



PSI Services LLC
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www.psiexams.com

TEXAS DEPARTMENT OF LICENSING AND REGULATION

PROPERTY TAX PROFESSIONALS CANDIDATE INFORMATION BULLETIN



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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 (800) 733-9267 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 (800) 733-9267, 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 (800) 733-9267 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 (800) 733-9267. 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 (800) 733-9267 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:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site or you can use the online calculator.
- 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, 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 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.

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.





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

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.**

EXAMINATION SITE LOCATIONS

Abilene

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

The test site is on the corner of South 14th 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 3rd 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 45th St and turn right. Turn left at the 2nd traffic light to Teckla.

Arlington

Centerpoint IV
2401 E. Randol Mill Road, Suite 160
Arlington, TX 76011

From TX-360 S - Take the TX-180 exit towards Division St. Merge onto N Watson Rd. Take a slight left towards S. Watson Rd. Use the middle lane to turn left onto E Randol Mill Rd. The Centerpoint IV building will be on your right.

From I-30 E - Take exit 28 toward Baird farm Road/Ballpark Way/Legends Way. Merge onto E Copeland Rd. Take a slight right onto TX-360 Frontage Rd/N Watson Rd. Turn Right onto East Randol Mill Rd. The Centerpoint IV building will be on your right.

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 examination site 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 examination site is in the business park on the left, Ste. F-111.

PSI is located in NORTH Austin at the Northwest corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.

Austin

8000 Anderson Square, Ste 301B
Austin, Texas 78757

If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.

If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.

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.

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.

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).

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.

From I-10 West, take the Holland Rd exit. Stay on the feeder road. 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 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 (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

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 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 1-20, 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 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)

TEXAS COLLECTOR - CLASS III (RTC)

The examination items are referenced to the TX 2017 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

CONTENT OUTLINE

Subject Area	# of Items
Texas Property Tax System	22
Tax Calendar	
Entities Involved in the System	
Overview of Ad Valorem in Texas	
Basic Appraisal Concepts	
Sources of Property Tax Law	5
Basics of Assessment	9
Definition of Terms	



Preparation of the Tax Roll/Bills	
Agricultural Change of Use Penalty	4
Basic Current and Delinquent Tax Collections	35
Reports/Receipts/Tax Certificates	
Payment Options	
Tax Bills/Rolls	
Corrected/Supplemental Bills	
Refunds/Overpayments	
Calculation of Penalty/Interest	
Delinquent Installment Agreement	
Abatement/Deferrals of Delinquent Taxes	
Waiver of Penalty and Interest	
Ethics	5

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.

The examination has been developed using the most current editions of the reference materials shown below. You may bring these or any other edition into the examination.

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

*Available from:
<http://www.comptroller.texas.gov/taxinfo/proptax/tnt/>

**Available from:
<http://www.tdlr.texas.gov/taxprof/taxprofrules.htm>

TEXAS ASSESSOR/COLLECTOR - CLASS IV (RTA)

The examination items are referenced to the
TX 2017 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

Subject Area	# of Items
Texas Property Tax System	23
Tax Calendar	
Entities Involved in the System	
Overview of Ad Valorem in Texas	
Basic Appraisal Concepts	
Sources of Property Tax Law	5
Collection Litigation	8
Litigation Terminology	
Litigation Procedures	
Basics of Assessment	19
Notice and Hearing	
Definition of Terms	
Tax Rate Adoption	
Election Administration	
Preparation of the Tax Roll and Bills	
Truth-In -Taxation	16
Calculation of Preliminary Rates	
Difference in Procedures Among Entities	
Roles and Responsibilities	
Worksheet Calculations	
Agricultural Change of Use Penalty	5
Current and Delinquent Tax Collections	54
Reports, Receipts, and Tax Certificates	
Payment Options	
Tax Bills and Rolls	
Corrected or Supplemental Bills	
Refunds and Overpayments	
Calculation of Penalty and Interest	
Delinquent Installment Agreement	
Abatement and Deferrals of Delinquent Taxes	



Foreclosures, Seizures, Sales, and Resales	
Bankruptcy Types and Terms	
Waiver of Penalty and Interest	
Ethics	5
Property Tax Law	15
Property Tax Code	
Constitutional Requirements	

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.

The examination has been developed using the most current editions of the reference materials shown below. You may bring these or any other edition into the examination.

- Texas Property Tax Code*
- Texas Property Tax Laws*
- Truth-In-Taxation: Setting Tax Rates for School Districts and Non School Districts*
- Texas Property Tax Professionals rules - 16 Texas Administrative Code, Chapter 94**

*available from <https://comptroller.texas.gov/taxes/property-tax/truth-in-taxation/index.php>

**available from:
<http://www.tdlr.texas.gov/taxprof/taxprofrules.htm>

TX APPRAISER - CLASS III

The examination items are referenced to the TX 2017 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

CONTENT OUTLINE

Subject Area	# of Items
Texas Property Tax System	13
Ethics	5
General Appraisal	5
Cost Approach to Value	19
Sales Comparison Approach to Value	19
Income Approach to Value	20
Appraisal of Personal Property	14
USPAP	5

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 Randolph Street, Suite 850, Chicago, IL 60601
- Texas Property Tax Code, <http://www.comptroller.texas.gov/taxinfo/proptax/tnt/>
- 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
- Texas Property Tax Professionals - 16 Texas Administrative Code, Chapter 94, <http://www.tdlr.texas.gov/taxprof/taxprofrules.htm>

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 2017 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

Subject Area	# of Items
Texas Property Tax System	7
Ethics	5
General Appraisal	5
Cost Approach to Value	23
Sales Comparison Approach to Value	20
Income Approach to Value	23
Appraisal of Personal Property	17
Mass Appraisal	30
USPAP	5
Texas Property Tax Law	15



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 Randolph Street, Suite 850, Chicago, IL 60601
- Texas Property Tax Code,
<http://www.comptroller.texas.gov/taxinfo/proptax/tnt/>
- 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
- Texas Property Tax Professionals - 16 Texas Administrative Code, Chapter 94,
<http://www.tdlr.texas.gov/taxprof/taxprofrules.htm>

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



EXAM ACCOMMODATIONS 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 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: _____ ID#: _____

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):

- 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: _____
**You may email your out-of-state request to OutOfStateRequest@psionline.com.*

- ✎ You must be approved by TDLR to test.
- ✎ Complete and 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.

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



PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121