



Examination Eligibility Tracking with the AMP Portal – Washington

The Washington Department of Licensing Real Estate Program and Applied Measurement Professionals are working together to introduce an online examination eligibility tracking process. The AMP Portal is a secure online system that will allow real estate education providers to electronically verify pre-license course completion. The system will track students' progress through the pre-license course requirements, and when those requirements are met, the system will automatically send the student an invitation to register for the appropriate licensing examination. With the Portal in use to track eligibility, students will no longer be required to take a Certificate of Education Document (CED) to the testing center, thus eliminating the possibility that any students will be turned away from the testing center if they forget or lose their CEDs.

The AMP Portal distributes responsibility among the student, the school, AMP, and the DOL. The flow chart on the following page illustrates the typical operation of the system. The student must register with the portal before course completion information can be entered. The school can enter completion information in 3 ways: manually (one student at a time), by uploading a formatted ASCII file (bulk upload of students), or by consuming an AMP-provided web service to allow student information to be sent without human intervention. AMP will track students' information and send examination scheduling information to eligible students.

AMP has made significant revisions to this process in response to feedback and requests offered by Washington real estate education providers. AMP is committed to ensuring providers have the time and information required to ensure a smooth implementation. Online demonstrations and written specifications will be rolled out in the coming weeks.



Examination Eligibility Tracking with the AMP Portal – Washington

For Managing Brokers (MB) and Entry Level Brokers (EB), student creates portal record providing name, SSN, e-mail address, mailing address, phone, date of birth, school code, and unique school-assigned ID. Students will receive a confirmation notice within 24 hours after registration.

Student receives confirmation email

Student can update contact information until final eligibility is established.

Instructor or school coordinator may generate a report of all students affiliated with their school. The report will be sortable by last name or student ID. SSN is masked. School never has access to SSN. School cannot see students affiliated with other schools

WADOL staff will enter experience verification for Managing Broker candidates.

At completion of a course, instructor or school coordinator confirms graduation date individually or with a bulk fixed length ASCII file upload or AMP hosted web service. For bulk upload or web service, each student record will include student name, school-assigned ID, school code, email address, course name and completion date. The portal will attempt to match uploaded records using name, school-assigned ID and school code. If the portal cannot find a match, student will be notified at the email address provided by the school. The message will suggest possible solutions for the student to resolve the problem. The system will retain the unmatched record and attempt to rematch once daily for 30 days.

Graduation date can only be entered after completion of course -- cannot be entered in advance.

When student takes any subsequent course(s), the Instructor or school coordinator may generate a report of all students affiliated with their school. The report will be sortable by Last Name or Student ID.

Candidates not requiring education (reciprocity candidates) are managed by WADOL.

When required courses (as well as experience verification for MB) are confirmed, AMP sends e-mail to student within 24 hours after eligibility requirements are met.

Student has immediate access to scheduling (on-line or telephone) after receiving e-mail.



NOTES:

1. With the Portal in use to track eligibility, students will no longer be required to take a Certificate of Education Document (CED) to the testing center.
2. It is the student's responsibility to register in the Portal. The school cannot record graduation if student fails to register.
3. The student must have an e-mail address in order to register in the Portal. (Free e-mail addresses are available via yahoo.com, hotmail.com, gmail.com, etc.)
4. The school must assign a unique ID number to each student (referred to here as the school-assigned ID). The ID number can be any combination of letters and numbers up to 9 characters in length. The student cannot register without a school-assigned ID. The school must ensure that ID numbers are never re-used.
5. Instructors may generate a report of all students who have associated themselves with their school, at any time before a graduation date is entered. The report will be sortable by last name or school-assigned ID.
6. The instructors can generate a report of school graduates over a given date range.