



PSI Services LLC
<https://test-takers.psiexams.com/tdlnrp>
Email: TDLRSupport@psionline.com

TEXAS DEPARTMENT OF LICENSING AND REGULATION

PROPERTY TAX CONSULTANT SENIOR PROPERTY TAX CONSULTANT AND ATTORNEY

CANDIDATE INFORMATION BULLETIN



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Please refer to our website to check for the most updated information at
<https://test-takers.psiexams.com/tdlnrp>

EXAMINATION SCHEDULING PROCEDURES

The Texas Department of Licensing & Regulation (TDLR) has contracted with PSI Services, LLC (PSI) to deliver its examinations.

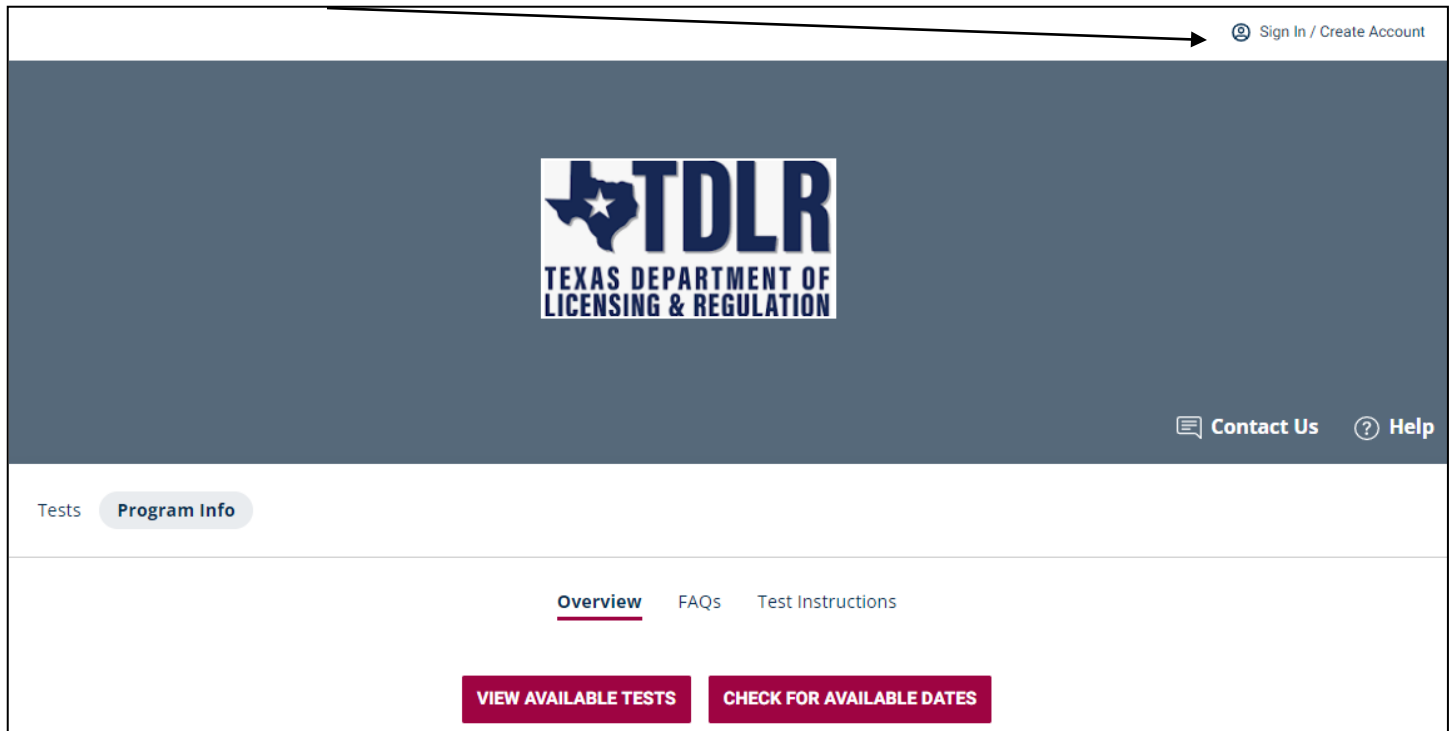
Upon TDLR approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination. (If you have not provided an email address, you will receive a postcard via U.S. Mail with this information).

You are allowed to test unlimited through your one-year eligibility period.

ON-LINE SCHEDULING VIA WEBSITE

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Website: (<https://test-takers.psiexams.com/tdlrnp>)

1. Select **Sign In/Create Account**.



2. You will be prompted to **CREATE AN ACCOUNT** with PSI.

The first and last name must match exactly with your current, valid, government-issued ID.

TDLR ID# *	
First Name *	Last Name *
Middle Name	Generation
Email *	
Password *	Your password must contain: <ul style="list-style-type: none">• At least one capital letter A-Z• At least one lower case letter a-z• At least one number 0-9• At least one special character !@#V\$%^&V*• At least 8 and up to 32 characters
Confirm Password *	

3. Enter the “City or Postal Code” and select **SEARCH**. You will then select the date and time you would like to test.

Houston, TX, USA

200 Miles

SEARCH

April 2023

SUN MON TUE WED THU FRI SAT

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 1 2 3 4 5 6

Map Satellite

Houston

1

Houston East - Innovative Minds (16.24 MI)

11811 East Freeway, Ste. 260, Atrium Tower

Type: PSI Authorized

Availability By Day

S M T W T F S

Available Times: Wednesday April 19

8:30 AM 8:45 AM 11:45 AM 1:15 PM 1:45 PM 3:00 PM

4. You are now ready to pay.

Payment

☒ Credit Card

VISA MasterCard AMEX DISCOVER

Credit Card Number

Expiration

MM / YY

Name on Card

CVV

Total (USD)

5. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

Booking Confirmed!!

[Print Confirmation](#)

Email Address: asingla81@psionline.com

Home Phone: 111224444

Office Phone: 2221112345

TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover). PSI registrars are available at (833) 333-4741, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to receive your payment and schedule your appointment for the examination.

CANCEL OR RESCHEDULE AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment. 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. Please use the PSI Website or call PSI at (833) 333-4741.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

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

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

EXAM ACCOMMODATIONS

All 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#). This form also includes out-of-state testing requests.

FOREIGN LANGUAGES

For languages other than English, you may request to have the examination translated by contacting PSI and paying an additional cost for each translation. This fee will be paid by the candidate. To request, please fill out the form by [Clicking Here](#).

Candidates may also bring a bound Word-to-Word translation dictionary. The dictionary cannot contain pictures or definitions. Candidates are not permitted to bring in any additional papers (loose or attached) with their dictionary. Highlighting, underlining, indexing or marking in the dictionary prior to or during the examination is prohibited. Any candidate caught writing, highlighting, underlining, and or indexing in the dictionary during the examination will be subject to forfeiting their dictionary, termination of their examination and reporting the incident to the Texas Department of Licensing and Regulation.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (833) 333-4741. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification. NO conversing or any other form of communication among candidates is permitted once you enter the [examination site](#).

If you arrive late, you will NOT be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification. The identification must be a VALID form of government-issued identification for example, driver's license*, state ID, or passport, which bears your printed name, photograph, signature or fingerprint, date of birth, and expiration date. Identification provided must match all information provided by TDLR to PSI upon eligibility. If your ID does not contain the required information, you may be asked to provide other forms of valid identification to confirm your identity. A digital copy of your identification documentation will be taken upon check in, and stored with your personal data.

*An expired driver's license will be accepted only if accompanied by a VALID Texas Department of Public Safety temporary permit. Likewise, the temporary permits must be accompanied by the expired DPS driver's license.

If you cannot provide the required identification, you must call (833) 333-4741 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination and will forfeit your examination fee.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site or you can use the online calculator.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:

- **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
- **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

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

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

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

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

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

These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidate results and adjust them accordingly. **This is the only review of the written examination available to candidates.**

EXAMINATION SITE LOCATIONS

Abilene

301 S Pioneer, Suite 103/104

Abilene, TX 79605

Head NW on US-83 N/US-84 W. Take the US-84 W/I-20 BUS exit toward Sweetwater/S 1st street. Turn Right onto S 1st street (signs for 1-20 E). Turn Right onto S Pioneer Drive.

Amarillo

4312 Teckla, Suite 500

Amarillo, TX 79109

Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.

Arlington

Centerpoint IV

2401 E. Randol Mill Road, Suite 160

Arlington, TX 76011

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

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

Austin

8000 Centre Park Drive, Suite 345

Austin, TX 78754

From US-290 East, merge onto US-290 East and exit onto I-35 North. Follow signs for US-183 North. Continue on US-183 North for 2.5 miles. Take the exit for FM 1325/Burnet Rd. Turn right onto Centre Park Dr.

Austin

1524 S I-35 Frontage Road, Suite 300

Austin, TX 78704

From I-35 S - Take exit 232 towards Woodland Ave. Merge onto S I-35 Frontage Rd and get into the right lane. In .1 miles, turn right into the parking lot. There is surface parking available for visitors. The PSI Testing Center is located on the 3rd floor.

Corpus Christi

2820 S Padre Island Dr, Suite 105

Corpus Christi, TX 78415

From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.

Dallas

One Empire

1140 Empire Central Dr, Suite 610

Dallas, TX 75247

From I-35E South (Stemmons Fwy), exit Empire Central (#434A). Turn right on Empire Central Dr. From I-35E North towards Denton exit at Empire Central and turn left on Empire Central Dr.

Dallas/Richardson

1701 N Collins Blvd, Suite 130

Richardson, TX 75080

From US-75 North take exit 26 onto N. Central Expressway toward Collins Blvd./Campbell Rd. turn left onto Campbell Rd. Turn left on Collins Blvd. Building is on right.

El Paso

11500 Pellicano Dr, Suite B13

El Paso, TX 79936

Coming from El Paso Airport, take 1-10 E to exit 28B towards Yarbrough drive. Merge onto Gtwy blvd east and turn left onto Lomaland drive. Continue to Pellicano drive and make a right and continue for a mile, complex is on the right hand side. Business complex building B is facing Goodyear drive on the right-hand side.

Fort Worth

6801 McCart Avenue, Suite B-1

Fort Worth, TX 76133

From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right, you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.

Harlingen - Innovative Minds

Executive Central Office Building

722 Morgan Blvd Suite D

Harlingen, TX 78550

From McAllen, TX: Get on I-2 from Hwy 83/W Business 83/W U.S. Business 83 and S 2nd St/S Col Rowe Blvd. Follow I-2 to US-83 BUS E in Harlingen. Take exit 175 from I-2. Take Tyler Ave to Morgan Blvd.

From Brownsville: Get on I-69E N/US-77 N/US-83 N from E 7th St. Follow I-69E N/US-77 N/US-83 N to S Expressway 83/Frontage Rd in Harlingen. Take exit 23A from I-69E N/US-77 N/US-83 N. Take Camelot Dr and S 77 Sunshine Strip to Morgan Blvd.

Houston North (Greenbriar Place)

Greenbriar Place

650 North Sam Houston Pkwy E, Suite 535

Houston, TX 77060

From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.

From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).

Houston (East)

Atrium Building

11811 I-10 East Freeway, Suite 260

Houston, TX 77029

From I-10 East, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right side, next to Pappasitos Cantina.

From I-10 West, take the Holland Rd exit. Stay on the feeder road, building is on the right side, next to Pappasitos Cantina.

Houston (Southwest)

One West Belt

9555 W. Sam Houston Pkwy South, Suite 250

Houston, TX 77099

The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.

From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

Houston (Northwest)

9800 Northwest Freeway

Suite 200

Houston, TX 77092

From Hwy 290 driving southeast, merge onto Loop 610 North. Exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Lubbock

The Center

4413 82nd St., Suite 210

Lubbock, TX 79424

From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82nd St.

McAllen

7000 N. 10th

Street Suite C-4

McAllen, TX 78504

From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. The test site is on the left.

Midland

Westwood Village Shopping Center

4200 West Illinois Avenue, Suite 200

Midland, TX 79703

From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Premier High School in the shopping strip parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

San Antonio

6655 First Park 10 Blvd., Suite 230

San Antonio, TX 7821

From I-10 West - Take exit 565A towards Crossroads Blvd/Balcones Heights and merge onto Frontage Rd. Turn right onto First Park Ten Blvd and go about ½ mile. The building will be on the right.

San Antonio

5555 NW Parkway, Ste 135

San Antonio, TX 78249

From I-10E - Use the right lane to take exit 559 towards TX-345 S/Fredericksburg Rd. Use the right land to merge onto Frontage Road/I-10 Frontage Rd. Go .4 miles then turn right onto Northwest Parkway. Take the second right into the parking lot and enter the building.

Tyler

3800 Paluxy Dr, Suite 310
Tyler, TX 75703

From 1-20, turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.

Waco

345 Owen Lane, Suite 124
Waco, TX 76710

From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You can print a duplicate score report from your online account.

NON-SCORED ITEMS

Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed.

EXAMINATION DETAILS

PROPERTY TAX CONSULTANT

Effective 3/1/2024 the examination items are referenced to the TX 2023 Property Tax Code.

Property Tax Consultant Examination

50 Scored Items - 80 Minutes - 70% Correct to Pass

5 Non-Scored Items - 10 Minutes

Examination Fee \$43

CONTENT OUTLINE

Subject Area	# of Items
Appraisal	26
Calculations	
Real Estate	
Personal Property	
Income Approach	
Cost Approach	
Sales Comparison Approach	
Real Estate	
Land	
Improved	
General	
Personal Property	
Uniform and Equal Appraisal	
TDLR Laws and Rules	2
Texas Property Tax Code Chapter 1: General Provisions	2
Texas Property Tax Code Chapter 6: Property Tax Administration	2
Appraisal District (6.01-6.15)	
Appraisal Review Board (6.41-6.43)	
Texas Property Tax Code Chapter 11: Taxable Property and Exemptions	3
Taxable Property (11.01-11.02)	
Exemptions (11.11-11.35)	
Administration of Exemptions (11.41-11.48)	
Texas Property Tax Code Chapter 21: Appraisal and Assessment/Situs	1
Texas Property Tax Code Chapter 22: Renditions and Reports	2
Texas Property Tax Code Chapter 23: Appraisal Methods and Procedures	2
Texas Property Tax Code Chapter 25: Local Appraisal	2
Texas Property Tax Code Chapter 26: Assessment	1
Texas Property Tax Code Chapters 31 and 32: Collections and Delinquency and Tax Liens and Personal Liability	2
Texas Property Tax Code Chapter 41: Local Review	2
Texas Property Tax Code Chapter 41A: Binding Arbitration	1
Texas Property Tax Code Chapter 42: Judicial Review	2

REFERENCE LIST

This examination is CLOSED BOOK. The following reference materials are not allowed in the examination site.

- Texas Law, Texas Occupational Code, Chapter 1152, Property Tax Consultants, <http://www.tdlr.texas.gov>
- Texas Rule, Texas Administrative Code, Chapter 66, Registration of Property Tax Consultants, <http://www.tdlr.texas.gov/>
- Texas Property Tax Code, Texas Comptroller of Public Accounts, (800) 252-9121, <http://www.window.state.tx.us/taxinfo/proptax/96-297-11.pdf>
- The Appraisal of Real Estate, 2008, 13th Edition, The Appraisal Institute, (312) 335-4100, <http://www.appraisalinstitute.org/>

SENIOR PROPERTY TAX CONSULTANT AND ATTORNEY*

Effective 3/1/2024 the examination items are referenced to the TX 2023 Property Tax Code.

**Senior Property Tax Consultant and Attorney*
Examination**

100 Scored Items - 125 Minutes - 70% Correct to Pass

10 Non-Scored Items - 20 Minutes

Examination Fee \$52

CONTENT OUTLINE

Subject Area	# of Items
Appraisal	56
Calculations	
Real Estate	
Personal Property	
Income Approach	
Cost Approach	
Sales Comparison Approach	
Real Estate	
Land	
Improved	
General	
Personal Property	
Uniform and Equal Appraisal	
TDLR Laws and Rules	3
Texas Property Tax Code Chapter 1: General Provisions	3
Texas Property Tax Code Chapter 6: Property Tax Administration	4
Appraisal District (6.01-6.15)	
Appraisal Review Board (6.41-6.43)	
Texas Property Tax Code Chapter 11: Taxable Property and Exemptions	7
Taxable Property (11.01-11.02)	
Exemptions (11.11-11.35)	
Administration of Exemptions (11.41-11.48)	
Texas Property Tax Code Chapter 21: Appraisal and Assessment/Situs	2
Texas Property Tax Code Chapter 22: Renditions and Reports	4
Texas Property Tax Code Chapter 23: Appraisal Methods and Procedures	4
Texas Property Tax Code Chapter 25: Local Appraisal	4
Texas Property Tax Code Chapter 26: Assessment	1
Texas Property Tax Code Chapters 31 and 32: Collections and Delinquency and Tax Liens and	2

Personal Liability	
Texas Property Tax Code Chapter 41: Local Review	4
Texas Property Tax Code Chapter 41A: Binding Arbitration	2
Texas Property Tax Code Chapter 42: Judicial Review	4

*An attorney who is licensed to practice law in this state may sponsor a registered Property Tax Consultant if the attorney successfully passes the Senior Property Tax Consultant registration examination.

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- Texas Law, Texas Occupational Code, Chapter 1152, Property Tax Consultants, <http://www.tdlr.texas.gov/>
- Texas Rule, Texas Administrative Code, Chapter 66, Registration of Property Tax Consultants, <http://www.tdlr.texas.gov/>
- Texas Property Tax Code, Texas Comptroller of Public Accounts, (800) 252-9121, <http://www.window.state.tx.us/taxinfo/proptax/96-297-11.pdf>
- The Appraisal of Real Estate, The Appraisal Institute, (312) 335-4100, <http://www.appraisalinstitute.org/>

