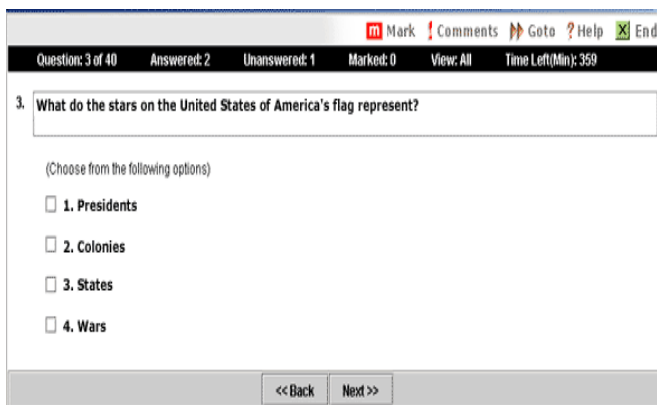
### TUTORIAL

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:



**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 75. 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.

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.

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

### DUPLICATE SCORE REPORT

You may request a duplicate of your failed score report by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

## **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 (AQB)

Texas utilizes the National Uniform Licensing and Certification Examinations that are developed by the Appraiser Qualifications Board (AQB).

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	75	6 hours
Certified Residential Appraiser	150	75	6 hours
Certified General Appraiser	150	75	8 hours

### PRETEST ITEMS

In addition to the number of examination items specified, "pretest" questions will be administered to candidates during the examinations. **These questions will not be scored.** 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 AQB.

Use the outline as a guide for pre-examination review of 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 examination. 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





TEXAS APPRAISER REGISTRATION FORM
FOR THE NATIONAL UNIFORM LICENSING AND CERTIFICATION EXAMINATION

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable.

1. Legal Name: [Grid boxes for Last Name and Jr/III]

Last Name (Jr/III)

[Grid boxes for First Name and Middle Name]

First Name Middle Name

2. ID Number: [Grid boxes] ID Number can be found on the TALCB eligibility letter.

3. Mailing Address: [Grid boxes for Number, Street and Apt/Ste]

Number, Street Apt/Ste

[Grid boxes for City, State, Zip Code]

City State Zip Code

4. Telephone: Home [Grid boxes] Office [Grid boxes]

5. Email: \_\_\_\_\_@\_\_\_\_\_

6. Examination: (Check one) [ ] State Licensed Appraiser \$61 [ ] Certified Residential Appraiser \$61
[ ] Certified General Appraiser \$61
(Check one) [ ] FIRST TIME [ ] RETAKE

7. Total Fees: \$61.00. Payment of fees may be made by credit card, company check, money order or cashier's check, made payable to PSI. Cash and personal checks are not accepted.

If paying by credit card, check one: [ ] VISA [ ] MasterCard [ ] American Express [ ] Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Card Verification No: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

8. I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation. [ ] Yes [ ] No

9. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the candidate information bulletin.

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

When you have finished this form in its entirety, please mail the form, along with the appropriate fees, to the address below.

PSI licensure:certification \* ATTN: Examination Registration TX APP
3210 E Tropicana \* Las Vegas, NV \* 89121
Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929
www.psiexams.com





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

All examination sites 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: \_\_\_\_\_ ID#: \_\_\_\_\_

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):

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: \_\_\_\_\_)
- Large-print written examination
- Other \_\_\_\_\_
- 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.
- After 4 business days, please call (702) 939-6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.**

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121