

WASHINGTON

**FOR
SALE**



**Real Estate
Examination
Program**

Candidate Handbook

January 2017



AMP, a PSI business



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QUESTIONS ABOUT LICENSING

Questions regarding license application or information concerning licensure requirements should be directed to:

Real Estate Licensing
PO Box 9021
Olympia, WA 98507-9021
Phone: 360-664-6488 or 360-664-6500
Fax: 360-586-0998
Web: www.dol.wa.gov/business/realestate
Email: RealEstate@dol.wa.gov

HOW TO CONTACT PSI/AMP

For inquiries and general registration information write or call:

PSI/AMP Candidate Services
18000 W. 105th St.
Olathe, KS 66061-7543
Phone: 800-345-6559
Fax: 913-895-4650
Web: www.goAMP.com
Email: info@goAMP.com

INTRODUCTION

AMP, a PSI business, provides a range of services to the states that use the Real Estate Examination Program (REP). This booklet provides information you will need to register for the Washington Department of Licensing examinations. Be sure to keep the booklet after you have registered for the examination; you may wish to refer to it later.

The real estate examinations are developed through a combined effort of real estate experts and testing professionals. Experts in the fields of both real estate and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures. Representatives from states participating in the PSI/AMP Real Estate Examination Program review the questions to make certain that the content of the questions is accurate and relevant to real estate practices in their own states. Finally, all questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate field.

The examination content outline used to develop the examination is based on a job analysis and expert judgment. It reflects areas of knowledge required to perform those tasks that practicing real estate Brokers and Managing Brokers judged to be important. Real estate experts who write questions for PSI/AMP use this content outline as a guide. Thus, examinees are tested only on subjects judged by real estate Brokers and Managing Brokers as most important for beginning licensees to know.

The content outline does not include topics, such as promotional skills, that may be helpful to success in the industry. Since the purpose of licensure testing is to protect the consumer rather than to guarantee success in practice, the examinations focus on the knowledge you must have to protect the consumer and your ability to apply that knowledge to a consumer's particular situation. Similarly, the examinations include some technical language not used in your everyday conversations. You must learn that language to become a part of the profession and be able to explain its meaning to customers and clients.

STATEMENT OF NONDISCRIMINATION

PSI/AMP does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, marital status, sexual orientation or gender identity.

EXAMINATION INFORMATION

The Washington Real Estate Licensing Examinations (Broker and Managing Broker) are administered by PSI/AMP under a contract with the Washington State Department of Licensing (DOL). This handbook contains general information regarding the examinations and the testing process.

BEFORE REGISTERING TO TAKE THE EXAMINATION, READ THE FOLLOWING REQUIREMENTS FOR LICENSING.

If you do not meet one of the requirements, or if you are uncertain if you meet all requirements, **DO NOT** register for the examination. Contact the Department of Licensing at 360-664-6488 for assistance in determining licensing eligibility.

EXAMINATION ELIGIBILITY

The Washington Real Estate Commission has established the requirements for qualification for a real estate broker or managing broker license. You should read this handbook and any other information provided by the Commission before applying for any license examination.

Brokers:

1. Candidates must register as a student on the Washington Student User Portal located on the PSI/AMP website.
2. A required sixty (60) clock hour Real Estate Fundamentals course and a thirty (30) clock hour Real Estate Practices course must be completed before you make an examination appointment.
3. You must complete the examination within two (2) years of completing the Real Estate Fundamentals and Real Estate Practices courses.

Brokers licensed in another jurisdiction must:

1. Provide to the Department of Licensing the following documents:
 - a. Letter requesting review and approval of reciprocity to include mailing and email addresses.
 - b. License history verification from the regulatory agency of the appropriate jurisdiction if the Broker is actively licensed in good standing with a Managing Broker as a Broker in another jurisdiction, or has been so licensed within the previous six (6) months. The Broker must contact the state in which he/she is licensed and request that a license history/verification be sent to the state of Washington.
2. Candidates must register as a student on the Washington Student User Portal located on the PSI/AMP website.

3. Have all qualifications reviewed and approved by the Department of Licensing before you make an examination appointment.

Applicants who meet the above requirements are permitted to take only the state portion of the examination. This portion deals with the specific real estate laws, rules, and regulations of Washington State.

Managing Brokers:

1. Candidates must register as a student on the Washington Student User Portal located on the PSI/AMP website.
2. If required, candidate qualifications must be met to qualify to take the real estate Managing Broker examination:
 - a. A minimum of three (3) years of actual experience as a full-time real estate Broker in Washington or in another jurisdiction having comparable requirements. This experience must be obtained within five (5) years of applying for the Managing Broker examination.

Note: As defined in WAC 308-124A-713, persons who do not possess three years of actual experience as a full-time real estate Broker may be eligible by reason of practical experience in a business allied with or related to real estate. For more information, contact the Department of Licensing at 360-664-6488.

- b. Completion of ninety (90) clock hours of instruction in real estate. Instruction must include one course in brokerage management, one course in advanced real estate law, and one course in business management. Applicants must complete ninety (90) hours of approved course work in addition to advanced real estate law, brokerage management and business management if they were used for continuing education credit. Each course must be completed within three (3) years of applying for the examination.
3. If required, submit all documentation (but NOT examination fees) to:

Department of Licensing
Real Estate Licensing
PO Box 9021
Olympia, WA 98507-9021

Managing Brokers licensed in another jurisdiction must:

1. Provide to the Department of Licensing the following documents:
 - a. Letter requesting review and approval of reciprocity to include mailing and email addresses.

- b. License history verification from the regulatory agency of the appropriate jurisdiction if the Broker is actively licensed in good standing with a Managing Broker as a Broker in another jurisdiction, or has been so licensed within the previous six (6) months. The Broker must contact the state in which he/she is licensed and request that a license history/verification be sent to the state of Washington.

2. Candidates must register as a student on the Washington Student User Portal located on the PSI/AMP website.
3. Have all qualifications reviewed and approved by the Department of Licensing before you make an examination appointment.

Applicants who meet the above requirements are permitted to take only the state portion of the examination. This portion deals with the specific real estate laws, rules, and regulations of Washington State.

REGISTERING FOR THE EXAMINATION

Brokers:

You must register as a Student with PSI/AMP. To register with PSI/AMP as a Student, go to www.goAMP.com, select the Portal tab, select the "Washington Student User" link and follow the onscreen instructions. Course completion information must be received electronically from your school. Your school will only be able to provide course completion information if you are a registered Student with PSI/AMP. You will not be allowed to schedule an examination appointment until your education provider has electronically submitted your course completion to PSI/AMP.

Managing Brokers:

You must register as a Student with PSI/AMP. To register with PSI/AMP as a Student, go to www.goAMP.com, select the Portal tab, select the "Washington Student User" link and follow the onscreen instructions. Course completion information must be received electronically from your school. Your school will only be able to provide course completion information if you are a registered Student with PSI/AMP. You will not be allowed to schedule an examination appointment until your education provider has electronically submitted your course completion to PSI/AMP.

HOW THE EXAMINATION IS ADMINISTERED

The Real Estate Licensing Examinations are administered by computer at 15 PSI/AMP Assessment Centers in Washington. A current listing of PSI/AMP Assessment Centers, including addresses and driving directions, may be viewed at PSI/AMP's website at www.goAMP.com. The examinations are administered by appointment only Monday through Saturday. Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis.

EXAMINATION FEE

Examination Fee: \$138.25

Payment may be made by credit card (Visa, MasterCard, American Express or Discover), cashier's check, money order or personal check made payable to PSI/AMP. Payment by cash is not acceptable.

Credit card transactions that are declined and checks that are returned due to insufficient funds will be subject to a \$25 handling fee. You must send a cashier's check or money order for the amount due, including the handling fee, to PSI/AMP to cover declined credit card transactions or returned checks.

Examination fees are valid for twelve (12) months. Candidates who submit an examination fee and fail to schedule an examination appointment within twelve (12) months will be required to submit the examination fee and reregister for the examination.

SCHEDULING AN EXAMINATION APPOINTMENT

You may schedule an examination appointment by one of the following methods. **You must receive eligibility confirmation from the PSI/AMP Portal before attempting to schedule an examination appointment.**

1. Online Scheduling:

- Go to www.goAMP.com and select "Candidates."
- Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for payment of examination fees.

2. **Telephone Scheduling:** Call PSI/AMP toll-free at 800-345-6559 from 5:00 a.m. to 7:00 p.m. (Pacific Time) Monday through Thursday, 5:00 a.m. to 5:00 p.m. on Friday and 6:30 a.m. to 3:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

When scheduling your examination appointment by telephone, payment will be processed prior to selection of the date and time for testing. Payment is processed first so the seat can be booked immediately upon selection. If payment is processed after seat selection, the delay in processing the payment may result in the preferred seat no longer being available. If the requested date is not available, a credit of your payment will be issued prior to the end of the call.

3. Mail your registration form. This is a two-step process:

Complete the registration form included in this handbook and mail it to PSI/AMP with the examination fee (paid by cashier's check, money order or personal check) to the address indicated on the form. All sections of this form must be completed. This form will be returned, if it is incomplete, illegible or submitted with an incorrect fee.

PSI/AMP will process the paper application and within approximately two (2) weeks will send a confirmation notice including a website address and toll-free telephone number to contact PSI/AMP to schedule an examination appointment.

When you contact PSI/AMP to schedule your appointment, please be prepared to confirm a date and location for testing and to provide your name and Social Security number. Your Social Security number is required for unique identification. Your Social Security number is required by the State for licensing but will not be provided to your school or any other entity for any purpose. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you contact PSI/AMP by 1:00 p.m. Pacific Time on...	Depending on availability, your examination may be scheduled as early as...
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday/Saturday
Friday	Monday



You will be notified of the date and time to report to the Assessment Center. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Assessment Center.

■ Special Arrangements for Candidates with Disabilities

PSI/AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. PSI/AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call PSI/AMP at 800-345-6559 to schedule their examination.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise PSI/AMP at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to PSI/AMP at least forty-five (45) calendar days prior to your desired examination date by completing the *Request for Special Examination Accommodations* and *Documentation of Disability-Related Needs* forms included in this handbook. PSI/AMP will contact you regarding your request for accommodations within ten (10) business days of receipt.

EXAMINATION APPOINTMENT CHANGES

You may reschedule your examination appointment once at no charge online at www.goAMP.com or by calling PSI/AMP at 800-345-6559 at least **one (1) business day prior to the scheduled testing session.** (See following table.)

If your Examination is scheduled on...	You must contact PSI/AMP by 1:00 p.m. Pacific Time to reschedule your Examination by the previous...
Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday/Saturday	Thursday

MISSED APPOINTMENTS AND FORFEITURES

You will forfeit the application and all fees paid to take the examination if you:

- wish to reschedule an examination but fail to contact PSI/AMP at least one (1) business day prior to the scheduled testing session
- wish to reschedule a second time
- appear more than fifteen (15) minutes late for an examination
- fail to report for an examination appointment
- fail to provide the identification required and are denied admittance to the examination
- arrive at the Assessment Center without the approved CED, if required

A complete application and examination fee are required to reapply for the examination. All fees for missed appointments must be paid before you can schedule a subsequent examination appointment.

INCLEMENT WEATHER, EMERGENCY OR POWER FAILURE

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI/AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit the PSI/AMP website at www.goAMP.com prior to the examination to determine if PSI/AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

NO REFUNDS

If you fail to arrive at the Assessment Center on the date and time you are scheduled for your examination, you will not be refunded any portion of your examination fee and must reregister by contacting PSI/AMP. Examination fees may NOT be transferred to another appointment.

EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections.

■ Broker Examination

The Washington Real Estate Broker Examination consists of two portions. The total time allowed for both portions of the examination is 3.5 hours. The questions on the two portions will be intermixed and will not appear as separate sections.

■ National Broker Portion

The National Broker portion is based upon seven major content areas. Each of the content areas is briefly described here, and an outline of the topics is included in the back of this handbook. In addition, the number of questions devoted to the National Broker examination is indicated for each major content area. The National Broker examination is composed of 100 questions used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being “pretested” for use in future versions of this examination. These pretest questions are not identified, and your answers to them do not affect your score.

Real Estate Examination Program

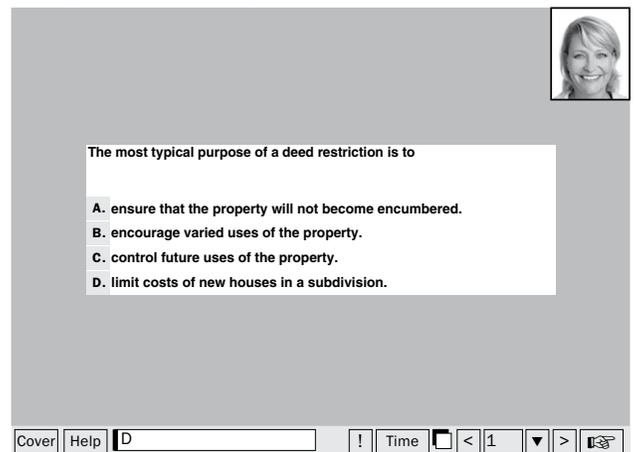
National Broker Examination Content Outline

Topic	Number of Questions
1. Agency Relationships and Contracts	28
2. Real Property Ownership/Interest	13
3. Finance	14
4. Real Property	14
5. Marketing Regulations (purchase and rental)	10
6. Property Management	8
7. Real Estate Calculations	13

■ State Broker Portion

The State Broker portion deals with topics relating particularly to Washington real estate license law. There are 30 multiple-choice questions on the State Broker examination. In addition to the items used to compute your score, the examination may include five items that are being “pretested” for use in future versions of these examinations. These pretest questions are not identified, and your answers to them do not affect your score. A detailed content outline given at the back of the handbook.

■ Taking the Multiple-Choice Examination



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the “Time” box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option

using the mouse. To change your answer, enter a different option by typing A, B, C, or D or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the HAND icon to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the HAND icon. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Sample Questions

The following illustrate the type of questions used in the National Broker examination. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows. The answer key also shows the topic being tested; the topic refers to the content outline included in the back of this handbook.

BROKER EXAMINATION SAMPLE QUESTIONS

- Baird bought two rectangular lots, each of which measures 244' x 250'. Approximately how many total acres will be in the two lots combined?
 - 2.8
 - 3.2
 - 5.6
 - 7.0
- A person has been using a property for a long time. That person's rights have been determined to supersede those of the fee simple owner. This is called which of the following?
 - escheat
 - homestead
 - eminent domain
 - adverse possession

- A property has been condemned by the city so that the land can be used to build a better approach to the municipal hospital's emergency entrance. Which of the following powers is the city exercising?
 - power of attorney
 - police power
 - eminent domain
 - escheat
- A broker deliberately shows a buyer homes in only one subdivision where many people of the buyer's religious faith live. Has the broker violated any law?
 - Yes, because a broker must show a prospective buyer homes in at least three different areas.
 - Yes, because a broker cannot discriminate on the basis of religion when showing property to a buyer.
 - No, because the broker's broker is responsible for any violations of law.
 - No, because there was no intent to discriminate on the basis of race or national origin.
- A licensee who works for ABC Realty obtains a listing. Two days later, the licensee begins working for XYZ Realty. Which of the following is true regarding this listing?
 - The listing is transferred to XYZ Realty.
 - The licensee is entitled to compensation when she begins working for XYZ Realty.
 - The listing remains with ABC Realty.
 - The listing is automatically terminated.

Broker Answer Key

Item #	Key	Topic*
1.	A	7I
2.	D	4E8
3.	C	2F4
4.	B	5B4
5.	C	1D1

* Refer to detailed content outline in the back of this handbook.

■ National Real Estate Broker Sample Examination

The Sample National Real Estate Broker Examination is available in web-based format. To order the online sample examination, please visit www.goAMP.com and click on “E-Store,” “Web Tests” and “Real Estate” and choose one of the National Broker Examinations. Two versions of the web-based Sample Examination are available. The cost of the basic version is \$15. The cost of the enhanced version that provides detailed explanations of the answers is \$25. Both are available with payment by credit card through the online store. No duplication of the sample examination is allowed. The examination is copyrighted by PSI/AMP.

■ National Managing Broker Examination

The National Managing Broker Examination is presented in simulation problem format and consists of 10 simulation problems. Nine of these problems will be used to compute your score. The other problem is not scored and is being pretested for future examinations.

Each simulation problem will have a designated primary issue and property type. Each section within a problem will carry a secondary topic for that section. The primary issue and property type will remain consistent throughout the simulation problem, but the secondary topic can change with each section of the problem. The distribution of issues and property types is given in the Managing Broker Simulation Examination Content Outline.

Each problem will consist of three components: Scenario, Information Gathering (IG) sections and Decision Making (DM) sections. Each problem begins with a scenario. The scenario provides the setting and introductory client information (e.g., age, gender, presenting problem(s)).

In Information Gathering (IG) sections you are to gather all relevant information for answering the question. Read all responses before selecting the responses that you consider necessary for responding to the question. You should select all options that are appropriate at the time. If you select more or fewer answer options than are appropriate, this will adversely impact your IG score.

Decision Making (DM) sections provide opportunities for making judgments or decisions. These sections may be formatted in one of two ways:

1. Single Best Option – There may be more than one acceptable option, but one option is generally regarded most acceptable.
2. Multiple Options – Several options are considered appropriate. These sections address decisions in which a combination of actions is required.

In the decision making section described in 1 above, the instructions will be to “CHOOSE ONLY ONE” option. You should not assume that your response is incorrect if you

are directed to make another selection. The simulation examination format sometimes uses this direction. The multiple option type of decision making described in 2 will have instructions to “SELECT AS MANY” options as are appropriate in the situation.

National Managing Broker Simulation Examination

Primary Issues:

	<u># of Problems</u>
1. Agency Relationships and Property Representations	3
2. Fair Housing and Other Governmental Regulations	2
3. Handling Money	2
4. Training and Supervision of Licensees	1
One primary issue varying by examination form	1

Section Topics:

- A. Agency
- B. Contracts
- C. Freehold and Leasehold
- D. Property Management
- E. Finance
- F. Government Regulations and Private Restrictions
- G. Description and Measurement
- H. Valuation
- I. Conveyance
- J. Calculations
- K. Ethical Behavior (must be incorporated in at least 4 problems)

Property Types:

	<u># of Problems</u>
1. Residential	4
2. Commercial	2
3. Property Management	1
Two property types varying by examination form	2

■ National Real Estate Managing Broker Simulation Sample Examination

The National Real Estate Managing Broker Simulation Sample Examination is available in web-based format. The sample examination includes four problems that are similar to those found on the real estate managing broker licensing examination for those states using this testing format. The sample examination is purchased and taken online at the convenience of the purchaser. To order the online sample examination, please visit www.goAMP.com and click on “E-Store,” “Web Tests” and “Real Estate.” The cost of the sample examination is \$25. The sample examination is available with payment by credit card through the online store. No duplication of the sample examination is allowed. The sample examination is copyrighted by PSI/AMP.

State Managing Broker Examination

The State Managing Broker portion deals with topics relating particularly to Washington real estate license law. There are five simulation problems on the State Managing Broker examination. In addition to the items used to compute your score, the examination may include one item that is being “pretested” for use in future versions of these examinations. The pretest question is not identified and does not affect your score. The content outline is provided below.

State Managing Broker Simulation Examination

- I. **Trust Fund Responsibilities** (RCW 18.85.275, RCW18.85.285, WAC 308-124D, WAC 308-124E)
 - A. Earnest Money
 - B. Property Management
- II. **Managing Broker Supervision** (RCW 18.85.275, WAC 308-124C-125, 130, 135, 137,140, 145)
 - A. Delegation
 - B. Office Contracts and Policies
 - C. Controlling Interest as it refers to Title Insurance (RCW 18.85.053)
 - D. Marketing Regulations (RCW 18.85.011, RCW18.85.361, WAC 308-124A-815, 124B-210, 124C-125, 130, 135, 137, 140, 145)
 - Teams
 - Advertising
- III. **Agency** (RCW 18.86)
- IV. **Auditing/Investigation Procedures** (WAC 308-124I)

Taking the Simulation Examination

Three windows appear on the screen at all times during a simulation examination (see Figure 1). The **Scenario Window** section is displayed across the top of the screen; your picture is displayed in the upper right portion of this window. Each simulation begins with a brief paragraph in this window that provides preliminary information about the situation; subsequent sections contain information about the changing situation. A scroll bar is available when necessary to view all text. Each **Scenario Window** will also provide you with specific instructions about whether to “CHOOSE ONLY ONE” response in the section or to “SELECT AS MANY” responses as appropriate to gather information.

The **Options Window** is displayed as the lower left portion of the screen and contains all options (choices or possible responses) from which to choose in the current section. A scroll bar is also available when necessary to view all options.

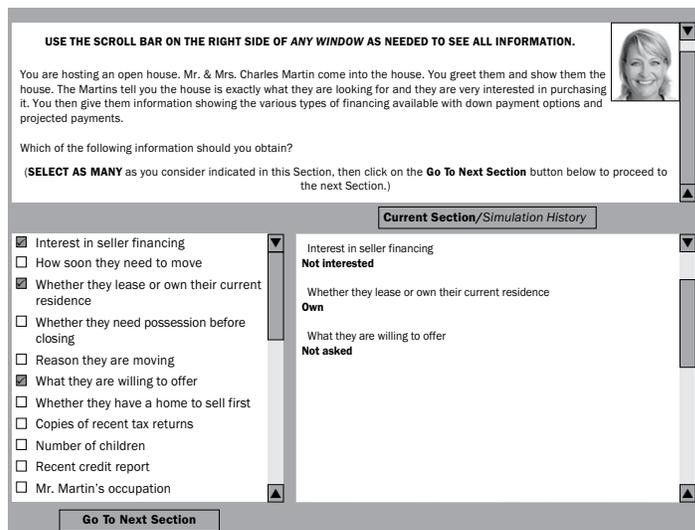


Figure 1. Sample computerized simulation screen layout – Three windows appear on the screen at all times during a simulation examination.

The **Simulation History Window** is displayed as the lower right portion of the screen. This window can be displayed in two formats using the button labeled “Current Section/Simulation History” located at the top of this window. When in the “Current Section” mode, the options chosen in the current section and the results for each choice are displayed in this window. When in the “Simulation History” mode, the scenarios from all previous sections as well as the options chosen and their results are displayed in the window. A scroll bar is available on the right side of this window to review previous scenarios and/or options and results.

Once you have read the scenario for each section and determined which option(s) are appropriate for selection, you can simply click the box to the left of the option to “choose” it. There are guidelines above and below each response. The upper and lower guideline must be visible on screen for a response to be selected. Immediately, the option selected and the results for that option appear in the right-hand **Simulation History Window**. After you select or “choose” an option, **you cannot reconsider and “unselect” it, since the information from that option has been revealed.**

In sections where you are instructed to “SELECT AS MANY as you consider indicated,” you should select all of the options believed appropriate at the time and then click the “Go To Next Section” button at the bottom left of the screen to continue to the next section. A dialog box will appear requesting that you confirm your wish to continue to the next section and warning that returning to this section to make additional choices will not be possible.

By selecting “Yes,” the software automatically takes you to the next section of the simulation.

In sections where you are instructed to “CHOOSE ONLY ONE unless directed to make another selection,” you should carefully review each option and then choose the one best option. A dialog box will then appear to present the results for the choice or request that you select another response in the section.

A “Help Screen” will be accessible to you throughout the simulation examination to explain how to navigate through the examination.

THE DAY OF YOUR EXAMINATION

Your examination will be given by computer at a PSI/AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for signs indicating PSI/AMP Assessment Center Check-in. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.**

■ Identification

To gain admission to the Assessment Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver’s license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

During your examination process, you will be required to provide biometric verification of your identity. Biometric identification may include photography, fingerprint scan, or other. Your examination session is also subject to video surveillance. If you do not agree to these conditions, you will not be able to test and will be excused from the Assessment Center. Your examination fee will NOT be refunded.

YOU MUST HAVE PROPER IDENTIFICATION TO BEGIN THE EXAMINATION. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

RULES FOR THE EXAMINATION

■ Security

PSI/AMP administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

■ Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phone, alarm) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

■ Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the testing room.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

■ Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded.

Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

■ Copyrighted Examination Questions

All examination questions are the copyrighted property of PSI/AMP. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

■ Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. Your photograph will be taken, which will remain on-screen throughout your examination session. This photograph will also print on your score report.

■ Practice Examination

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

■ Timed Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination will be provided on-screen. The following time limits will be in effect for each examination.

<u>Examination</u>	<u>Time Allotted</u>
Broker (national and state portion)	3 ½ hours
Broker (national portion only)	2 ½ hours
Broker (state portion only)	1 ½ hours
Managing Broker (national portion only)	2 ½ hours
Managing Broker (state portion only)	1 ½ hours

■ Candidate Comments

During the examination, you may make comments for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

■ How Passing Scores Are Determined

• Multiple-Choice Examination

The minimum score required to pass the multiple-choice portions is determined by using a process known as the Angoff method, in which subject-matter experts estimate the difficulty of each item on the examination for the “minimally competent practitioner” (MCP). These judgments are averaged to determine the minimum passing score, which represents the amount of knowledge an MCP would likely demonstrate on the examination.

- **Simulation Examination**

The passing score for the simulation examination is determined using a method similar to that described for multiple-choice portions. Each section in a simulation was evaluated by content experts when the problem was developed. A minimum passing level (MPL) was established for the section using the scoring weights assigned to the options in that section and represents the level of performance expected of a “minimally competent practitioner.” The overall examination has an Information Gathering (IG) MPL and a Decision Making (DM) MPL, which represent the sums of the MPLs of all IG and DM sections on the examination.

- **Equating**

A statistical process called equating is used to ensure consistency in the meaning of the score required to pass an examination. If the raw passing score varies slightly between different versions (or “forms”), the level of knowledge required to achieve the passing score remains the same, thus assuring that all candidates are treated fairly.

- **Scaled Scores**

Scaled scores are reported to emphasize that although different forms of the examination may have slight differences in difficulty, the passing score for an examination is based on a consistent level of performance. Scaled scores are computed by setting the raw passing score equal to the scaled score required to pass. The scaled score is **not** the same as a percentage. The raw passing score may vary slightly between forms, depending on the difficulty of the items on the form; however, the scaled score required to pass (and the level of knowledge required to pass) does **not** change. This process is used to ensure fairness to all candidates.

■ Your Broker Examination Score Report

After you have completed the Broker examination, you will be instructed to report to the testing proctor to receive your score report. Your score report will show your result for your examination and will give scoring information for any portion you did not pass. To be eligible to apply for a broker license in Washington, you must pass both the national and state portions of the examination. To pass each portion of the Broker examination, you must attain a scaled score of 70.

■ Your Managing Broker Examination Score Report

After you have completed the Managing Broker examination, you will be instructed to report to the testing proctor to receive your score report. Your score report will show your result for your examination and will give scoring

information for any portion you did not pass. To be eligible to apply for a managing broker license in Washington, you must pass both the national simulation and state simulation portions of the examination.

To pass the National Simulation and State Simulation Examinations, you must meet or exceed the overall minimum passing level (MPL) for Information Gathering (IG) sections and meet or exceed the overall MPL for Decision Making (DM) sections. Each section, IG or DM, in a simulation was evaluated by content experts when the problem was developed. The MPL was established for the section using the scoring weights assigned to the options in that section and represents the level of performance expected of a “minimally competent practitioner.”

The overall IG MPL is the sum of the MPL for all IG sections on the examination, and the overall DM MPL is the sum of the MPL for all DM sections on the examination. The sum of your scores on all IG sections is reported as your IG total raw score, and the sum of your scores on all DM sections is reported as your DM total raw score. Your total raw scores are converted to scaled scores, and you must meet or exceed scaled scores of 75 for both IG and DM to pass each examination.

■ Licensing Procedures for Passing Candidates

- **Brokers**

The passing score report from PSI/AMP has two parts: one is the notification of results; the other is the application for a license. The applicant must complete the application and return it along with the proper fees to the Department of Licensing. The part of the score report retained is an interim license valid for a period of up to forty-five (45) days after the postmark date of the application and fees to the Department, unless grounds exist to take disciplinary action against the licensee.

Based upon responses to personal data questions an applicant may receive notification indicating a need for investigation. He/she is not eligible to begin work. Depending on the information submitted to the Department, the license may be denied.

You will also be required to have a background check. E-fingerprint services are offered through MorphoTrust USA's Identogo centers. For more information, or to schedule fingerprint reservations at any of the available Washington state centers, please contact MorphoTrust at 888-771-5097 or online at www.identogo.com.

For general questions regarding the background requirement, see www.dol.wa.gov/business/realestate.

- **Managing Brokers***

Applicants need to submit the application for licensure that will be included with the examination notice and appropriate fees to the Department of Licensing. Applicants who want to be licensed as a Designated Broker of a firm can obtain an application and instructions from the Department's website (www.dol.wa.gov/business/realestate) or by calling the Department at 360-664-6500.

Based upon responses to Personal Data Questions an applicant may receive notification indicating a need for investigation. Depending on the information submitted to the Department, the license may be denied.

*If your approval was for Managing broker reciprocity or Managing Broker Level C (approval based on related experience), you will also be required to have a background check. E-fingerprint services are offered through MorphoTrust USA's IdentoGo centers. For more information, or to schedule fingerprint reservations at any of the available Washington state centers, please contact MorphoTrust at 888-771-5097 or online at www.identogo.com.

For general questions regarding the background requirement, see www.dol.wa.gov/business/realestate.

- **Inactive License — Broker or Managing Broker**

Individuals may apply for their Broker or Managing Broker license to be placed on inactive status if they do not wish to associate with a firm. While on inactive status, they shall not engage in any activity that requires a real estate license. They should complete the application for inactive licensure that will be included with the examination passing notice, with the exception of the Managing Broker

signature, company name, and company address sections, and mail it along with the current Washington real estate Broker license (released by the current Managing Broker, if applying for an inactive Managing Broker license) and the correct license fee to the Department of Licensing.

■ If You Fail the Examination

If you fail the examination, you will receive a score report showing your score and reapplication instructions.

To reregister for the examination, visit www.goAMP.com or call PSI/AMP at 800-345-6559 (if payment is made by credit card) or submit a new completed registration form (if payment is made by personal check, cashier's check or money order). If you pass one portion of the examination you will need to wait until the next day or later to be rescheduled for the failed portion. Candidates who pass only one portion must pass the other portion within six (6) months of passing the first portion. Failure to do so will result in having to take the entire examination again.

■ Duplicate Score Reports

Requests for a duplicate score report must be made in writing within one (1) year of the examination date. Complete the request form enclosed in this booklet, include a check or money order for \$25 per copy (made payable to PSI/AMP), and mail your request to PSI/AMP. Duplicate score reports will be processed and mailed within approximately five (5) business days following receipt of the request.

WASHINGTON REAL ESTATE EXAMINATION REGISTRATION FORM

Instructions for Completing the Examination Registration Form

The numbered items correspond to the numbered blanks on the registration form (reverse side). PLEASE TYPE OR PRINT IN INK ALL INFORMATION.

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.
2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and enter your city, state and zip code.
3. **EMAIL ADDRESS:** Please provide your email address.
4. **TELEPHONE NUMBER:** Please provide telephone numbers as indicated.
5. **SOCIAL SECURITY NUMBER:** Enter your Social Security number. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!
6. **BIRTH DATE:** Enter the month, day and year of your birth.
7. **TEST TYPE:** Choose the appropriate box and indicate if you have attempted the examination before.
8. **EXAMINATION FEE:** The examination fee is \$138.25. This fee must be submitted with your registration form. Payment may be made by cashier's check, money order or personal check made payable to PSI/AMP. Visit www.goAMP.com or contact PSI/AMP at 800-345-6559 if payment is to be made by credit card. *Payment by cash is not acceptable.* Examination fees are valid for twelve (12) months.
9. **CERTIFICATION OF EDUCATION:**

Broker candidates must complete a sixty (60) clock hour course in Real Estate Fundamentals and a thirty (30) clock hour course in Real Estate Practices for a total of ninety (90) clock hours of instruction approved by the Department of Licensing **before** making an examination appointment.

You must register as a Student with PSI/AMP. To register with PSI/AMP as a Student, go to www.goAMP.com, select the Portal tab, select the "Washington Student User" link and follow the onscreen instructions. Course completion information must be received electronically from your school. Your school will only be able to provide course completion information if you are a registered Student with PSI/AMP. You will not be allowed to schedule an examination appointment until your education provider has electronically submitted your course completion to PSI/AMP.

Managing Broker candidates must complete thirty (30) clock hour courses in advanced real estate law, broker management and business management for a total of ninety (90) clock hours of instruction approved by the Department of Licensing. Managing Broker candidates **must** receive approval from the Department of Licensing before making an examination appointment.

You must register as a Student with PSI/AMP. To register with PSI/AMP as a Student, go to www.goAMP.com, select the Portal tab, select the "Washington Student User" link and follow the on-screen instructions. Course completion information must be received electronically from your school. Your school will only be able to provide course completion information if you are a registered Student with PSI/AMP. You will not be allowed to schedule an examination appointment until your education provider has electronically submitted your course completion to PSI/AMP.
10. **SIGNATURE AND DATE:** Read the statement and sign your name.

WASHINGTON REAL ESTATE EXAMINATION REGISTRATION FORM

Submit this form **ONLY** if you are paying your examination fee by cashier's check, money order or personal check. If using a credit card for payment, visit www.goAMP.com or call PSI/AMP at 800-345-6559 to schedule your appointment and do not submit this form.

Using the instructions on the reverse side, complete this form, and mail it with the appropriate examination fee to:

PSI/AMP Application Processing
18000 W. 105th St.
Olathe, KS 66061-7543

1. **NAME** _____
Last Name First Name M.I.

2. **MAILING ADDRESS** _____
Number, Street and Apartment Number

City State Zip Code

3. **EMAIL ADDRESS** _____

4. **TELEPHONE NUMBER** (____)____-____ and (____)____-____
Home Telephone Number Business Telephone Number

5. **SOCIAL SECURITY NUMBER** _____ - _____ - _____

6. **BIRTH DATE** _____ - _____ - _____
Month Day Year

7. **TEST TYPE** (*check one*) Broker Managing Broker Managing Broker Level C
 Broker Reciprocity Managing Broker Reciprocity

Have you taken this examination before? Yes No

If yes, when did you last take this examination? _____

8. **EXAMINATION FEE** \$138.25
Your examination fee must be submitted with your registration form. Payment may be made by cashier's check, money order or personal check made payable to PSI/AMP. Payment by cash is not acceptable. Examination fees are valid for twelve (12) months.

9. **CERTIFICATION EDUCATION:** By submitting this application I hereby certify that I will have completed all necessary educational requirements prior to attempting the examination.

10. **SIGNATURE AND DATE**
 I have read and understand the information provided in the Candidate Handbook, and the information I have provided on this registration form is true and complete to the best of my knowledge.

Signature: _____ Date: _____



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Assessment Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number Email Address

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with PSI/AMP staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form to:
PSI/AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.
If you have questions, call Candidate Services at 800-345-6559.



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI/AMP is able to provide the required accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Return this form to:
PSI/AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.
If you have questions, call Candidate Services at 800-345-6559.

DUPLICATE WASHINGTON REAL ESTATE SCORE REPORT REQUEST FORM

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order payable to PSI/AMP for \$25 per copy. Duplicate score reports will be mailed within approximately five (5) business days following receipt of the request.

Name: _____ Social Security #: _____

Address: _____

_____ Daytime Phone: _____

Test Taken: Broker Managing Broker Examination Date: _____

Assessment Center: _____

I hereby authorize PSI/AMP to send me a duplicate score report.

Signature: _____ Date: _____

PSI/AMP
18000 W. 105th St.
Olathe, KS 66061-7543
800-345-6559

DETAILED CONTENT OUTLINE

1. **Agency Relationships and Contracts 28 (11-15-2)**
 - A. **Agency Relationships (6)**
 1. Creating Agency
 2. Types of Agency (including implied agency)
 3. Rights, Duties and Obligations of the Parties
 4. Termination and Remedies for Non-Performance
 5. Disclosure (related to representation)
 - B. **General Legal Principles, Theory and Concepts about Contracts (8)**
 1. Unilateral / Bilateral
 2. Validity
 3. Void and Voidable
 4. Notice of Delivery / Acceptance
 5. Executory / Executed
 6. Enforceability
 7. Addenda to Contracts
 8. Electronic Signatures / Paperless Transactions
 - C. **Purchase Contracts (Contracts between Seller and Buyer) (7)**
 1. General Principles and Legal Concepts
 2. Purchase Contract (contract of sale, purchase and sale agreement, etc.)
 3. Options (contractual right to buy)
 4. Basic Provisions / Purpose / Elements
 5. Conditions for Termination / Breach of Contract
 6. Offer and Acceptance (counter offers, multiple offers, negotiation)
 7. Contingencies
 8. Duties and Obligations of the Parties
 9. Handling Funds of Others (trust/escrow funds, earnest money, delivery)
 - D. **Service / Listing Buyer Contracts (Contracts between Licensee and Seller or Buyer) (7)**
 1. General Principles and Legal Concepts
 2. Basic Provisions / Purpose / Elements
 3. Duties and Obligations of the Parties
 4. Conditions for Termination/Breach of Contract
 5. Remuneration / Consideration / Fees
 6. Types of Service / Listing Contracts
2. **Real Property Ownership/Interest 13 (5-8-0)**
 - A. **Rights of Ownership (1)**
 - B. **Types of Ownership (estates in land) (2)**
 1. Joint Tenancy
 2. Tenancy in Common
 3. Trusts
 4. Condominiums
 - C. **Leasehold Interest (1)**
 1. Basic Concepts and Terminology
 2. Types of Leases
 3. Basic Elements and Provisions of Leases
 4. Rights and Duties of the Parties
 5. Remedies for Default / Non-Performance
 - D. **Forms of Business Ownership (1)**
 1. Sole Proprietorship
 2. Corporation
 3. General or Limited Partnership
 4. LLC
3. **Finance 14 (5-8-1)**
 - A. **Basic Concepts and Terminology (4)**
 1. Equity
 2. Loan-to-Value Ratio
 3. Term and Payment
 4. Principal and Interest
 5. Direct and Indirect Costs (points, discounts)
 6. Return on Investment / Rate of Return
 - B. **Methods of Financing (3)**
 1. Government Programs (e.g., FHA, VA)
 2. Conventional
 3. Owner-financed
 4. Land Contract / Contract for Deed
 - C. **Financing Instruments (Mortgages, Trust Deeds, Promissory Notes) (2)**
 1. Basic Elements and Provisions of Financing Instruments
 2. Legal Principles
 3. Non-Performance (e.g., foreclosure, default)
 - D. **Government Oversight (4)**
 1. RESPA
 2. Regulation Z
 3. Truth-in-Lending Act
 4. Antitrust
 5. Mortgage Fraud
 6. Equal Credit Opportunity Act
 7. Dodd-Frank Act (TILA-RESPA Integrated Disclosure (TRID) rule)
 - E. **Lending Process (1)**
 1. Pre-approval and Pre-qualification (e.g., debt ratios, credit scoring, and history)
 2. Parties to the Lending Process (e.g., loan originator, underwriter, mortgage broker)
 3. Short Sale
- E. **Private Restrictions on Real Property/Land Use and Matters Affecting Ownership (4)**
 1. Liens
 - a. Voluntary
 - b. Involuntary
 - c. Priority
 2. Easements / Rights of Way / Licenses
 3. Preexisting Leases
 4. Encroachment
 5. Deed Conditions, Covenants, and Restrictions
 6. Property Owner Associations
- F. **Government Powers and Control of Land Use (4)**
 1. Americans with Disabilities Act (ADA)
 2. Land Use Restrictions and Regulations (i.e., zoning)
 3. Property Taxation
 4. Subdivision/Planned Unit Regulations (e.g., condominiums, cooperatives, planned unit developments)

4. **Real Property 14 (3-8-3)**
 - A. **Methods of Legal Description of Land (1)**
 1. Metes and Bounds
 2. Rectangular Survey
 3. Lot and Block
 - B. **Methods of Measurement (1)**
 1. Structures (space and volume)
 2. Livable Area
 3. Land Measurement
 - C. **Property Valuation (3)**
 1. Basic Concepts and Terminology
 2. Influences and Characteristics Affecting Value
 3. Comparative Market Analysis (performed by a real estate licensee)
 4. Broker Price Opinion
 5. Real Property (e.g., fixtures vs. personal property, chattel)
 - D. **Methods of Valuation (Performed by an Appraiser) (3)**
 1. Sales Comparison (Market Data) Approach
 2. Cost Approach
 3. Income Analysis Approach
 4. Appraisal Process / Procedure
 - E. **Conveyance of Real Property (6)**
 1. Definition of Clear (Marketable) Title
 2. Matters Affecting Title
 3. Recordation
 4. Title Insurance
 5. Deeds
 6. Wills
 7. Court-Ordered Sale (e.g., foreclosure)
 8. Settlement Procedures (closing the transaction)
5. **Marketing Regulations (Purchase and Rental)**
 - A. **Property Advertising Disclosures (3)**
 1. Environmental Concern (e.g., lead-based paint; radon)
 2. Property Condition
 3. Material Facts
 - B. **Licensee Advertising (3)**
 1. Antitrust
 2. Do-not-Call List
 3. CAN-SPAM Act
 4. Social Media and Internet
 - C. **Fair Housing (4)**
 1. Federal Fair Housing Act
 2. Protected Classes
 3. Redlining
 4. Blockbusting
 5. Steering
 6. Advertising

6. **Property Management 8 (2-4-2)**
 - A. **General Principles of Property Management Agreements**
 - B. **Basic Provisions / Purpose / Elements of Property Management Agreements**
 - C. **Types of Contracts**
 - D. **Duties and Obligations of the Parties**
 - E. **Market Analysis and Tenant Acquisition**
 - F. **Accounts and Disbursement**
 - G. **Property Maintenance and Improvements**
7. **Real Estate Calculations 13 (0-10-3)**
 - A. **Compensation, Commission, and Fees**
 - B. **Valuation / Market Sales Price and Yields**
 - C. **Net to Seller, Cost to Buyer (credits & debits)**
 - D. **Tax and Other Prorations**
 - E. **Points**
 - F. **Loan-to-Value Ratios**
 - G. **Measurement (e.g., square footage, acreage, volume)**
 - H. **Property Management / Investment (e.g., rate of return)**

Implementation Schedule – Specifications based on 2015 Job Analysis

PSI/AMP Real Estate Examination Program:

- March 15, 2016: AL, GA
- May 3, 2016: NC, SD, VT
- April 5, 2016: IL, MO, MT, WY
- June 1, 2016: WA
- April 19, 2016: ND, NE, NH

Subcategory targets and cognitive level targets (i.e., the numbers appearing in parentheses) are guidelines, and the actual number of items on test forms may vary slightly from these targets. Five unscored pretest items will be included on each test form. Examinations are designed to be administered in a 2.5 hour testing session. When combined with a state-specific portion, sufficient additional testing time will be allocated.

In addition, all items will be classified according to the cognitive level that is expected to be required for the entry-level candidate to appropriately respond to the item. The cognitive level classifications are defined in the following table, which also shows the percentage of items at each level for the broker examination.

Level	Definition	Broker
Recall (1)	Requires only recognition of isolated information, such as specific facts, generalizations, concepts, principles, or procedures. The information generally does not vary relative to the situation.	30
Application (2)	Requires interpretation, classification, or manipulation of limited concepts or data, in which the response or outcome is situationally dependent, but not overly complex.	59
Analysis (3)	Requires integration or synthesis of a variety of concepts to solve a specific problem situation (for example, evaluating and rendering judgments on complex problems with many situational variables).	11

WASHINGTON STATE CONTENT OUTLINE FOR BROKER EXAMINATIONS

The Washington state-specific examination consists of thirty (30) questions for Broker candidates. Each examination also has five (5) pretest questions distributed throughout the examination. These pretest questions are not identified and will not in any way affect the score.

<u>TOPIC</u>	<u>NUMBER OF QUESTIONS</u>	<u>TOPIC</u>	<u>NUMBER OF QUESTIONS</u>
I. General Rules	4-5	III. Washington Statutes and Rules Governing the Activities of Licensees	13
A. Definitions		A. Managing Broker's relationship with affiliated licensees	
B. Powers and duties of the Real Estate Commission and Director		B. Prohibited conduct/reasons for disciplinary action	
C. Investigations and sanctions		C. Compensation	
1. Disciplinary actions		D. Handling of monies and trust accounts	
2. Procedures (hearings and appeals)		E. Recordkeeping, documents and audits	
3. Penalties		F. Managing Broker's office requirements	
D. Real Estate Research Center		G. Property management	
II. Licensing Requirements	8	IV. Real Estate Managing Brokerage Relationships	4-5
A. Activities requiring a license		V. Closing and Settlement	0
B. Eligibility for licensing			
1. Requirements			
2. Applicants from other jurisdictions			
C. Types of licenses			
D. License maintenance, renewal and fees			
E. License use and status/licensee information			
F. Education requirements			



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