
LOUISIANA REAL ESTATE APPRAISERS BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER AND CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER LICENSING INFORMATION BULLETIN



PSI EXAMINATION SERVICES
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>
Introduction	2	Scheduling Procedures	8
Background.....	2	Scheduling an Appointment	8
The Computer Testing Program.....	2	Canceling or Rescheduling an Appointment	8
Educational Prerequisites for Taking Examinations	3	Missed Appointment or Late Cancellation	8
Certified General Appraiser	3	Registering To Retake the Examination	8
Certified Residential Appraiser.....	3	Emergency Test Center Closing	8
Applying for the Examination Authorization Form.....	3	Test Center Locations.....	8
Examination Study Materials.....	3	Reporting to the Test Center.....	9
Examination Content Outline	3	Required Identification	9
Sample Questions	6	Security Procedures.....	9
Registration Procedures	7	Taking the Test by Computer	9
"Registering" and "Scheduling"	7	Tutorial	9
Fees.....	7	Test Review.....	9
Standard Mail Registration	7	Pretest Items	10
Telephone Registration	7	Identification Screen.....	10
FAX Registration.....	7	Test.....	10
Walk-in Registration.....	7	Score Reporting.....	10
Internet Registration	8	Duplicate Score Reports	10
Special Testing Arrangements	8	Instructions for Experience Review.....	10

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

INTRODUCTION

Background

This bulletin provides you with information about the certification examination and application process for becoming licensed as a certified real estate appraiser in the state of Louisiana. *Prior to submission of the application for experience review, candidates must satisfy the education requirement and pass an examination that tests their competency to act as a real estate appraiser in a manner that protects the interests of the public.*

The Board has contracted with PSI Examination Services (PSI) to conduct its examination program. PSI offers the following tests:

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser

PSI works closely with the Louisiana Real Estate Appraisers Board and the Examination Review Committees to be certain that examinations meet local requirements and test development standards.

The Computer Testing Program

PSI offers computer administration of examinations daily, including Saturdays, at four test centers throughout Louisiana. The centers are located in Metairie (New Orleans), Baton Rouge, Lake Charles, and Shreveport.

No previous computer experience is necessary. Taking the exam by computer is very simple using PSI's customized keyboard with prominently colored and specially labeled keys. A tutorial guides you through the testing process.

See "Taking the Test by Computer" for more details.

Questions about **certification** should be directed to:

LOUISIANA REAL ESTATE APPRAISERS BOARD

5222 Summa Court
P.O. Box 14785
Baton Rouge, Louisiana 70809-4785
www.reab.state.la.us
(800) 821-4529, extension 241
(225) 765-0191, extension 241
FAX (225) 765-0637

Please direct all questions and requests for information about **examinations** to:

PSI EXAMINATION SERVICES

3210 E TROPICANA
LAS VEGAS, NV 89121
www.psiexams.com
(800) 733-9267
FAX (702) 932-2666 · TTY (800) 735-2929



EDUCATION PREREQUISITE FOR CERTIFICATION

Certified General Appraiser

Successful completion of 180 hours of approved appraisal course work, including the mandatory 15-Hour National USPAP Course, is required as a prerequisite for testing.

Certified Residential Appraiser

Successful completion of 120 hours of approved appraisal course work, including the mandatory 15-Hour National USPAP Course, is required as a prerequisite for testing.

APPLYING FOR THE EXAMINATION AUTHORIZATION FORM

Certified General and Certified Residential Real Estate Appraiser candidates are required to submit the following to the Louisiana Real Estate Appraisers Board:

- 1) Application for Appraiser Licensing/Part I - Testing
- 2) Course completion certificates (180 hours-General / 120 hours-Residential)
- 3) Appropriate application fee as listed below:
All application fees are payable to the Louisiana Real Estate Appraisers Board in the amount listed below. The appropriate fee(s) must accompany the application.
Certified General Real Estate Appraiser\$245
Certified Residential Real Estate Appraiser\$245

Submit completed application and fee(s) to:

Mailing Address:

Louisiana Real Estate Appraisers Board
PO Box 14785
Baton Rouge, Louisiana 70898-4785

Physical Address:

Louisiana Real Estate Appraisers Board
5222 Summa Court
Baton Rouge, Louisiana 70809

To obtain more information on **licensing requirements**, contact the **Appraisal Division**, (800) 821-4529 or (225) 765-0191 extension 241, or visit our website at www.reab.state.la.us. Do not contact PSI.

EXAMINATION STUDY MATERIALS

The reference material listed below was used to prepare the questions for this examination. Please be aware that these reference materials are not exclusive. There are other textbooks that cover these topics. Candidates should study the USPAP manual of the current year.

This examination is CLOSED BOOK.

- *The Appraisal of Real Estate*, Appraisal Institute, Chicago, IL 60611, www.appraisalinstitute.org
- *Uniform Standards of Professional Appraisal Practice (USPAP)*, Appraisal Standards Board, The Appraiser Foundation, Washington, DC 20005, www.appraisalfoundation.org
- *Income Property Appraisal*, Jeffrey D. Fisher & Robert S. Martin, Dearborn Real Estate Education, Chicago, IL
- *Income Property Valuation*, Jeffrey D. Fisher & Robert S. Martin, Dearborn Real Estate Education, Chicago, IL
- *Fundamentals of Real Estate Appraisal*, William L. Ventolo, Jr. & Martha R. Williams, Dearborn Real Estate Education, Chicago, IL

EXAMINATION CONTENT OUTLINE

Use the outline as the basis of your study. The outline lists all of the topics that will be on the test. Do not schedule your examination until you are familiar with all topics in the outline. The percentages indicate the portion of the test devoted to each major topic.

EXAMINATION SUMMARY TABLE		
Exam Type	No. of Questions	Time Allowed
Certified General	100	3 hours
Certified Residential	100	3 hours

**I. Influences on Real Estate Value
(Residential, 5%) (General, 3%)**

- A. Physical and environmental
- B. Economic
- C. Governmental & Legal
- D. Social

**II. Legal Considerations in Appraisal
(Residential, 5%) (General, 4%)**

- A. Real estate vs. real property
- B. Real property vs. personal property
 - 1. Fixtures (General and Residential)
 - 2. Trade fixtures (General and Residential)
 - 3. Machinery and equipment (General only)
- C. Limitations on real estate ownership
 - 1. Private
 - a. Deed restrictions
 - b. Leases
 - c. Mortgages
 - d. Easements
 - e. Liens
 - f. Encroachments
 - 2. Public
 - a. Police Power
 - (1) Zoning
 - (2) Building and fire codes
 - (3) Environmental regulations
 - b. Taxation
 - (1) Property tax
 - (2) Special assessments
 - c. Eminent domain
 - d. Escheat
- D. Legal rights and interests
 - 1. Fee simple estate
 - 2. Life estate
 - 3. Leasehold interest
 - 4. Leased fee interest
 - 5. Other legal interest
 - a. Easement
 - b. Encroachment
- E. Forms of property ownership
 - 1. Individual
 - 2. Tenancies and undivided interests
 - 3. Special ownership forms
 - a. Condominiums
 - b. Cooperative
 - c. Timesharing (Residential only)
- F. Legal descriptions
 - 1. Metes and bounds
 - 2. Government survey
 - 3. Lot and block
- G. Transfer of title
 - 1. Basic types of deeds
 - 2. Recordation

**III. Types of Value
(Residential, 5%) (General, 3%)**

- A. Market value or value in exchange
- B. Price
- C. Cost
- D. Investment value
- E. Value in use
- F. Assessed value
- G. Insurable value
- H. Going concern value (General only)

**IV. Economic Principles
(Residential, 6%) (General, 4%)**

- A. Anticipation
- B. Balance
- C. Change
- D. Competition
- E. Conformity
- F. Contribution
- G. Increasing and decreasing returns
- H. Substitution
- I. Supply and demand
- J. Surplus productivity
- K. Opportunity cost

**V. Real Estate Markets and Analysis
(Residential, 9%) (General, 11%)**

- A. Characteristics of real estates markets
 - 1. Availability of information
 - 2. Changes in supply vs. demand
 - 3. Immobility of real estate
 - 4. Segmented markets
 - 5. Regulations
- B. Absorption analysis
 - 1. Demographic data
 - 2. Competition
 - 3. Absorption
 - 4. Forecasts
 - 5. Existing space inventory
 - 6. Current and projected space surplus
 - 7. New Space
- C. Role of money and capital markets
 - 1. Competing investments
 - 2. Sources of capital
- D. Real estate financing
 - 1. Mortgage terms and concepts
 - a. Mortgagor
 - b. Mortgagee
 - c. Principal and interest
 - 2. Mortgage payment plans
 - a. Fixed rate, level payment
 - b. Adjustable rate
 - c. Buydown
 - d. Other
 - 3. Types of mortgages
 - a. Conventional
 - b. Insured

**VI. Valuation Process
(Residential, 7%) (General, 5%)**

- A. Definition of the problem
 - 1. Purpose and use of appraisal
 - 2. Interests to be appraised
 - 3. Type of value to be estimated
 - 4. Date of the value estimate
 - 5. Limiting conditions
- B. Collection and analysis of data
 - 1. National and regional trends
 - 2. Economic base
 - 3. Local area and neighborhood
 - a. Employment
 - b. Income
 - c. Trends
 - d. Access
 - e. Locational convenience
 - 4. Site and improvements
- C. Analysis of highest and best use

- D. Application and limitations of each approach to value
 - 1. Sales comparison
 - 2. Cost
 - 3. Income capitalization
- E. Reconciliation and final value estimate
- F. The appraisal report

**VII. Property Description
(Residential, 9%) (General, 8%)**

- A. Site description
 - 1. Utilities
 - 2. Access
 - 3. Topography
 - 4. Size
- B. Improvement description
 - 1. Size
 - 2. Condition
 - 3. Utility
- C. Basic construction and design
 - 1. Techniques and materials
 - a. Foundations
 - b. Framing
 - c. Finish (exterior and interior)
 - d. Mechanical (General and Residential)
 - 2. Functional utility

**VIII. Highest and Best Use Analysis
(Residential, 8%) (General, 9%)**

- A. Four tests
 - 1. Physically possible
 - 2. Legally permitted
 - 3. Economically feasible
 - 4. Maximally productive
- B. Vacant site or as if vacant
- C. As improved
- D. Interim use

**IX. Appraisal Math and Statistics
(Residential, 6%) (General, 6%)**

- A. Mean
- B. Median
- C. Mode
- D. Range
- E. Standard deviation
- F. Compound interest concepts
 - 1. Future value of \$1.00
 - 2. Present value of \$1.00
 - 3. Future value of an annuity of \$1.00 per period
 - 4. Present value of an annuity of \$1.00 per period
 - 5. Sinking fund factor
 - 6. Installment to amortize \$1.00 (loan constant)

**X. Sales Comparison Approach
(Residential, 7%) (General, 6%)**

- A. Research and selection of comparables
 - 1. Data sources
 - 2. Verification
 - 3. Units of comparison
 - a. Data sources
 - b. Income
 - (1) Potential gross income multiplier
 - (2) Effective gross income multiplier
 - (3) Overall rate
 - c. Size
 - (1) Square feet

- (2) Acres
- (3) Other
- d. Utility (examples only)
 - (1) Rooms
(General: Motel and apartment units)
 - (2) Beds
(General: Theater seats)
 - (3) Other

- B. Elements of comparison
 - 1. Property rights conveyed
 - a. Leased fee/leasehold
 - c. Easements
 - d. Mineral rights (General only)
 - e. Others
 - 2. Financing terms and cash equivalency
 - a. Loan payments
 - b. Loan balance
 - 3. Conditions of sale
 - a. Arms-length sale
 - b. Personality
 - 4. Market conditions at time of contract and closing
 - 5. Location
 - 6. Physical characteristics
 - 7. Tenant improvements (General only)
- C. Adjustment Process
 - 1. Sequence of adjustments
 - 2. Dollar adjustments
 - 3. Percentage adjustments
 - 4. Paired sales analysis
- D. Application of sales comparison approach

**XI. Site Value
(Residential, 5%) (General, 6%)**

- A. Sales comparison
- B. Land residual
- C. Allocation
- D. Extraction
- E. Plottage and assemblage
- General only:**
- F. Ground rent capitalization
- G. Subdivision analysis
 - 1. Development cost: direct and indirect
 - 2. Contractor's overhead and profit
 - 3. Forecast absorption and gross sales
 - 4. Entrepreneurial profit
 - 5. Discounted value conclusion

**XII. Cost Approach
(Residential, 6%) (General, 7%)**

- A. Steps in cost approach
 - 1. Reproduction vs. replacement cost
 - a. Comparative unit method
 - b. Unit-in-place method
 - c. Quantity survey method
 - d. Cost service index
 - 2. Accrued depreciation
 - a. Types of depreciation
 - (1) Physical deterioration
 - (a) Curable
 - (b) Incurable
 - (c) Short-lived
 - (d) Long-lived
 - (2) Functional obsolescence
 - (a) Curable
 - (b) Incurable
 - (3) External obsolescence
 - (a) Locational
 - (b) Economic

- b. Methods of estimating depreciation
 - (1) Age-life method
 - (2) Breakdown method and sequence of deduction
 - (3) Market extraction of depreciation
- B. Application of the cost approach

XIII. Income Approach (Residential, 8%) (General, 12%)

- A. Estimation of income and expenses
 - 1. Gross market income
 - 2. Effective gross income
 - a. Vacancy
 - b. Collection loss
 - 3. Operating expenses
 - a. Fixed expenses
 - b. Variable expenses
 - c. Reserve for replacements
 - 4. Net operating income
- B. Operating expense ratios
 - 1. Operating expense ratio (General only)
 - 2. Net income ratio (General only)
 - 3. Break-even ratio (General only)
- C. Gross rent multiplier analysis (Residential only)
- D. Direct capitalization
 - 1. Relevance and limitations
 - 2. Overall capitalization rate
 - 3. Gross income multiplier and net income ratio
 - 4. Band of investment (mortgage equity) techniques
 - 5. Residual techniques
 - a. Land (building value given)
 - b. Building (land value given)
 - c. Equity (mortgage value given)

General only:

- E. Cash flow estimates (before tax only)
 - 1. Operating years
 - a. Estimating NOI with a change in NOI
 - b. Estimating NOI using lease information
 - c. Cash flow (NOI less mortgage payment)
 - 2. Reversion
 - a. Estimating resale with a change in value
 - b. Estimating resale with a terminal capitalization rate
 - c. Cash flow (sale price less mortgage balance)
 - d. Deductions for costs of sale and legal fees to arrive at a net reversion
- F. Measures of cash flow
 - 1. Equity divided rate (cash on cash rate)
 - 2. Debt coverage ratio
- G. Discounted cash flow analysis (DCF)
 - 1. Relevance and limitations
 - 2. Potential gross income and expense estimate
 - a. Market vs. contract rents
 - b. Vacancy and lease commissions
 - c. Tenant improvements and concessions
 - 3. Discount rates and yield rates (definition and concept but no calculations of yield rate)
 - 4. Discounting cash flows (from operations and reversion where all cash flows projected in dollar amounts and tables or calculators can be used)

XIV. Valuation of Partial Interests (Residential, 1%) (General, 3%)

- A. Partial interests
 - 1. Life estates
 - 2. Undivided interest in commonly held property
 - 3. Easements

- 4.
 - 5. Timeshares
 - 6. Cooperatives
 - B. Interests created by a lease
 - 1. Leased fee estate
 - 2. Leasehold estate
 - 3. Subleasehold (General only)
 - 4. Renewal options (General only)
 - 5. Tenant improvements (General only)
 - 6. Concessions (General only)

General only:

- C. Lease provisions
 - 1. Overage rent
 - 2. Expense stops
 - 3. Net leases
 - 4. Minimum rent
 - 5. Percentage rent
 - 6. CPI adjustments
 - 7. Excess rent
- D. Valuation considerations
 - 1. Identifying the cash flow to the different interests, including turnover ratios
 - 2. Discount rate selection for different interests
 - 3. Relationship between the values of the interests

XV. Appraisal Standards and Ethics (Residential, 13%) (General, 13%)

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked on the examination. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found after question D.)

- A. An article that was once personal property, but that has been more or less permanently installed in or attached to the land or a building, is know as:
 - 1. a fixture.
 - 2. a trade fixture.
 - 3. chattel.
 - 4. chattel personal.
- B. A refrigerator and fireplace equipment are considered:
 - 1. real estate.
 - 2. personal property.
 - 3. real property.
 - 4. fixtures.
- C. When a large quantity of an item is available for sale, the general opinion is that the price of the item will decrease. However, if the item is relatively scare and desired, the price will increase. This is an example of which economic principle?
 - 1. Supply and demand
 - 2. Highest and best use
 - 3. Subsitution
 - 4. Conformity

- D. Approximately what percentage of an acre is constituted by a lot 100 feet by 25 feet?
1. 22%
 2. 29%
 3. 31%
 4. 60%

Answer Key

- A. 1
B. 2
C. 1
D. 2

REGISTRATION PROCEDURES

All candidates for the real estate appraiser examinations must be pre-approved by the Louisiana Real Estate Appraisers Board BEFORE registering for or scheduling the examination. You must obtain an Examination Authorization Form from the Louisiana Real Estate Appraisers Board. You will not be able to test without this document. This Examination Authorization Form is effective for 90 days from the date of issuance and authorizes you to take the examination for one time only.

The registration form is found at the end of this bulletin. Be sure the registration form is complete, accurate, and signed and that you include all attachments and the correct fees. Your registration is valid for ONE examination only. You must first register for an exam and then schedule an appointment.

“Registering” and “Scheduling”

The examination process is completed in two steps:

Registering

- Candidate submits registration materials and fee to PSI.
- PSI mails Confirmation Notice to candidate.

Scheduling

- Candidate receives Confirmation Notice from PSI.
- Candidate calls PSI to make a test appointment.

Fees

The fee for taking the Certified General Real Estate Appraiser or the Certified Residential Real Estate Appraiser examination is \$75. NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

Standard Mail Registration

- 1) Complete the Exam Registration Form. Improperly completed forms will be returned to you unprocessed.

- 2) Return the completed form to PSI with the appropriate fee. Send to PSI Examination Services, 3210 E Tropicana, Las Vegas, NV 89121. Please allow two weeks for processing your initial registration. Payment of fees can be made by money order, company check, certified check, or cashier's check made payable to PSI. Print your Social Security Number on your check or money order to ensure that your fees are properly assigned. Cash, personal checks, and credit cards are not accepted for standard mail registration.
- 3) After processing of your completed form and fees, a Registration Confirmation Notice will be mailed to you confirming you are registered to take the examination and explaining how to make a testing appointment.

Telephone Registration

(Available 8:00 a.m. through 7:00 p.m. Central Time.)

For Telephone Registration, you will need a valid VISA or MasterCard.

- 1) Complete the Exam Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
- 2) Call 1-800-733-9267 (1-800-R-E-EXAMS) between 8:00 a.m. and 7:00 p.m. (Central Time). A PSI registrar will request the information on your Registration Form and register you over the phone.
- 3) You may schedule your appointment to take the exam during the same phone call, or you may call back later.

Express FAX Registration

(Available 24 hours a day.)

For FAX Registration, you will need a valid VISA or MasterCard.

- 1) Complete the Exam Registration Form, including your credit card number, expiration date, and your signature.
- 2) FAX the completed form (both sides) to PSI at (702) 932-2666.
- 3) A Registration Confirmation Notice will be mailed to you confirming you are registered to take the exam and explaining how to make a testing appointment.
- 4) Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267

Walk-in Registration

Please note that no walk-in testing will be conducted under the computer testing program. The availability of daily testing sessions



will allow you sufficient flexibility in scheduling a testing date, eliminating the need for walk-in testing. You must first register for an examination and then schedule an appointment by calling (800) 733-9267.

Internet Registration

The examination registration form is available at PSI's website, <http://www.psiexams.com>. You may register for an examination via the Internet 24 hours a day by following either of these procedures.

- 1) Download the form, print, complete, and return it to PSI by mail or fax. A confirmation notice will be mailed to you within two days of receipt of your completed registration form.
- 2) Complete the registration form on-line and send it to PSI via the Internet. Candidates who complete the form on-line will receive a confirmation notice via e-mail within two business days.

Special Testing Arrangements

All exam centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty in taking the examination must contact PSI to make alternative arrangements. Every reasonable accommodation will be made in meeting a candidate's needs. Requests for any special accommodation must be submitted with the registration form. Candidates must specify the accommodation requested and provide supporting material from a licensed professional, documenting that the requested accommodation is needed.

SCHEDULING PROCEDURES

Scheduling an Appointment

After you have received the confirmation notice of PSI's acceptance of your registration, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the test center location and time that is most convenient for you. To schedule your examination, call PSI at **1-800-733-9267** (*1-800-RE-EXAMS*), Monday through Friday, between 8:00 a.m. and 7:00 p.m. Central Time. If space is available in the test center of your choice, you may schedule an examination two business days prior to the examination date of your choice. Please be prepared to offer alternative test appointment choices. Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.

Canceling or Rescheduling an Appointment

You may cancel and reschedule an appointment without forfeiting your fee if your *notice is received **two full business days before the scheduled testing date***. You may call (800) 733-9267 or fax a note to (702) 932-2666.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone

system, or call PSI and speak to a Customer Service Representative.

Missed Appointment or Late Cancellation

Your registration will be invalid, you will not be able to take the test as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two full business days before the scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive so late that beginning your test would disrupt the center's schedule; or
- Do not present proper identification when you arrive for the examination; or
- Do not present a valid Exam Authorization Form acquired from the Board.

Registering To Retake The Examination

You must reapply for an Examination Authorization Form at the Louisiana Real Estate Appraisers Board, and pay a \$15 eligibility renewal fee, before you can sit for a retake examination.

This check must be payable to the Louisiana Real Estate Appraisers Board.

Please contact the Louisiana Real Estate Appraisers Board at (225) 765-0191 extension 241 OR (800) 821-4529, extension 241 for instructions. You will be issued a new Examination Authorization form. This new Examination Authorization Form will be needed in order for you to be scheduled for your retake test appointment.

The fee for retaking the test is \$75.

Emergency Test Center Closing

In the event that inclement weather or other emergencies force the closure of a test center on an assigned test date, your examination will be rescheduled. You will be notified of the new date and time of the test. Every effort will be made to schedule a convenient time as soon as possible.

TESTING CENTER LOCATIONS

Following are the test centers where you may take the Louisiana Real Estate Appraiser Examination. (NOTE: No walk-in registrations are accepted. You must pre-register and then call (800) 733-9267 to schedule an appointment.)

Metairie (New Orleans) Test Center:

4405 North I-10 Service Road West, Suite 300
Metairie, LA

The test center is on the corner of Kingman and the service road running parallel to I-10 (on the north side) between the exits for Clearview Parkway and North Causeway Boulevard. Exit Clearview Parkway and proceed north past the Clearview Shopping Center. Turn right onto Veterans Memorial Boulevard. Turn right onto Kingman Street. Turn right onto the service road.



Baton Rouge Test Center:

8338 Summa Avenue #202

Baton Rouge, LA

From the I-10, exit Essen Lane and proceed south approximately 1/2 mile. Turn left on Summa Avenue. The Test Center is on the corner of Summa and Everett. Parking is in the rear.

Lake Charles Test Center:

One Lakeside Plaza, Suite 813

Lake Charles, LA

From I-10, exit Enterprise Boulevard and proceed south approximately 1/2 mile. Turn right on Broad Street and proceed west approximately 3/4 mile. After Ryan St, turn left into the driveway of the plaza building before Lake Shore Drive. The main entrance is across Broad from Wendy's. The Suite is on 8th floor.

Shreveport Test Center:

3855 Gilbert

Shreveport, LA

From I-49, exit Kings Highway and proceed east approximately 1 mile. Turn right on Gilbert and proceed south for approximately 3/4 miles. The test center will be on the left.

REPORTING TO THE TEST CENTER

On the day of your scheduled exam, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and to familiarize you with the test process. It also allows time for your photograph to be taken. The photo is printed on your score report. If you arrive late, you may not be admitted to test and you will forfeit your registration fee.

Required Identification

You must provide two forms of identification, both of which bear your signature and one of which has your photograph or a complete physical description.

If you cannot provide the required identification, you must call (800) 733-9267 at least two weeks prior to your scheduled appointment to arrange a way to meet this security requirement. You must also provide the original Examination Authorization Form which you received from the Board.

Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and will result in your forfeiting your fees and your not being able to take the examination at that time. You must also provide the Examination Authorization Form.

Security Procedures

The following security procedures will apply during the examination:

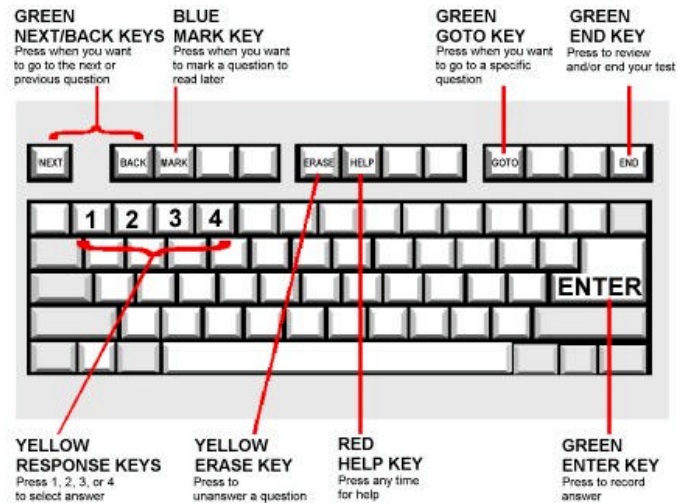
- No notes or books will be allowed.
- A calculator is useful. Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing

capabilities, and do not have a keyboard containing the alphabet will be permitted.

- No smoking, eating, or drinking are allowed in the test center.
- Copying or communicating of test content is a violation of security regulations which may result in the disqualification of exam results and may lead to legal action under copyright laws.

TAKING THE TEST BY COMPUTER

Taking the examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown below.



Tutorial

Before you start your exam, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) will **NOT** count as part of your exam time. Sample questions are included as a part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the bottom of the screen and updated as you record your answers.

Test Review

PSI, in cooperation with the Louisiana Real Estate Appraiser Board of Certification, will be continually evaluating the tests being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Examinees will be provided with question review forms. Your comments regarding the questions and the examination are welcomed. **This is the only review of test materials available to applicants.**



Pretest Items

In addition to the number of test questions specified under "Exam Content Outlines" earlier, a small number of "pretest" questions (i.e., 5 to 10) may be administered to candidates during the tests. These questions will not be scored and the time taken to answer them will not count against testing time.

The administration of such unscored, experimental questions is an essential step in developing future licensing exams.

Identification Screen

You will be directed to a semiprivate testing station to take the exam. 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.

Test

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.

Sample Question Display

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

SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown.

Certified General Real Estate Appraiser	75
Certified Residential Real Estate Appraiser	75

The following summary describes the scoring 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 are using review features, you will be able to obtain your score immediately when

you indicate that you have finished and would like to see your results.

If you pass, you will immediately receive a successful notification with the written word "pass," not a numeric score..

If you do not pass, you will immediately receive an unsuccessfully notification on the screen along with a diagnostic report indicating your strengths and weaknesses by exam topic. Registration forms for submittal to PSI to retake the examination will be available at the test center. **NOTE: You must reapply for an Exam Eligibility Form at the Louisiana Real Estate Appraiser Board of Certification, and pay a \$15 eligibility renewal fee before you can sit for a retake examination.**

On Paper - All testers will receive an official score report at the test center after the examination.

How Your Score Is Reported to the State - Test results for all candidates who have passed the examination are forwarded by computer to the Board for electronic entry into the applicant's record.

Duplicate Score Reports

You can write to PSI to request a duplicate of your score report for up to one year after your examination. The fee for a duplicate copy of your score report is \$15.

INSTRUCTIONS FOR EXPERIENCE REVIEW

To receive the application for experience review, you must submit a copy of passing score report to the Louisiana Real Estate Appraisers Board of Certification. You must use either of the following addresses:

Mailing Address:

Louisiana Real Estate Appraisers Board
P.O. Box 14785
Baton Rouge, LA 70898-4785

Physical Address (for overnight delivery):

Louisiana Real Estate Appraisers Board
5222 Summa Court
Baton Rouge, LA 70809

PLEASE NOTE: Review of your experience credit is the final phase of the certification process. You have five (5) years from the date of passing the examination in which to become state certified.

All questions regarding the certification should be directed to the Louisiana Real Estate Appraisers Board of Certification at (800) 821-3429 or (225) 765-0191, extension 241. **Do not contact PSI.**



LOUISIANA REAL ESTATE APPRAISER EXAMINATION REGISTRATION FORM

COMPLETING THE EXAMINATION REGISTRATION FORM

NOTE: Be certain to provide all requested information.

1. **NAME** - Print your name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible.
2. **SOCIAL SECURITY NUMBER** - Your Social Security Number is used for identification purposes only. Print only one number per box.
3. **MAILING ADDRESS** - Print only one letter or number per box. Do not include punctuation marks. Leave blank boxes to show spaces. All test information and materials will be sent to the address you provide here.
4. **EMAIL ADDRESS** - Print your email address on the line provided.
5. **TELEPHONE NUMBERS** - Please provide both home and office phone numbers (including area codes).
6. **BIRTH DATE** - Please provide your date of birth (e.g., "06-01-50" for June 1, 1950).
7. **TEST** - Place an "X" in the box indicating the test for which you are registering. Then, indicate whether you are taking this exam for the first time by checking the appropriate box.
8. **FEE ENCLOSED** - Place an "X" in the box for the appropriate fee.
9. **SCHOOL CODE** - Identify the real estate school that you last attended using the table listed below. Fill in the four-digit code in the space provided (or "0000" if the school you last attended is not on the list).
10. **SPECIAL ARRANGEMENT REQUESTS** - A letter is required for all special arrangement requests. See instructions in the Certification Information Handbook.
11. **SIGNATURE** - All applicants are required to sign and date the registration form.

Review your completed registration form carefully before sending it in. Any registration form that is incomplete, incorrect, or that contains incorrect fee payment will be returned to you unprocessed.

LOUISIANA APPRAISER SCHOOL CODES

0059 Baker's Professional Real Estate College
0100 Burk Baker School of Real Estate & Appraising
0024 Donaldson Real Estate School, Inc.
0103 Uptown Professional Real Estate School
0105 Executive Training Centers

9999 *Any other Louisiana Colleges and Universities*
0000 Other



Be sure to read the section titled “Examination Registration and Scheduling Procedures before filling out this form. You must provide all information requested and submit the appropriate fees. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

12

PSI EXAMINATION SERVICES
3210 E TROPICANA
LAS VEGAS, NV 89121

FIRST CLASS MAIL

**To speed up your registration processing, please write on the outside of the envelope
“ATTENTION: Examination Registration LA RE APP”.**