



PSI Services LLC

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<https://test-takers.psiexams.com/ohre>

OHIO DEPARTMENT OF COMMERCE



DIVISION OF REAL ESTATE AND PROFESSIONAL LICENSING APPRAISER EXAMINATION CANDIDATE INFORMATION BULLETIN

Examinations by PSI	2	Missed Appointment or Late Cancellation	7
Education and Experience Requirements	2	Re-Taking a Failed Examination	7
Nonresidents of Ohio	5	Exam Accommodations	7
Reciprocity	5	Examination Site Closing for an Emergency	7
Temporary Practice	5	Examination Site Locations	7
Renewal	5	Reporting to the Examination Site	8
Application for License/Certification	6	Required Identification at the Examination Site	8
Criminal Background Check	6	Security Procedures	8
Approval to Take Examination	6	Taking the Examination by Computer	9
Examination Scheduling	6	Examination Review	9
Examination Fee	6	Score Reporting	9
On-Line Registration	7	Description of Examinations	9
Telephone Registration	7	Content Outlines	10
Canceling an Examination	7	Sample Questions	11

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

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for obtaining an appraiser certificate or license in the State of Ohio.

Ohio Revised Code Chapter 4763 establishes the appraiser licensing and certification requirements that an applicant must satisfy to become a certified general, certified residential or state licensed appraiser. To be licensed or certified, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations relating to appraising real estate.

The Division of Real Estate & Professional Licensing has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides examinations through a network of computer examination centers in Ohio. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

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

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

EDUCATION AND EXPERIENCE REQUIREMENTS

All applicants are required to be at least 18 years old, honest, and truthful.

What do I need before applying to become an Ohio Registered Appraiser Assistant?

Qualifying Education

- ✓ Supervisor/Trainee Course
- ✓ 15 Hours of USPAP
- ✓ 30 Hours of Basic Appraisal Procedures
- ✓ 30 Hours of Basic Appraisal Principles
- ✓ 8 Hours Valuation Bias Fair Housing Laws & Regulations

Experience

- ✓ None

I am an Ohio Registered Appraiser Assistant wanting to upgrade to: Licensed Residential Appraiser.

Additional Qualifying Education

- ✓ 15 Hours of Residential Market Analysis and Highest and Best Use
- ✓ 15 Hours of Residential Appraiser Site Valuation and Cost Approach
- ✓ 30 Hours of Residential Sales Comparison and Income Approach
- ✓ 15 Hours of Residential Report Writing and Case Studies
- ✓ 8 Hours of Valuation Bias and Fair Housing Laws & Regulations ***only required if not completed for the appraiser assistant registration.

Experience

- ✓ 1,000 experience hours in no less than 6 months preceding application.

A supervisory appraiser shall be a state certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the registrant is being supervised. Alternatively, the residential experience requirement may be satisfied through the completion of an AQB approved PAREA (Practical Applications of Real Estate Appraisal) program. A PAREA course completion certificate must be provided with the application in lieu of a completed experience log. Lastly, up to 50% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

I am an Ohio Registered Appraiser Assistant wanting to upgrade to: Certified Residential Appraiser.

College-Level Education **

- ✓ Bachelor's Degree or higher in any field of study OR
- ✓ Associate's degree in a field of study related to one of the following OR
 - Business Administration
 - Accounting
 - Finance
 - Economics
 - Real Estate
- ✓ Successful completion of 30 semester hours of college-level courses that covers each of the following specific topic areas and hours OR
 - English Composition (3 semester hours)
 - Microeconomics (3 semester hours)
 - Macroeconomics (3 semester hours)
 - Finance (3 semester hours)
 - Algebra; Geometry or Higher Mathematics (3 semester hours)
 - Statistics (3 semester hours)
 - Computer Science (3 semester hours)
 - Business or Real Estate Law (3 semester hours) and
 - Two elective courses in following (3 semester hours each)
 - Two elective courses in any of the topics listed above or
 - Accounting
 - Geography
 - Agricultural economics
 - Business management or real estate
- ✓ Successful completion of at least 30 semester hours of College Level Examination Program (CLEP)

examinations from each of the following subject matter areas: **OR**

- College Algebra (3 semester hours)
- College Composition (6 semester hours)
- College Composition Modular (3 semester hours)
- College Mathematics (6 semester hours)
- Principles of Macroeconomics (3 semester hours)
- Principles of Microeconomics (3 semester hours)
- Introductory Business Law (3 semester hours) and
- Information Systems (3 semester hours)

- ✓ Successful completion of any combination of 30 semester hours of college-level courses and 30 semester hours of College Level Examination Program (CLEP) examinations provided the applicant has completed and covered all topics and hours as found in the college-level courses listed above.

** All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

Additional Qualifying Education

- ✓ 15 Hours of Residential Market Analysis & Highest & Best Use
- ✓ 15 Hours of Residential Appraiser Site Valuation & Cost Approach
- ✓ 30 Hours of Residential Sales Comparison & Income Approach
- ✓ 15 Hours of Residential Report Writing & Case Studies
- ✓ 15 Hours of Statistics, Modeling and Finance
- ✓ 15 Hours Advance Residential Applications & Case Studies
- ✓ 12 Hours of Subject Matter Electives
- ✓ 8 Hours of Valuation Bias and Fair Housing Laws & Regulations ***only required if not completed for the appraiser assistant registration.

Experience

- ✓ 1500 experience hours in no less than 12 months preceding application

A supervisory appraiser shall be a state certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the registrant is being supervised. Alternatively, the residential experience requirement may be satisfied through the completion of an AQB approved PAREA (Practical Applications of Real Estate Appraisal) program. A PAREA course completion certificate must be included with the application. Lastly, up to 50% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as

part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

I am an Ohio Registered Appraiser Assistant wanting to upgrade to: Certified General Appraiser.

College-Level Education **

- ✓ Bachelor's Degree or higher in any field of study

** All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

Additional Qualifying Education

- ✓ 30 Hours of General Market Analysis & Highest & Best Use
- ✓ 15 Hours of Statistics, Modeling & Finance
- ✓ 30 Hours of General Sales Comparison Approach
- ✓ 30 Hours of General Appraiser Site Valuation & Cost Approach
- ✓ 60 Hours of General Appraiser Income Approach
- ✓ 30 Hours of General Appraiser Report Writing & Case Studies
- ✓ 22 Hours of Subject Matter Electives
- ✓ 8 Hours of Valuation Bias and Fair Housing Laws & Regulations ***only required if not completed for the appraiser assistant registration.

Experience

- ✓ 3,000 experience hours in no less than 18 months preceding application. At least 50% of the experience hours or one thousand five hundred hours must be completed in connection with the appraisal of non-residential properties (real estate other than one to four residential units).

A supervisory appraiser shall be a state certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the registrant is being supervised. Alternatively, the residential experience requirement may be satisfied through the completion of an AQB approved PAREA (Practical Applications of Real Estate Appraisal) program. A PAREA course completion certificate must be included with the application. Lastly, up to 50% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

I am an Ohio Licensed Residential Appraiser. What do I need before applying to upgrade to: Certified Residential Appraiser.

College-Level Education **

- ✓ Bachelor's Degree or higher in any field of study **OR**

- ✓ Associate's degree in a field of study related to one of the following **OR**
 - Business Administration
 - Accounting
 - Finance
 - Economics
 - Real Estate
- ✓ Successful completion of 30 semester hours of college-level courses that covers each of the following specific topic areas and hours **OR**
 - English Composition (3 semester hours)
 - Microeconomics (3 semester hours)
 - Macroeconomics (3 semester hours)
 - Finance (3 semester hours)
 - Algebra; Geometry or Higher Mathematics (3 semester hours)
 - Statistics (3 semester hours)
 - Computer Science (3 semester hours)
 - Business or Real Estate Law (3 semester hours) and
 - Two elective courses in following (3 semester hours each)
 - Two elective courses in any of the topics listed above or
 - Accounting
 - Geography
 - Agricultural economics
 - Business management or real estate
- ✓ Successful completion of at least 30 semester hours of College Level Examination Program (CLEP) examinations from each of the following subject matter areas: **OR**
 - College Algebra (3 semester hours)
 - College Composition (6 semester hours)
 - College Composition Modular (3 semester hours)
 - College Mathematics (6 semester hours)
 - Principles of Macroeconomics (3 semester hours)
 - Principles of Microeconomics (3 semester hours)
 - Introductory Business Law (3 semester hours) and
 - Information Systems (3 semester hours)
- ✓ Successful completion of any combination of 30 semester hours of college-level courses and 30 semester hours of College Level Examination Program (CLEP) examinations provided the applicant has completed and covered all topics and hours as found in the college-level courses listed above.

** All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

Exception to the College-Level Education

- ✓ **This is the only exception to the college-level education requirement for a licensed appraiser applying for a residential appraiser certificate.** No college-level education needs to be completed provided the licensed appraiser has held the appraiser's license for a minimum of five years and the applicant has had no record of any adverse, final and

non-appealable disciplinary action affecting the licensee's legal eligibility to engage in appraisal practice within five years immediately preceding from the date the application is submitted to the Division.

Additional Qualifying Education

- ✓ 15 Hours of Statistics, Modeling & Finance
- ✓ 15 Hours Advance Residential Applications and Case Studies
- ✓ 12 Hours of Subject Matter Electives
- ✓ 8 Hours of Valuation Bias and Fair Housing Laws & Regulations ***only required if not completed for the appraiser assistant registration.

Experience

- ✓ 1,500 experience hours in no less than 12 months preceding application

Experience outside the scope of the applicant's current license must be obtained under the supervision of a certified appraiser. This supervisory appraiser shall be a state certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the licensed residential appraiser is being supervised. Alternatively, the residential experience requirement may be satisfied through the completion of an AQB approved PAREA (Practical Applications of Real Estate Appraisal) program. A PAREA course completion certificate must be included with the application. Lastly, up to 50% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

I am an Ohio Licensed Residential Appraiser. What do I need before applying to upgrade to: Certified General Appraiser.

College-Level Education **

- ✓ Bachelor's degree or higher in any field of study

** All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

Additional Education

- ✓ 15 Hours General Market Analysis & Highest & Best Use
- ✓ 15 Hours of Statistics, Modeling & Finance
- ✓ 15 Hours of General Sales Comparison Approach
- ✓ 15 Hours of General Appraiser Site Valuation & Cost Approach
- ✓ 45 Hours of General Appraiser Income Approach
- ✓ 15 Hours of General Report Writing & Case Studies
- ✓ 22 Hours of Subject Matter Electives
- ✓ 8 Hours of Valuation Bias and Fair Housing Laws & Regulations ***only required if not completed for the appraiser assistant registration.

Experience

- ✓ 3,000 experience hours in no less than 18 months preceding application. At least 50% of the experience hours or one thousand five hundred hours must be completed in connection with the appraisal of non-residential properties (real estate other than one to four residential units).

Experience outside the scope of the applicant's current license must be obtained under the supervision of a certified appraiser. This supervisory appraiser shall be a state certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the licensed residential appraiser is being supervised. Alternatively, the residential experience requirement may be satisfied through the completion of an AQB approved PAREA (Practical Applications of Real Estate Appraisal) program. A PAREA course completion certificate must be included with the application. Lastly, up to 50% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

I am an Ohio Certified Residential Appraiser. What do I need prior to applying to upgrade to: Certified General Appraiser.

College-Level Education **

- ✓ Bachelor's degree or higher in any field of study

** All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

Additional Qualifying Education

- ✓ 15 Hours of General Appraiser Market Analysis & Highest & Best Use
- ✓ 15 Hours of General Appraiser Sales Comparison Approach
- ✓ 15 Hours of General Appraiser Site Valuation & Cost Approach
- ✓ 45 Hours of General Appraiser Income Approach
- ✓ 10 Hours of General Appraiser Report Writing & Case Studies
- ✓ 8 Hours of Valuation Bias and Fair Housing Laws & Regulations ***only required if not completed for the appraiser assistant registration.

Experience

- ✓ 3,000 experience hours in no less than 18 months preceding application. At least 50% of the experience hours or one thousand five hundred hours must be completed in connection with the appraisal of non-residential properties (real estate other than one to four residential units).

Experience outside the scope of the applicant's current certificate must be obtained under the supervision of a certified general appraiser. This supervisory appraiser shall be a state certified appraiser and in good standing for a period of at least three years prior to being eligible to become a supervisory appraiser. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. Supervisory appraisers must comply with the competency rule of uniform standards of professional appraisal practice for the property type and geographic location where the certified residential appraiser is being supervised. Alternatively, the residential experience requirement may be satisfied through the completion of an AQB approved PAREA (Practical Applications of Real Estate Appraisal) program. A PAREA course completion certificate must be included with the application. Lastly, up to 50% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

NON-RESIDENTS OF OHIO

Ohio residency is not a requirement to obtain an Ohio appraiser certificate or license. However, non-residents are required to file with their application a Consent to Service of Process form.

RECIPROCITY

If you are currently certified or licensed in another state, you may qualify for a waiver of the Ohio appraiser examination. The appraiser section of the Division should be contacted to determine the procedure for you to follow to obtain an Ohio real estate appraiser certificate or license.

TEMPORARY PRACTICE FOR OUT-OF-STATE APPLICANTS ONLY

If you are currently licensed or certified in another state, you may qualify for a temporary certificate or license that allows you to perform one assignment for each temporary certificate or license issued. Only two temporary practice certificates or licenses will be issued during one calendar year. The completed application and correct fee are required before any temporary certificate or license will be issued. No examination is required.

RENEWAL

All state-certified and state-licensed appraisers and registered assistants are required to file an online renewal application with the Ohio Division of Real Estate to renew their certificate, license or registration. Approximately one hundred twenty (120) days prior to your renewal deadline, you will receive notification from the Division of Real Estate advising you of the required renewal fees, renewal expiration date, and continuing education deadline. A late filing penalty fee will be assessed for any online renewal application submitted after the expiration date. The late filing fee shall be an amount equal to one half of the renewal fee and the online renewal application must be filed within three months following your

current expiration date. A failure to file a late online renewal application within the three-month late renewal period will result in the expiration of the appraiser credential.

APPLICATION FOR LICENSE/CERTIFICATION

1. Complete your pre-licensing education and experience requirements for the license or certification you are seeking.
2. Submit an online Appraiser License/Certification Application and appropriate fee to the Division.
 - Online applications may be found at the following link - [Online Portal](#).
 - Photocopies of your transcripts or certificates of completion of the educational requirements must be uploaded. Please do not submit your application until you have completed all of the required courses.
 - The Experience Log must reflect the hours required for the license/certification you seek and must contain the name and signature of the supervising appraiser.

CRIMINAL BACKGROUND CHECK

All applicants for registration, licensure, or certification are required to complete criminal records checks of **both state and national records**. This requirement also applies to an applicant who is “upgrading” their credential.

- An applicant must contact and arrange with a Webcheck® user (a business, government agency, or private entity that provides criminal record check services) approved by the Bureau of Criminal Identification and Investigation (BCI&I) to have fingerprints taken and submitted to BCI&I using the Webcheck® system. A list of Webcheck® users may be found on the web at: [Webcheck Locations](#).
- An applicant must have fingerprints taken by the Webcheck® user within ten (10) days of filing an application. Applicants should not have fingerprints taken before filing an online application with the Division of Real Estate.
- Some Webcheck® users can only submit fingerprints for a *state* records check and cannot submit fingerprints for a *national* records check. An applicant must submit both state and national records check results to the Division. Therefore, the Division recommends that when an applicant contacts a Webcheck® user, the applicant confirms the user is able to submit fingerprints for a state and national records check.
- An applicant must instruct the Webcheck® user to have BCI&I send the results (state and national criminal records check) to the Division at:

Division of Real Estate and Professional Licensing
Attn: Appraisal Compliance Administrator
6606 Tussing Road
PO Box 4008
Reynoldsburg, OH 43068

- The applicant must pay all fees associated with the criminal records check to the Webcheck® user at the time the fingerprints are taken.
- The Division must receive the results within 30 (thirty) days of filing the application.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.
- Additional information on Webcheck® may be found at: <https://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx> or obtained from BCI&I at (740) 845-2113.

APPROVAL TO TAKE EXAMINATION

The Division staff will review your application and background check information and ask you to submit samples of the work from your experience log chosen at random to determine eligibility. After you are approved by the Division, PSI will mail you a Candidate Information Bulletin listing the examination you are eligible to take, and instructions for registering and scheduling the examination.

You must pass the examination within two years of the date on the label of the **initial** Candidate Information Bulletin from PSI.

EXAMINATION SCHEDULING PROCEDURES

All questions and requests for information about examinations should be directed to PSI.

PSI
Phone: (855) 834-8749
E-mail: examschedule@psionline.com
<https://test-takers.psiexams.com/ohre>

Upon approval of eligibility by the Division, you may proceed with the Examination Registration and Scheduling process.

- Candidates must pass the examination within two (2) years of the date of their **initial** confirmation notice of eligibility from PSI.
- Candidates who fail the examination must submit a retake application and appropriate fee to the Division. The retake application will be provided to the candidate with the failing score report at the examination site. After the Division has notified PSI of your eligibility, another confirmation notice will be sent to you.
- You must apply and retake the failed examination by the date indicated on the label of this bulletin.

EXAMINATION FEES

State Licensed Appraiser	\$88
Certified Residential Appraiser	\$88
Certified General Appraiser	\$88

NOTE: EXAMINATIONS FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within two (2) years of the date your examination fee is received by PSI.

ON-LINE ([HTTPS://TEST-TAKERS.PSIEXAMS.COM/OHRE](https://test-takers.psiexams.com/ohre))

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/ohre>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (855) 834-8749 for help.

TELEPHONE

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). Call (855) 834-8749, 24 hours a day and speak to a PSI registrar available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 834-8749.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website 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 examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

RE-TAKING A FAILED EXAMINATION

Candidates who fail the examination must submit a retake application and appropriate fee to the Division. The retake must be submitted through the Division's online portal as a retake service request. After the Division has notified PSI of your eligibility, another confirmation notice will be sent to you. You may then register and schedule the examination.

Candidates must pass the examination within one year of the date of their initial confirmation notice of eligibility from PSI.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling 855) 834-8749. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/ohre>.

EXAMINATION SITE LOCATIONS

The Real Estate Appraiser Licensing and Certification examinations are administered at the examination centers listed below. The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

AKRON

231 Springside Dr, Suite 125
AKRON, OH 44333
FROM I-77 S - HEAD SOUTHWEST ON I-77S. TAKE EXIT 137A TO MERGE

CAMBRIDGE

1300 CLARK STREET, SUITE #5
CAMBRIDGE, OH 43725

CINCINNATI

Cincinnati-Hamilton - Tri-State Professional Training and Testing Center
2820 Bobmeyer Rd., Hangar C-7
Hamilton, OH 45015

CLEVELAND

7029 PEARL RD, SUITE 320
MIDDLEBURG HEIGHTS, OH 44130

COLUMBUS NORTH

6397 EMERALD PKWY, SUITE 150
DUBLIN, OHIO 43017

COLUMBUS SOUTH

6431 ALUM CREEK DR, SUITE 1
GROVEPORT, OH 43125

MAUMEE/TOLEDO

1446 S. REYNOLDS ROAD, SUITE 201
MAUMEE, OH 43537

TROY

BRAINSEED TESTING CENTER

1100 WAYNE STREET, SUITE 5200
TROY, OH 45373

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by filling out the form [Clicking Here](#).

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

[Click here for a video of the Test Center Experience](#)

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification. The identification must match the name you scheduled with.

NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

Failure to bring the proper documentation invalidates your registration. You will not be able to take the examination as scheduled, and you will forfeit your examination fee.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates will not be permitted to use any calculator that is alpha programmable. In addition, as stipulated by the AQB, each candidate is required to bring the **written instructional manual** that was provided with the programmable calculator when purchased by the candidate or instructions downloaded from the manufacturer's website so that the test center proctor can ensure that all numeric programs previously stored in the calculator are cleared before the candidate is permitted to use the calculator during the examination. If you do **NOT** bring these instructions, you will not be permitted to use the calculator. Moreover, all programmable calculators must be cleared upon conclusion of the examination by the test center proctor to prohibit potential security breaches. **Note:** Candidates need to bring their own financial calculator. One is not available at the test center. Candidates may not share a calculator during the exam. Candidates may take only approved items into the examination room.

RECOMMENDED:

Hewlett Packard 10B II+

APPROVED:

Hewlett Packard 10B

Hewlett Packard 10B II
Hewlett Packard 12C
Hewlett Packard 12C Platinum
Hewlett Packard 17B II+
Sharp Business/Financial Calculator EL-733
Sharp Business/Financial Calculator EL-733A
Texas Instruments BA II
Texas Instruments VA II+ Professional
Texas Instruments BA II+ Business Analyst

NOT APPROVED

Hewlett Packard 18C
Hewlett Packard 19B
Hewlett Packard 19B II+
Hewlett Packard 41CX
Hewlett Packard 41CV

- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Items may not exceed 15" x 15". Personal belongings include, but are not limited to, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender

all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.

- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

adjustments are made, the effect is to produce an unbiased and constant passing standard that does not change from one examination to another. A scaled score is not a percentage score, but simply a transformation of a raw score to report comparable results when examinations vary in difficulty.

DUPLICATE SCORE REPORT

You may print the score report from your online account.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

[Click here for the Tutorial in English](#)

EXAMINATION REVIEW

AQB will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by AQB examination development staff. AQB does not respond to individuals regarding these comments. All substantive comments are reviewed. This is the only review of examination materials available to candidates.

SCORE REPORTING

In order to pass the examination, you must achieve a minimum scaled score of 75. You will receive your score report immediately following the completion of the examination.

Candidates passing the examination will receive ONLY a score indication of PASS. Passing numeric scores are not available. Candidates who do not pass will receive an individual score for each of the major sections in the examination outline. Candidates should use this information to assist them in studying for the re-examination.

Scaled scores can range from 0 to 110, with 75 and above representing passing. Scores are reported to candidates as scaled scores. The scaled scores are computed from raw scores. Raw scores, or percentage scores, are the actual number of questions answered correctly. Raw scores are mathematically converted to scaled scores to maintain a consistency in the meaning of scores, regardless of when the examination was taken. Examinations change over time. Each examination may vary in difficulty with one examination easier or more difficult than other examinations. However, when converting raw scores to scaled scores, it should not make a difference whether candidates take an easier or more difficult examination. With the mathematical adjustment, the scaled score accounts for differences by adjusting the scores up or down depending on the difficulty of examinations. When these

DESCRIPTION OF EXAMINATIONS

NATIONAL UNIFORM LICENSING AND CERTIFICATION EXAMINATIONS, DEVELOPED BY THE APPRAISER QUALIFICATIONS BOARD (AQB)

Ohio utilizes the National Uniform Licensing and Certification Examinations which are developed by the Appraiser Qualifications Board (AQB). For further information or to express concerns about the examination content, please contact:

The Appraiser Qualifications Board
 C/O The Appraisal Foundation
 1155 15th Street, NW, Suite 1111
 Washington, DC 20005
www.appraisalfoundation.org
 Telephone: 202-347-7722

EXAMINATION SUMMARY TABLE

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

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

NATIONAL UNIFORM AND CERTIFICATION EXAMINATION CONTENT OUTLINES

The examination content outlines have been prepared by the AQB. Use the outline as a guide for pre-examination review course material. The outlines list the content domains and sub-domains that are on the examination and the percentage of questions for each domain. Do not schedule your examination until you are familiar with the topics in the outline.

**Appraiser Qualifications Board
National Uniform Licensing and Certification Examinations Content Outline**

		CG	CR	LR
1	Real estate market	18%	14%	20%
1A	Types of influences on real estate value			
1A1	Agents of production			
1A2	Factors of value (e.g. desire, utility, scarcity, effective purchasing power)			
1A3	Forces on value (e.g. social, economic, governmental, environmental)			
1A4	Principles of real estate			
1B	Types of government power			
1B1	Police power			
1B2	Eminent domain			
1B3	Escheat			
1B4	Taxation			
1C	Types of value			
1C1	Value in use			
1C2	Market value			
1C3	Going concern			
1C4	Investment value			
1C5	Ad valorem / assessed			
1C6	Liquidation / disposition			
1C7	Insurable value / replacement cost for insurable purposes			
1C8	Cost vs. Price vs. Value			
1D	Allocation of value between intangible property and real estate			
1E	Date of value premise			
1E1	Retrospective			
1E2	Current			
1E3	Prospective			
1F	Market analysis			
1F1	Market delineation (e.g. neighborhood, linkages)			
1F2	Market conditions (e.g. supply and demand, absorption, capture rates)			
1F3	Types of market analysis			
1G	Investment analysis			
1G1	Mortgage calculations			
1G2	Financial calculations (e.g. net present value)			
1H	Tests of highest and best use			
1H1	Legally-allowable			
1H2	Physically-possible			
1H3	Financially-feasible			
1H4	Maximally-productive			
1I	Determination of highest and best use			
1I1	As improved			
1I2	As vacant			
2	Property description	11%	12%	10%
2A	Land or site description			

2A1	Physical, economic, and functional description			
2A2	Legal description			
2B	Improvement and building component description			
2B1	Physical, economic, and functional description			
2B2	Personal property items vs. fixtures			
2C	Legal interest			
2C1	Fee simple			
2C2	Leased fee			
2C3	Leasehold			
2C4	Partial interest			
2C5	Types of ownership (e.g. joint tenancy, tenants in common)			
2D	Rights to use			
2D1	Public restrictions			
2D2	Private restrictions			
2D3	Zoning and entitlement processes			
2E	Property taxation influence on value			
3	Land or site valuation	4%	5%	5%
3A	Land or site valuation methodology			
3A1	Allocation			
3A2	Extraction			
3A3	Residual			
3A4	Subdivision			
3A5	Sales comparison			
3A6	Ground rent capitalization			
3B	Influences on land or site valuation			
4	Sales comparison approach	14%	16%	25%
4A	Identification and selection of properties suitable for comparison			
4B	Units of comparison			
4C	Elements of comparison			
4C1	Transactional			
4C2	Property			
4D	Quantitative adjustments			
4D1	Paired data			
4D2	Cost analysis			
4D3	Income capitalization			
4D4	Regression / trend analysis			
4E	Qualitative comparisons			
4E1	Ranking analysis / bracketing			
4E2	Relative comparison analysis			
4E3	Interviews with market participants			
4F	Reconciliation to indicated value by the sales comparison approach			
5	Cost approach	11%	14%	9%
5A	Sources of cost information			
5A1	Cost manuals			
5A2	Actual costs			

5A3	Market-extracted			
5B	Cost components			
5B1	Direct			
5B2	Indirect			
5B3	Entrepreneurial incentive			
5B4	Reproduction and replacement cost			
5C	Physical deterioration			
5C1	Curable			
5C2	Incurable			
5D	Functional obsolescence			
5D1	Curable			
5D2	Incurable			
5E	External obsolescence			
5E1	Locational			
5E2	Economic			
5F	Methods of estimating depreciation			
5F1	Age-life and modified age-life			
5F2	Breakdown			
5F3	Market extraction			
5G	Reconciliation to indicated value by the cost approach			
6	Income approach	19%	8%	5%
6A	Sources of income generation			
6A1	Rent and leases			
6A2	Reimbursements			
6A3	Owner/Operator income			
6B	Occupancy / vacancy analysis			
6C	Expenses			
6C1	Fixed			
6C2	Variable			
6C3	Replacement allowance / reserves / capital expenditures			
6D	Direct capitalization methods			
6D1	Multipliers			
6D2	Overall rates			
6D3	Reconstruction of operating statement			
6E	Derivation of capitalization rates			
6E1	Band of investment			
6E2	Market-extracted			
6F	Yield capitalization			
6F1	Discounted cash flow			
6F2	Property models			
6F3	Yield rates			
6G	Indicate value through direct capitalization			
6G1	Fee simple			
6G2	Leased fee			
6G3	Leasehold			

6H	Indicate value through yield capitalization			
6H1	Fee simple			
6H2	Leased fee			
6H3	Leasehold			
6I	Reconciliation to indicated value by the income approach			
7	Reconciliation of value indications	1%	5%	2%
7A	Reconciliation of value indications among developed approaches			
8	Uniform standards of professional appraisal practice (USPAP)	17%	18%	22%
8A	Definitions and preamble			
8B	Ethics rule			
8C	Record keeping rule			
8D	Competency rule			
8E	Scope of work rule			
8F	Jurisdictional exception rule			
8G	Standard 1 (development of assignment scope and value opinion)			
8H	Standard 2 (communication of results)			
8I	Standard 3 (appraisal review development)			
8J	Standard 4 (appraisal review reporting)			
8K	USPAP Advisory Opinions and FAQs as guidance			
8L	Extraordinary Assumption and its use			
8M	Hypothetical Condition and its use			
8N	Valuation bias and fair housing laws and regulations			
8N1	Understanding historical and contemporary real estate bias			
8N2	Federal fair housing and antidiscrimination laws and regulations			
8N3	Valuation bias			
9	Emerging appraisal methods	3%	5%	0%
9A	Appropriate use of property and market information sources			
9B	The appropriate use of alternative inspection techniques			
9C	The appropriate use of Valuation Models (including AVMs)			
10	Appraisal statistical methods	3%	5%	3%
10A	Statistical Measures of Central Tendency			
10B	Statistical Measures of Variation			
10C	Advanced Statistical Techniques Used in Appraising			

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the examination. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. The answer key is found at the end of the sample questions.

- The subject property is a 10,000-sf office building encumbered by a full-service lease with a contract base rent of \$1.25 per square foot monthly. Stabilized vacancy/credit loss allowance for similar properties within the market area is 7% of PGI. The operating expense ratio for similar properties is 30% of EGI, plus reserves for replacement of \$0.15 per square foot. What is the projected net operating income?
 - \$93,000
 - \$94,500

- C. \$96,150
- D. \$97,650

2. The subject assignment is to appraise a vintage house built in 1880 using the cost approach. The house has metal stamped ceilings, lath, and plaster walls, which are items not easily available in today's construction. The estimated replacement cost using modern materials is \$120 per square foot. Contractors charge \$15 more per square foot to work on older houses. The estimated reproduction cost is \$185 per square foot. What is the estimated loss in utility?
- A. \$15 per square foot
 - B. \$33 per square foot
 - C. \$65 per square foot
 - D. \$80 per square foot
3. The occupants of a dwelling have been granted a life estate by their daughter. What interest does the daughter hold in the property?
- A. Life tenant
 - B. Remainder
 - C. Trustee
 - D. Trustor
4. A client requires the cost approach be completed for a warehouse located in an industrial park. There are no vacant land comparables in the market area. There are three sales of commercial buildings in the industrial park with similar lots that the appraiser has researched extensively. The appraiser found the following information:
- Sale 1 sold for \$1,750,000. The buyer allocated 20% of the value to the site and 80% to the value of the structure.
- Sale 2 sold for \$1,000,000. The buyer was not available for verification, but the seller was available. The seller had just built the structure after holding the lot for 10 years as an investment property. The seller paid \$100,000 for the lot and had earned 25% straight line annual return on his investment over the cost of the structure and its entrepreneurial profit.
- Sale 3 sold for \$3,500,000. The buyer estimated that 90% of what he paid was for the structure.
- What is the indicated value of the lot using the allocation approach?
- A. \$125,000
 - B. \$135,000
 - C. \$350,000
 - D. \$500,000
5. A homeowner purchased two adjacent lots in a tract subdivision 20 years ago and built a single-unit dwelling entirely on one lot, utilizing the second lot as a side yard. The homeowner has decided to build a smaller home on the vacant side lot and retain the existing home as a rental. What term applies to the second yard?
- A. Excess land
 - B. Surplus land
 - C. Underutilized site
 - D. Vacant site
6. While working on an appraisal of a residential property in a new home subdivision, the appraiser finds that the builders have a total of 100 home sites currently offered for sale. In measuring market demand, the appraiser notes that all of the builders combined are currently averaging two new sales contracts per month, and are expecting to sell 24 dwellings within the next year. What conclusion can be drawn with regard to the 100 available home sites and a market period of the next 12 months?
- A. The market is in a condition of supply and demand
 - B. The market is in a condition of balance
 - C. The market is in a condition of undersupply
 - D. The market is in a condition of oversupply

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