



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



# Oklahoma Real Estate Appraiser Board

## REAL ESTATE APPRAISER EXAMINATION 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 and application process for becoming licensed as a real estate appraiser in Oklahoma.

You need to pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations relating to real estate appraisal. The Division has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Oklahoma. PSI works closely with the Oklahoma Real Estate Appraiser Board to be certain that examinations meet local as well as national requirements in basic principles of real estate and examination development standards.

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

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

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

**PSI licensure:certification**  
3210 E Tropicana  
Las Vegas, NV 89121  
(855) 746-8173 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

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

**Oklahoma Real Estate Appraiser Board**  
400 NE 50<sup>th</sup> St  
Oklahoma City, OK 73105  
(405) 521-6636 • Fax (405) 522-6909  
[www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)

## EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

All candidates for the real estate appraiser examinations must be pre-approved by the Oklahoma Real Estate Appraiser Board BEFORE registering for or scheduling the examination. You must obtain a Test Card from the Oklahoma Real Estate Appraiser Board. You will not be able to test without this card. You must test within two years of the date of issuance on the Test Card.

You must present this Test Card, at the test center, the first time you test. The examination proctor will keep this card. If you fail, you must present the failing score report at the test center for future testing dates.

### EXAMINATION FEE

State Licensed Appraiser	\$150
Certified Residential Appraiser	\$150
Certified General Appraiser	\$150

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

## INTERNET REGISTRATION

The Examination Registration Form is available at PSI's website, [www.psiexams.com](http://www.psiexams.com). You may register for and schedule an examination via the Internet 24 hours a day.

1. Complete the registration form on PSI Website and select the available dates for your examination.
2. Pay by valid credit card (VISA, MasterCard, American Express or Discover).

## FAX REGISTRATION

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

1. Complete the Examination Registration Form found at the end of this bulletin. Please include your credit card number and expiration date.
2. Fax the completed form to PSI at 702-932-2666. Fax registrations are accepted 24 hours a day.
3. Please allow 4 business days to process your registration. After 4 business days, you may schedule your examination at [www.psiexams.com](http://www.psiexams.com) or by calling (855) 746-8173. You are responsible for personally (not a friend or relative) calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule with a PSI registrar, call Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. If space is available in the examination center of your choice, you may schedule an examination up to 1 day prior to the examination date of your choice. Please be prepared to offer alternative examination appointment choices.

## MAIL REGISTRATION

1. Complete the Examination Registration Form found at the end of this bulletin.
2. Submit the registration form along with payment. Payment of fees may be made by credit card (Visa, MasterCard, American Express, or Discover), money order, company check or cashier's check. Make your money order or check payable to PSI and note your Social Security Number on it to ensure that your fees are properly assigned. Cash and personal checks are not accepted.
3. Please allow 2 weeks to process your registration. After 2 weeks, you may schedule for your examination at [www.psiexams.com](http://www.psiexams.com) or by calling (855) 746-8173. You are responsible for personally (not a friend or relative) calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule with a PSI registrar, call (855) 746-8173 Monday through Friday between 6:30 am and 9:00 pm, or Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. If space is available in the examination center of your choice, you may schedule an examination up to 1 day prior to the examination date of your choice. Please be prepared to offer alternative examination appointment choices.

## TELEPHONE REGISTRATION

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

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. PSI registrars are available at (855) 746-8173 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 the information listed on your Examination Registration Form and to schedule your appointment for the examination.



### SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule with a PSI registrar, call (800) 733-926 Monday through Friday between 6:30 am and 9:00 pm, or Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. 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 4:00pm PT (6:00pm CT). Please be prepared to offer alternate examination appointment choices.

Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.

### 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 (855) 746-8173 or use the PSI Website.

Note: A voice mail message or email is NOT an acceptable form of cancellation.

### 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.
- Do not present a valid Test Card acquired from the Board for the first testing date.
- Do not present a failing score report for each attempt after the first testing date.

### EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request exam accommodations with PSI. Requests for any exam accommodations may be made by completing and submitting the Exam Accommodations form with supporting documentation to PSI. This form may be found at the end of this Bulletin.

### 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 (855) 746-8173. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

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

## EXAMINATION SITE LOCATIONS

The Oklahoma examinations are administered at the PSI examination centers in Oklahoma as listed below. 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.

### **PSI - Oklahoma City I**

3800 N Classen Blvd, Ste C-20  
Oklahoma City, OK 73118

*Take I-235 to I-44. Take the Classen Blvd exit. Turn left on Classen. The office is located in a dark gray building on the East side of Classen.*

### **PSI - Oklahoma City II**

NW 23rd St and Villa Avenue, Suite 60  
Shepherd Mall Office Complex  
Oklahoma City, OK 73107

*From I-44, exit at the NW 23rd Street off ramp. Then drive east 2.4 miles on NW 23rd St to Villa Ave. The test center is located in a large shopping mall on the northeast corner of NW 23rd and Villa Ave., now called Shepherd Center Office Complex. Note that the mall is L-shaped. The test center is located on the back side of the complex where the building turns to form the letter L. Park there and enter the building through Entrance D. You can only see our Suite 60 from inside the building, not from the outside.*

### **PSI - Tulsa**

2840 E. 51st Street, Suite 215  
Tulsa, OK 74105

*From I-44 West - Take exit 228 towards Harvard Ave. Merge onto E Skelly Dr. Use the 2nd from the left lane to turn left onto S Harvard Ave. Turn right onto E 51st St/east 51st Street South. Go about ½ mile then turn left onto Delaware Ct. The test center is in the first building on the left marked "Brittany Square Office Park".*

*Once inside the building, proceed to the 2nd floor. The test center is in Suite 215.*

### **PSI - McAlester**

21 East Carl Albert Parkway (US Hwy 270)  
McAlester, Oklahoma 74501

*From Main St: turn onto US 270 - E. Carl Albert Parkway. The Test Center will be on your left between Main and 1st St.  
From US Hwy 69: Take the exit for US 270-W - Carl Albert Parkway and go approximately 1.5 miles. The Test Center will be on your right between 1st and Main St.*

### **PSI - Woodward**

1915 Oklahoma Ave, Suite 3  
Woodward, OK 73801

*From Highway 270, go west at the intersection of 9th and Oklahoma Avenue. Go west 10 blocks to 19th Street. The building is on the south side of Oklahoma Avenue, across from the Sonic Drive-In.*

Additionally, PSI has examination centers in many other regions across the United States. You may request out-of-state testing by completing and submitting the Exam Accommodations Request form found at the end of this Bulletin.

## 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 the sign-in and identification verification procedure as well as providing time for you to familiarize yourself with the examination process. *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 or a complete physical description. The second ID must have your signature and preprinted legal name.

You must present your Test Card, at the test center, the first time you test. The examination proctor will keep this card. If you fail, you must present the failing score report at the test center for future testing dates.

If you cannot provide the required identification, you must call (855) 746-8173 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 will apply during the examination:

- 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 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. 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.
- 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, hooded clothing, 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 EXAMINATION 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.

### TUTORIAL

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.

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

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.



**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.

### 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. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

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.

### 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.

Scaled scores can range from 0 to 110, with 75 and above representing passing. 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. 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 score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling (855) 746-8173.

### DESCRIPTION OF EXAMINATIONS

Oklahoma utilizes the National Uniform Licensing and Certification Examinations which 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)  
Telephone: 202-347-7722  
Fax: 202-347-7727

### EXAMINATION SUMMARY TABLE

Examination	Number of Scored Questions	Number of Non-Scored Questions	Passing Scaled Score	Time Allowed
State Licensed Appraiser (LR)	110	15	75	4 hours
Certified Residential Appraiser (CR)	110	15	75	4 hours
Certified General Appraiser (CG)	110	15	75	6 hours

In addition to the number of scored examination items specified, fifteen non-scored questions will be administered to candidates during the examinations. The administration of such non-scored questions is essential in developing future licensing examinations.

### NATIONAL UNIFORM AND CERTIFICATION EXAMINATION CONTENT OUTLINES

The examination content outlines have been prepared by the AQB. Use the outline as a guide for pre-examination review course material. The outlines list the content domains and sub-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 topics in the outline.

AQB EXAMINATION CONTENT OUTLINES	LR	CR	CG
<b>1. Real estate market</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>
Types of influences on real estate value			
Types of government power			
Types of real estate value			
Date of value premise			
Market analysis			
Investment analysis			
Tests of highest and best use			
Analysis of highest and best use			
<b>2. Property description</b>	<b>12%</b>	<b>12%</b>	<b>11%</b>
Description of land or site			
Description of improvements and building components			
Legal interest			
Rights to use			
Property taxation			
<b>3. Land or site valuation</b>	<b>4%</b>	<b>4%</b>	<b>4%</b>
Land or site valuation methods			
<b>4. Sales comparison approach</b>	<b>22%</b>	<b>22%</b>	<b>14%</b>
Identification of comparable sales			
Units of comparison			
Elements of comparison			
Quantitative adjustments			
Qualitative adjustments			
Reconciliation to indicated value by the sales comparison approach			
<b>5. Cost approach</b>	<b>15%</b>	<b>14%</b>	<b>13%</b>
Sources of cost information			
Cost components			
Depreciation			
Methods of estimating depreciation			
Reconciliation to indicated value by the cost approach			
<b>6. Income approach</b>	<b>9%</b>	<b>10%</b>	<b>20%</b>
Sources of income generation			
Occupancy / vacancy analysis			
Expenses			



Capitalization			
Estimation of value using income approach			
Reconciliation to indicated value by the income approach			
<b>7. Reconciliation of value indications</b>	<b>2%</b>	<b>2%</b>	<b>2%</b>
Reconciliation of approaches to value			
<b>8. Uniform standards of professional appraisal practice (USPAP)</b>	<b>16%</b>	<b>16%</b>	<b>16%</b>

### 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 at the end of the sample questions.

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 square foot 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 \$.15 per square foot. What is the projected net operating income?
  - A. \$93,000
  - B. \$94,500
  - C. \$96,150
  - D. \$97,650
  
2. The subject assignment is to appraise a vintage house built in 1880 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 square foot. Contractors charge \$15 more per square foot to work on older houses. The estimated reproduction cost is \$185 per square foot. What is the estimated loss in utility?
  - A. \$15 per square foot
  - B. \$33 per square foot
  - C. \$65 per square foot
  - D. \$80 per square foot
  
3. The occupants of a dwelling have been granted a life estate by their daughter. What interest does the daughter hold in the property?
  - A. Life tenant
  - B. Remainder
  - C. Trustee
  - D. Trustor
  
4. A client requires the cost approach be completed for a warehouse located in an industrial park. There are no vacant land comparables in the market area. There are three 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. The seller 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. \$125,000
  - B. \$135,000
  - C. \$350,000
  - D. \$500,000
5. A homeowner purchased two adjacent lots in a tract subdivision 20 years ago and built a single-unit dwelling 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. Excess land
    - B. Surplus land
    - C. Underutilized site
    - D. Vacant site
  
  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 combined are currently averaging two new sales contracts per month, and are expecting to sell 24 dwellings within the next year. What conclusion can 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 undersupply
    - D. The market is in a condition of oversupply

ANSWERS: 1 = C, 2 = C, 3 = B, 4 = C, 5 = A, 6 = D



# OKLAHOMA APPRAISER 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: \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Name \_\_\_\_\_

2. Social Security: [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] (FOR IDENTIFICATION PURPOSES ONLY)

3. Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Date Year

4. Mailing Address: \_\_\_\_\_  
Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste

\_\_\_\_\_ - \_\_\_\_\_  
City State Zip Code

5. Telephone: Home \_\_\_\_\_ - \_\_\_\_\_ Office \_\_\_\_\_ - \_\_\_\_\_

6. Email: \_\_\_\_\_ @ \_\_\_\_\_

7. Examination: (Check one)  State Licensed Appraiser \$150  Certified Residential Appraiser \$150  
 Certified General Appraiser \$150  
(Check one)  FIRST TIME  RETAKE

8. Total Fee: \$150. You may pay by credit card, money order, cashier's check or company check only. 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: \_\_\_\_\_

9. I am submitting the Exam Accommodations Form and required documentation.  Yes  No

10. 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 licensure:certification \* ATTN: Examination Registration OK APP  
3210 E Tropicana \* Las Vegas, NV \* 89121  
Fax (702) 932-2666 \* (855) 746-8173 \* TTY (800) 735-2929  
[www.psiexams.com](http://www.psiexams.com)





## EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

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

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

### Requirements for exam 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

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

SS#: \_\_\_\_\_

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

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

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

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

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

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

Site requested: \_\_\_\_\_

*\*You may email your out-of-state request to [OutOfStateRequest@psionline.com](mailto:OutOfStateRequest@psionline.com).*

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

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





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

