The waiver on expiration dates for DL and ID cards ends on April 14, 2021. DPS encourages candidates who need to renew to schedule an appointment online at their local driver’s license office.

**EFFECTIVE February 1, 2020 the examination items will be referenced to the Texas 2019 Property Tax Code**

Please refer to our website to check for the most updated information at www.psiexams.com
EXAMINATION SCHEDULING PROCEDURES

The Texas Department of Licensing & Regulation (TDLR) has contracted with PSI Services LLC (PSI) to deliver its examinations.

Upon TDLR approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination. (If you have not provided an email address, you will receive a postcard via U.S. Mail with this information).

You are allowed to test unlimited through your eligibility period.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations 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. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI’s website and create an account. Please enter your email address and first and last name. This information must match exactly with the information TDLR has on file. Be sure to check the box next to “Check here to attempt to locate existing records for you in the system.”
2. You will be asked to select the examination and enter the ID# that TDLR provided to you. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (833) 333-4741 for help.

TELEPHONE REGISTRATION

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

PSI registrars are available at (833) 333-4741, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to receive your payment and schedule your appointment for the examination.

CANCEL OR RESCHEDULE 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 (833) 333-4741 or use the PSI Website.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly 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 schedule 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.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam 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 it to PSI (702) 932-2666. This form also includes out-of-state testing requests.

FOREIGN LANGUAGES

For languages other than English, you may request to have the examination translated by contacting PSI and paying an additional cost for each translation, or you may bring a bound Word-to-Word translation dictionary. The dictionary cannot contain pictures or definitions. Candidates are not permitted to bring in any additional papers (loose or attached) with their dictionary. Highlighting, underlining, indexing or marking in the dictionary prior to or during the examination is prohibited. Any candidate caught writing, highlighting, underlining, and/or indexing in the dictionary during the examination will be subject to forfeiting their dictionary, termination of their examination and reporting the incident to the Texas Department of Licensing and Regulation.

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 (833) 333-4741. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification. NO conversing or any other form of communication among candidates is permitted once you enter the examination area.

If you arrive late, you will NOT be admitted to the examination site and you will forfeit your examination registration fee.
**REQUIRED IDENTIFICATION AT EXAMINATION SITE**

You must provide 1 form of identification. The identification must be a VALID form of government-issued identification for example, driver’s license*, state ID, or passport, which bears your printed name, photograph, signature, date of birth, and expiration date. Identification provided must match all information provided by TDLR to PSI upon eligibility. If your ID does not contain the required information, you may be asked to provide other forms of valid identification to confirm your identity. A digital copy of your identification documentation will be taken upon check in, and stored with your personal data.

*An expired driver’s license will be accepted only if accompanied by a VALID Texas Department of Public Safety temporary permit. Likewise, the temporary permits must be accompanied by the expired DPS driver’s license.

If you cannot provide the required identification, you must call (833) 333-4741 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide 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 and will forfeit your examination fee.

**SECURITY PROCEDURES**

The following security procedures will apply during the examination:

- Candidates may use a 12-digit calculator that is silent, battery-operated, and does not have paper tape printing capabilities. In addition, each candidate is required to bring the written instructional manual that was provided with the programmable calculator when purchased by the candidate or instructions downloaded from the manufacturer’s website so that the test center proctor can ensure that all numeric programs previously stored in the calculator are cleared before the candidate is permitted to use the calculator during the examination. Moreover, all programmable calculators must be cleared upon conclusion of the examination by the test center proctor to prohibit potential security breaches. Note: Candidates need to bring their own financial calculator. One is not available at the test center. Candidates may not share a calculator during the exam.
- Candidates will be provided with a piece of scratch paper and a pencil. Both items must be returned to the proctor at check-out.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, heavy jackets, or overcoats.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination 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.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, 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 examination sponsor.
- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

**TAKING THE EXAM BY COMPUTER**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

**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.
Before you start your examination, an introductory tutorial 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 following the tutorial so that you may practice answering questions, and reviewing your answers.

**TEST QUESTION SCREEN**

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

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 REVIEW**

PSI, in cooperation with TDLR, will be regularly 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. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidate results and adjust them accordingly. This is the only review of the written examination available to candidates.
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.

Dallas/Richardson
1701 N Collins Blvd, Suite 130
Richardson, TX 75080
From US-75 North take exit 26 onto N. Central Expressway toward Collins Blvd./Campbell Rd. Turn left onto Campbell Rd. Turn left on Collins Blvd. Building is on 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.
The last day of testing at this office will be Saturday, February 20, 2021. After this date, candidates are being directed to schedule at Innovative Minds - El Paso, 11436 Rojas, Suite B-10, El Paso, TX 79936.

Innovative Minds - El Paso
11436 Rojas, Suite B-10
El Paso, TX 79936
“From West: Take I-10 East. Take exit 30 toward Lee Trevino Dr. Left on N Lee Trevino Dr and merge to the far right lane. At the Bank of America, R on Rojas Dr. Innovative Minds is located on the right in the Rojas Business Ctr. From East: Take I-10 West. Take exit 30 toward Lee Trevino Dr. Merge to far right lane and at the One Source Federal Credit Union, Right on Goodyear Dr. At street light, Left on Rojas Dr. Innovative Minds is located on the left in the Rojas Business Ctr.”

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 (I-2), exit on New Hampshire St. and go north, past Arroyo Park. After going through a long S-bend and past a railroad crossing, turn left at first stoplight (Bus. 77 Sunshine Strip). After passing the walkway bridge to the High School, take the right fork to Morgan Blvd. Go past the stoplight at Washington St and turn right into the first large parking lot at 722 Morgan. You may park in any space marked “Reserved for Tenants and Customers”. Do NOT park on or across the street or in spaces marked “Act Management.” (Note that GPS instructions may not be accurate for this location). The last day of testing at this office will be Saturday, February 20, 2021. After this date, candidates are being directed to schedule at Innovative Minds-Harlingen, located at 2404 F St., Suite D, Harlingen, TX 78552. Directions to this test center are below:

Innovative Minds - Harlingen
2404 F St., Suite D
Harlingen, TX 78552
From McAllen, TX:
Take I-2/US-83 E. Use the right two-lanes to take the US-77 S/US-83 S exit toward Brownsville. Take the exit toward Farm to Market Rd 1479/F St/Rangerville Rd. Merge onto S Frontage Rd. Turn right on S Idaho St. From Brownsville, TX:
Take US-77 N/US-83 N. Merge onto I-69E N/US-77 N/US-83 N. Take the exit toward Farm to Market Rd 1479/F St/Rangerville Rd. Merge onto S Frontage Rd. Turn left onto S Rangerville Rd. Turn left onto S Frontage Rd. Turn right on S Idaho St.
Innovative Minds will be on the left, next to Distinctive Drafting Design, across the street from Collison Center Auto Body. Additional parking available on Idaho Street.

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 East, 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 side, next to Pappasito’s Cantina.

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 Bissnnet, is the notation, “One West Belt”. The Sam Houston Pkwy is also known as Beltway 8. From US 59, heading South: Take the Bissnnet exit and turn right onto Bissnnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissnnet 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 Bissnnet exit and turn left (under the freeway) onto Bissnnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissnnet 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 Bissnnet exit and turn left (under the freeway) onto Bissnnet. 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 Belt/fort exit and travel about two miles on the feeder road to Bissnnet. Turn right on Bissnnet and then left into the parking lot of the first building on the left, OR do not turn on Bissnnet but drive through the intersection and then make an immediate right into the parking lot.

Houston (Northwest)
9800 Northwest Freeway
Suite 200
Houston, TX 77092
From Hwy 290 EASTBOUND take Exit 13C toward West T C Jester Blvd. Stay Straight to go onto N Loop Fwy W. Make a U-turn onto N Loop Fwy.
W. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Driving north on Loop 610 West exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Driving west on Loop 610 North, exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

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 82nd St.

McAllen
7112 N. 10th Street Suite 100
McAllen, TX 78504
From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. Robin Business Park is on the left. Turn left to enter the park. 7112 will be on your left behind the restaurant. The test center is located in Suite 100.

Upon arrival, please report directly to the test center. If the door is locked, please wait in your vehicle until 1/2 hour before your exam is to begin.

Midland
Westwood Village Shopping Center
4200 West Illinois Avenue, 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.

San Antonio
9502 Computer Drive, Ste 105
San Antonio, TX  78229
From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105. From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.

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.

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.

**SCORE REPORTING**

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - an official score report will be printed at the examination site.

**DUPLICATE SCORE REPORTS**

You may request a duplicate score report at [www.psiexams.com](http://www.psiexams.com) or you can mail a request to PSI.

**NON-SCORED QUESTIONS**

Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed.
EXAMINATION CONTENT OUTLINES AND REFERENCES MATERIALS

Note: Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Texas Department of Licensing and Regulation. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It Notes, or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

Candidates may use a 12-digit calculator that is silent, battery-operated, and does not have paper tape printing capabilities. In addition, each candidate is required to bring the written instructional manual that was provided with the programmable calculator when purchased by the candidate or instructions downloaded from the manufacturer’s website so that the test center proctor can ensure that all numeric programs previously stored in the calculator are cleared before the candidate is permitted to use the calculator during the examination. Moreover, all programmable calculators must be cleared upon conclusion of the examination by the test center proctor to prohibit potential security breaches. Note: Candidates need to bring their own financial calculator. One is not available at the test center. Candidates may not share a calculator during the exam.

REFERENCE LIST

This examination is CLOSED BOOK. The following reference materials are not allowed in the examination site.

- Property Appraisal and Assessment Administration, The International Association of Assessing Officers, 1313 East Sixtieth Street, Chicago, IL 60637-2892
- Property Assessment Valuation, International Association of Assessing Officers, 130 East Randolf Street, Suite 850, Chicago, IL 60601
- Texas Government Code Chapter 552
- Texas Government Code Chapter 551
- Texas Administrative Code Chapter 94
- Texas Constitution Article 8

Calculated ratios should be rounded to two decimal places. All other calculations should be rounded to four decimal places.

TX APPRAISER - CLASS IV (RPA)

The examination items are referenced to the TX 2019 Property Tax Code.

Texas Appraiser - Class IV (RPA) Examination
150 Scored Items - 330 Minutes - 70% Correct to Pass
10 Non-Scored Items - 30 Minutes
Examination Fee $100

CONTENT OUTLINE

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<tr>
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<td>Ethics</td>
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<td>General Appraisal</td>
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<tr>
<td>Cost Approach to Value</td>
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<tr>
<td>Sales Comparison Approach to Value</td>
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<td>Income Approach to Value</td>
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<td>Appraisal of Personal Property</td>
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<td>USPAP</td>
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<td>Texas Property Tax Law</td>
<td>15</td>
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TX APPRAISER - CLASS III

The examination items are referenced to the TX 2019 Property Tax Code.

Texas Appraiser - Class III Examination
100 Scored Items - 220 Minutes - 70% Correct to Pass
5 Non-Scored Items - 10 Minutes
Examination Fee $71
REFERENCE LIST

This examination is CLOSED BOOK. The following reference materials are not allowed in the examination site.

- Property Appraisal and Assessment Administration, The International Association of Assessing Officers, 1313 East Sixtieth Street, Chicago, IL 60637-2892
- Property Assessment Valuation, International Association of Assessing Officers, 130 East Randolf Street, Suite 850, Chicago, IL 60601
- Texas Government Code Chapter 552
- Texas Government Code Chapter 551
- Texas Administrative Code Chapter 94
- Uniform Standards of Professional Appraisal Practice 2018-2019
- Texas Constitution Article 8

Calculated ratios should be rounded to two decimal places. All other calculations should be rounded to four decimal places.

TEXAS COLLECTOR - CLASS III (RTC)

The examination items are referenced to the TX 2019 Property Tax Code.

Texas Collector - Class III (RTC) Examination
80 Scored Items - 120 Minutes - 70% Correct to Pass
5 Non-Scored Items - 10 Minutes
Examination Fee $52

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<td>Basic Appraisal Concepts</td>
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<td>Agricultural Change of Use Penalty</td>
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<td>Basic Current and Delinquent Tax Collections</td>
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<td>Reports/Receipts/Tax Certificates</td>
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<td>Tax Bills/Rolls</td>
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<td>Corrected/Supplemental Bills</td>
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TEXAS ASSESSOR/COLLECTOR - CLASS IV (RTA)

The examination items are referenced to the TX 2019 Property Tax Code.

Texas Assessor/Collector - Class IV (RTA) Examination
150 Scored Items - 210 Minutes - 70% Correct to Pass
10 Non-Scored Items - 20 Minutes
Examination Fee $52

CONTENT OUTLINE

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**REFERENCE LIST**

This examination is OPEN BOOK. The following reference materials are allowed in the examination site. If you are downloading from the Internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder. No loose paper is allowed.

- Texas Property Tax Code*
- Texas Property Tax Laws*
- Texas Property Tax Professionals rules - 16 Texas Administrative Code, Chapter 94**


TEXAS PROPERTY TAX PROFESSIONALS EXAMINATION
REGISTRATION FORM

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 or transferable.

1. Legal Name: ___________________________ ___________________________ ___________________________ ___________________________ M.I.

   First Name   Last Name

2. ID: ___________________________

3. Mailing Address: ___________________________ ___________________________ ___________________________ ___________________________ ___________________________ Apt/Ste

   Number, Street                           City                       State                        Zip Code


5. Email: __________________________________________

6. Examination:

   Examination Name (Check one)  Examination Fee
   ☐ Texas Collector - Class III (RTC) $52
   ☐ Texas Assessor/Collector - Class IV (RTA) $52
   ☐ Texas Appraiser - Class III $71
   ☐ Texas Appraiser- Class IV (RPA) $100
   Check one: ☐ First Time  ☐ Retake

7. Total Fee: $______________ You may pay by credit card, money order, cashier’s check or company check. Cash and personal checks are not accepted.

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

   Card No: ___________________________ Exp. Date: ___________________________

   Card Verification No: ______________ 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).

   Billing Street Address: __________________________________________ Billing Zip Code: __________________

   Cardholder Name (Print): __________________________________________ Signature: __________________________

8. I am submitting the Exam Accommodations Form (on the next page) 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 examination information bulletin.

   Signature: __________________________________________ Date: ________________

If you are registering by mail or fax, sign and date this registration form on the lines provided. Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration TX Collector
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (833) 333-4741 * TTY (800) 735-2929
www.psieexams.com
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request Exam Accommodations.

REQUEST ACCOMMODATION VIA ONLINE

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here. You will be contacted via email within 48 hours.

Requirements for examination accommodation 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

REQUEST ACCOMMODATION VIA FAX OR EMAIL

If you prefer you may fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com. After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

Date: __________________________ ID#: __________________________

Legal Name: ____________________________________________________

Last Name: __________________________ First Name: ________________________

Address: ______________________________________________________

Street: __________________________________ City, State, Zip Code: ____________

Telephone: (______) ___________ - ____________ Email Address: _____________________________

Cell: __________________________

Check any examination accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Large-print written examination
- Extended time (Additional time requested: ____________)
-Request for a translated examination (this request does not require additional documentation)

Site requested: __________________________

*You may email your out-of-state request to OutofStateRequest@psionline.com for written exams only

YOU MUST BE APPROVED BY TDLR TO TAKE THIS EXAMINATION

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