

NORTH DAKOTA

FOR
SALE



Real Estate
Examination
Program

Candidate Handbook

Effective January 2011



APPLIED MEASUREMENT PROFESSIONALS, INC.



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QUESTIONS ABOUT LICENSING

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

North Dakota Real Estate Commission
P.O. Box 727
Bismarck, ND 58502-0727
Phone: 701/328-9749
Fax: 701/328-9750
Email: ndrealestatecom@nd.gov
Website: www.realestatend.org

HOW TO CONTACT AMP

For inquiries and general registration information write or call:

Candidate Support Center
AMP
18000 W. 105th Street
Olathe, KS 66061-7543
Phone: 800/345-6559
Fax: 913/895-4651
Website: www.goAMP.com



INTRODUCTION

Applied Measurement Professionals, Inc. (AMP) provides a range of services to the states that use the Real Estate Examination Program (REP). This booklet provides information that you will need to register for the North Dakota real estate licensing examinations. Be sure to keep the booklet after you have registered for the examination; you may wish to refer to it later.

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

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

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

STATEMENT OF NONDISCRIMINATION

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

EXAMINATION INFORMATION

The North Dakota Real Estate Licensing Examinations (Salesperson and Broker) are administered by AMP under a contract with the North Dakota Real Estate Commission. This booklet contains general information regarding the examinations and the examination process.

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

If you do not meet one of the requirements, or if you are uncertain if you meet all requirements, contact the North Dakota Real Estate Commission at **701/328-9749** for assistance in determining licensing eligibility.

REQUIREMENTS FOR OBTAINING A NORTH DAKOTA REAL ESTATE LICENSE

To obtain a license in North Dakota, an applicant must:

1. Be at least 18 years of age.
2. Each application for license shall be made on application forms furnished by the North Dakota Real Estate Commission and are to be filled in personally by (or under the supervision of) the applicant.
3. The Commission may deny an application for license when one or more of the following conditions are present:
 - a. The application contains any false statement.
 - b. An investigation fails to show affirmatively that the applicant possesses in every instance the necessary qualifications.
 - c. The applicant has acted or attempted to act in violation of Chapter 43-23, NDCC, as amended, or the Administrative Code.
 - d. The applicant has had a license suspended or revoked in this or another state.
 - e. The check used in paying an examination or license fee shall not, for any reason, be honored by the financial institution upon which it is written.
 - f. The applicant has a history of issuing bad checks or otherwise has a poor reputation for financial integrity.
 - g. Investigation reveals that the applicant has a poor reputation for honesty, truthfulness and fair dealing.
 - h. The applicant has not met educational requirements.

■ Salesperson Candidate

Applicants for a salesperson's license may take the licensing examination prior to the successful completion of at least forty-five (45) hours in a course of study approved by the Commission. However, no license can be issued to an applicant unless satisfactory evidence of completion of this requirement is furnished to the Commission.

■ Broker Candidate

1. Every applicant for a license as a real estate broker shall have either:
 - a. Been actively engaged as a licensed real estate salesperson for a period of at least two years, preceding the date of application; or
 - b. Shall have had experience as determined by the Commission to be substantially equal to that which a licensed real estate salesperson would ordinarily receive during a period of two years.
2. Each applicant for a broker's license, in addition to the pre-licensing education taken as a salesperson applicant, shall also have successfully completed sixty (60) hours of broker level education prior to applying for a broker's license.

HOW THE EXAMINATION IS ADMINISTERED

The North Dakota Real Estate Licensing Examinations are administered by computer at two AMP Assessment Centers in Bismarck and Fargo, North Dakota. Assessment Center locations in surrounding states may be made available if requested. Please visit AMP's website www.goAMP.com for a complete listing of AMP Assessment Center locations. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. at the following locations.

■ AMP Assessment Center Locations

Location 1 – Bismarck, North Dakota

1205 Bismarck Expressway
Bismarck, ND 58504

Directions: 3 blocks East of S 9th St. (SR 1804) on Bismarck Expressway.

Location 2 – Fargo, North Dakota

1620 32nd Avenue South
Suite 300, South City Plaza
Fargo, ND 58103

Directions: Exit 351 (US81) from I-94 then one mile South on US81 (University Dr.) to 32nd Ave. Office is two blocks West of University Dr.

■ Holidays

Examinations will not be offered on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

EXAMINATION FEE

Examination Fee: \$130 Re-examination Fee: \$130

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check or money order made payable to AMP. Company checks, personal checks and cash are not accepted.

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

APPLYING FOR THE EXAMINATION

AFTER YOU HAVE RECEIVED NOTIFICATION OF YOUR ELIGIBILITY FROM THE NORTH DAKOTA REAL ESTATE COMMISSION, you may register for the examinations by submitting an examination application and fees to AMP. Eligibility for the examination does not imply eligibility for real estate licensure.

SCHEDULING AN EXAMINATION APPOINTMENT

You may register for an examination by one of the following methods. Please note: You must schedule and attempt the examination within four months of eligibility confirmation.

1. **Online Scheduling:** You may schedule an examination appointment online at www.goAMP.com. To use this service on our website, follow these easy steps:
 - Go to www.goAMP.com and select "Candidates."
 - Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

OR

2. **Telephone Scheduling:** Call AMP at 800/345-6559 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

OR

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

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

Second, call AMP at 800/345-6559 approximately 7 to 10 business days **after** mailing the registration form and fee to schedule an examination appointment. Registration forms mailed by express mail are not considered express registrations.

When you call AMP to schedule your appointment, please be prepared to confirm a date and location for testing and provide AMP your name and Examination ID number.

Note: The Examination ID number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you contact AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

After the appointment is made, you will be given a time to report to the Assessment Center. You will be admitted to take only the examination type for which the appointment has been made. No changes in examination type will be allowed at the Assessment Center. **Unscheduled candidates (walk-ins) will not be admitted to the Assessment Center.**

Special Arrangements for Candidates with Disabilities

AMP is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

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

If special accommodations are being requested, please submit the *Request for Special Examination Accommodations* form included on page 17 prior to contacting AMP at 800/345-6559 to schedule your examination.

TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday-Friday at 913/895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

EXAMINATION APPOINTMENT CHANGES

You may reschedule your examination appointment at no charge once online at www.goAMP.com or by calling AMP at 800/345-6559 at least **two business days prior to your scheduled appointment**. (See table below.) See page 3 for observed holidays.

If your examination is scheduled on...	You must contact AMP by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

MISSED APPOINTMENTS AND CANCELLATIONS

You will forfeit the application and all fees paid to take the examination under the following circumstances.

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

A complete application and examination fee are required to reapply for the examination.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

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

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

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted where you left off and you may continue the examination.

NO REFUNDS

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

If you arrive more than 15 minutes late for an appointment, you will not be admitted, will forfeit your examination fee, and must reregister for the examination by contacting AMP.

PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use learning techniques, such as reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on a few carefully chosen textbooks.

■ Test-taking Advice

The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow you to complete the entire examination by working quickly and efficiently.

Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

EXAMINATION CONTENT

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

■ Salesperson Examination

The North Dakota Real Estate Salesperson Examination consist of two parts:

- (1) National Salesperson Examination (national portion)
- (2) State Salesperson Examination (state portion)

The total time allowed for both portions of the examination is 3½ hours. When taking both portions, the questions on the two portions will be intermixed and will not appear as separate sections.

The questions on these examinations are designed to measure your ability to understand and apply the fundamental principles of real estate. There are two general types of questions. The first is based on general information about real estate; the second, on the ability to apply fundamental real estate laws, principles and methods to familiar problems. Both types of questions require knowledge of real estate laws, principles and methods. Comprehension of basic real estate mathematical computations is necessary for each examination.

NATIONAL SALESPERSON EXAMINATION

The National Salesperson Examination is based upon six major content areas. Each of the content areas is briefly described below. The National Salesperson Examination is composed of 100 questions that are used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being “pretested” for use in future versions of these examinations. These pretest questions are not identified, and your answers to them do not affect your score. At least 10 percent of the questions in each examination require mathematical calculations.

National Salesperson Examination

<u>Topic</u>	<u>Number of Questions</u>
1. Listing Property	34
2. Selling Property	22
3. Property Management	12
4. Settlement/Transfer of Ownership	17
5. Financing	12
6. Professional Responsibilities/ Fair Practice/Administration	3

STATE SALESPERSON EXAMINATION

The examination content outline for the state portion of the examination has been approved by the North Dakota Real Estate Commission. This portion tests knowledge areas that are required specifically for the North Dakota real estate professional, as described by the current version of the North Dakota Real Estate Commission Real Estate License Law and Rules and Regulations booklet. There are 40 questions in this portion of the examination that are used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being “pretested” for use in future versions of these examinations. These pretest questions are not identified, and your answers to them do not affect your score.

State Salesperson Examination

- I. Duties and Powers of the Real Estate Commission
 - General Powers
 - Investigations, Hearings, and Appeals
 - Sanctions; License Suspension and Revocation, Misdemeanor
 - Examination of Records
- II. Licensing Requirements
 - Types of Licensing: Real Estate Salesperson, Real Estate Broker, Broker Associate
 - Activities Requiring a License; Reciprocity
 - License Renewal
 - Change in License
 - Education: Continuing Education, Broker Prelicensing, Salesperson Prelicensing
- III. Statutory Requirements Governing the Activities of Licensees
 - Advertising
 - Broker/Salesperson Relationship; Broker Supervision of Salespersons
 - Commissions
 - Disclosure/Conflict of Interest
 - Preparation and Handling of Offers and Other Documents
 - Listings
 - Licensee/Public Responsibility
 - Cooperative Transactions
 - Code of Ethics
- IV. Additional Topics
 - Statutory Requirements Governing Subdivided or Out-of-State Land Sales (Registration Requirements, Disclosure Requirements)
 - Real Estate Education, Research, and Recovery Fund

■ Taking the Salesperson Examination

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

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

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

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

■ Candidate Comments

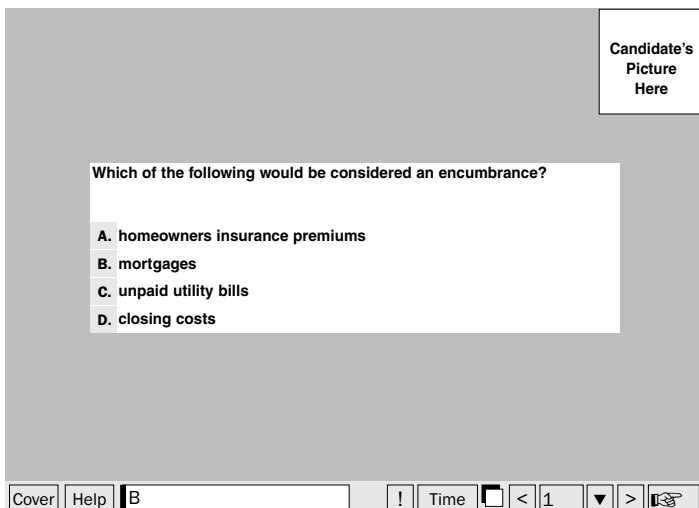
During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

■ Sample Questions

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

SALESPERSON EXAMINATION SAMPLE QUESTIONS

- Baird bought two rectangular lots, each of which measures 244' x 250'. Approximately how many total acres will be in the two lots combined?
 - 2.8
 - 3.2
 - 5.6
 - 7.0
- A person has been using a property for a long time. That person's rights have been determined to supersede those of the fee simple owner. This is called which of the following?
 - escheat
 - homestead
 - eminent domain
 - adverse possession
- A property has been condemned by the city so that the land can be used to build a better approach to the municipal hospital's emergency entrance. Which of the following powers is the city exercising?
 - power of attorney
 - police power
 - eminent domain
 - escheat



4. A salesperson deliberately shows a buyer homes in only one subdivision where many people of the buyer's religious faith live. Has the salesperson violated any law?
 - A. Yes, because a salesperson must show a prospective buyer homes in at least three different areas.
 - B. Yes, because a salesperson cannot discriminate on the basis of religion when showing property to a buyer.
 - C. No, because the salesperson's broker is responsible for any violations of law.
 - D. No, because there was no intent to discriminate on the basis of race or national origin.

5. A licensee who works for ABC Realty obtains a listing. Two days later, the licensee begins working for XYZ Realty. Which of the following is true regarding this listing?
 - A. The listing is transferred to XYZ Realty.
 - B. The licensee is entitled to compensation when she begins working for XYZ Realty.
 - C. The listing remains with ABC Realty.
 - D. The listing is automatically terminated.

Salesperson Answer Key

Item #	Key	Topic*
1.	A	1A2
2.	D	4D5
3.	C	4D7
4.	B	2A7
5.	C	1C1

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

Sample National Real Estate Salesperson Examination

The Sample National Real Estate Salesperson Examination is available in web-based and paper-and-pencil formats. To order the online sample examination, please visit www.goAMP.com and click on "E-Store," "Web Tests," "Real Estate" and "Real Estate Examination Program." Two versions of the web-based Sample Examination are available. The cost of the basic version is \$15. The cost of the enhanced version that provides detailed explanations of the answers is \$25. Both are available with payment by credit card through the online store. To order the sample examination in paper-and-pencil format, please complete the order form included in this handbook. No duplication of the sample examination is allowed. The examination is copyrighted by AMP.

Broker Examination

The National Broker Examination is presented in simulation problem format and consists of twelve simulation problems. Ten of these problems will be used to compute your score. The other two problems are not scored and are being pre-tested for future examinations. The total time allowed for the examination is 3½ hours.

Each simulation problem will have a designated primary issue and property type. Each section within a problem will carry a secondary issue for that section. The primary issue and property type will remain consistent throughout the simulation problem, but the secondary issue can change with each section of the problem. Within the 10 problems, all 15 issues must be addressed once as a primary or secondary issue. Ethics must be addressed in at least four problems. The distribution of property types across the exam is as follows: Residential (3), Commercial (2), Property management (1), and four problems that can be of any combination of these types.

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

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

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

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

In the decision making section described in 1 above, the instructions will be to "CHOOSE ONLY ONE" option. You should not assume that your response is incorrect if you are directed to make another selection. The simulation examination format sometimes uses this direction. The multiple option type of decision making described in 2 will have instructions to "SELECT AS MANY" options as are appropriate in the situation.

Broker Simulation Examination	
<u>Issue</u>	<u>Required As Primary Issue</u>
Ethics	
Negotiation	
Document Preparation	
Fair Housing	X
Environmental Issues	
Representation of Services	
Valuation	
Advertising	
Finance	
Agency/Non Agency Relationships	X
Disclosures (including stigmatized property)	
Property Representations	X
Trust Accounts	X
Training/Supervision of Licensees	X
Risk Management	

■ Taking the Broker Simulation Examination

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

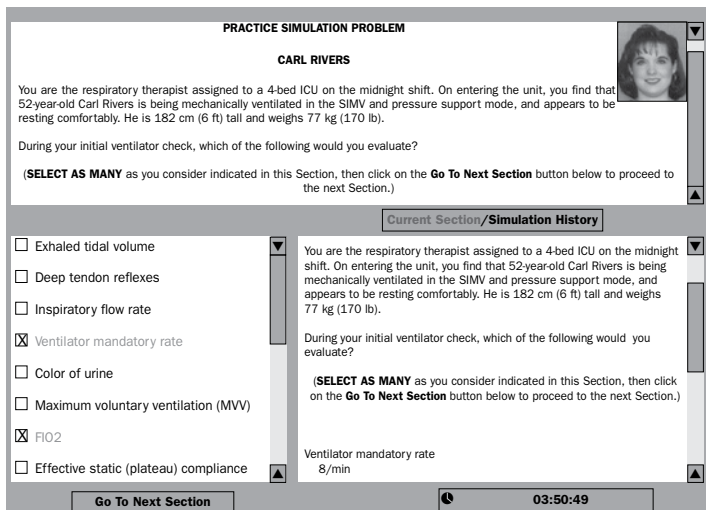


Figure 1. Sample computerized simulation screen layout – Three windows appear on the screen at all times during a simulation examination.

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

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

Once you have read the scenario for each section and determined which option(s) are appropriate for selection, you can simply click the box to the left of the option to “choose” it. Immediately, the option selected and the results for that option appear in the right-hand **Simulation History Window**. After you select or “choose” an option, **you cannot reconsider and “unselect” it, since the information from that option has been revealed.**

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

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

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

■ National Real Estate Broker Simulation Sample Examination

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

■ Broker Examination for Reciprocity

Some applicants for a broker license may not be required to complete a full examination. If you have been granted a waiver by the North Dakota Real Estate Commission, you will be required to complete a state specific 40 question multiple-choice examination addressing state laws and rules, management, and closings and calculations.

State Broker Examination

- I. Duties and Powers of the Real Estate Commission
 - A. General Powers
 - B. Investigations, Hearings, and Appeals
 - C. Sanctions, License Suspension and Revocation, Misdemeanor
 - D. Examination of Records
- II. Licensing Requirements
 - A. Types of Licensing (Salesperson, Broker, Broker Associate)
 - B. Activities Requiring a License; Reciprocity
 - C. License Renewal
 - D. Change in License
 - E. Education
 1. Continuing Education
 2. Broker Pre-Licensing
 3. Salesperson Pre-Licensing
- III. Statutory Requirements Governing the Activities of Licensees
 - A. Advertising
 - B. Broker/Salesperson Relationship; Broker Supervision of Salespersons
 - C. Commissions
 - D. Disclosure/Conflict of Interest
 - E. Preparation and Handling of Offers and Other Documents
 - F. Listings
 - G. Branch Office/License Display
 - H. Licensee/Public Responsibility

- I. Cooperative Transactions
- J. Code of Ethics
- K. Trust Accounts
- L. Record Keeping
- IV. Additional Topics
 - A. Statutory Requirements Governing Subdivided or Out-of-State Land Sales (Registration Requirement, Disclosure Requirement)
 - B. Closing Statements
 - C. Real Estate Education, Research, and Recovery Fund

THE DAY OF THE EXAMINATION

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

■ Identification

To gain admission to the Assessment Center, you need to present two forms of identification, one with a current photograph. Both forms of identification must be current and include your current name and signature. You will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a valid military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification, but may be used as secondary identification if they include your name and signature.

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

RULES FOR THE EXAMINATION

■ Security

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

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

■ Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. You will be provided a lockable backpack to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the backpack:

- watches
- coats
- hats
- cell phones or personal communication devices

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

If any personal items are observed in the testing room after the examination is started, the administration will be forfeited.

■ Examination Restrictions

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

■ Misconduct

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

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

■ Copyrighted Examination Questions

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

■ Practice Examination

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

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

■ Timed Examination

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

<u>Examination</u>	<u>Time Allotted</u>
Salesperson (national and state portion)	3½ hours
Salesperson (national portion)	2½ hours
Salesperson (state portion)	1½ hours
Broker (multiple-choice for reciprocity)	1½ hours
Broker (national simulation)	3½ hours

FOLLOWING THE EXAMINATION

■ Your Salesperson Examination Score Report

After you have completed the examination, you will be instructed to report to the examination proctor to receive your score report. To pass the North Dakota Real Estate Salesperson Licensing Examination, you must attain a score of at least 75 percent on both the national and state portion of the examination.

Your score report will show your percentage and raw score on each of the two sections of the examination: national and state. Your score report will also show your scores on each of the six content areas of the National portion of the examination.

You must take **both portions** of the examination on the **first attempt**. If you pass one portion of the examination, national or state, you will not be required to repeat that portion of the examination. If the remaining portion of the examination is **not passed** within 12 months of the **first attempt**, you will be required to submit a new application and fees to the North Dakota Real Estate Commission.

If you pass the North Dakota Real Estate Salesperson Examination, you are responsible for submitting your **ORIGINAL** score report and appropriate forms to the North Dakota Real Estate Commission to have your license issued or placed on inactive status. Keep **all** of your score reports as you will be required to submit the original score reports to the North Dakota Real Estate Commission to verify the dates you have taken the examination and that you have passed the examination.

If you do not achieve a passing score, you must reregister by contacting AMP (if payment is made by credit card) or by submitting a new completed registration form (if payment is made by cashier's check or money order).

■ Your Broker Examination Score Report Pass/Fail Score Determination

To pass the Broker Simulation Examination, you must meet or exceed the overall minimum passing level (MPL) for Information Gathering (IG) sections and meet or exceed the overall MPL for Decision Making (DM) sections. Each section, IG or DM, in a simulation was evaluated by content experts when the problem was developed, and the MPL was established for the section using the scoring weights assigned to the options in that section.

The overall IG MPL is the sum of the MPL for all IG sections on the examination, and the overall DM MPL is the sum of the MPL for all DM sections on the examination. The sum of your scores on all IG sections is reported as your IG total raw score, and the sum of your scores on all DM sections is reported as your DM total raw score. Candidates must achieve a passing IG score and a passing DM score to successfully complete the Broker Simulation Examination.

■ Duplicate Score Report

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to AMP, in writing, within 12 months after the examination. Complete the request form on page 15 of this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

NORTH DAKOTA REAL ESTATE EXAMINATIONS

EXAMINATION REGISTRATION FORM

Instructions for Completing the Examination Registration Form

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

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.
2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and enter your zip code.
3. **TELEPHONE NUMBER:** Please provide a telephone number at which you may be reached during normal business hours Monday through Friday. This number will be used by AMP only in the event you have failed to complete your registration form correctly or if there should be a last minute change in the Assessment Center location.
4. **EXAMINATION ID NUMBER:** Enter your Examination ID number. YOUR EXAMINATION ID NUMBER WILL BE USED AS YOUR IDENTIFICATION NUMBER FOR THIS EXAMINATION. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!
5. **BIRTH DATE:** Enter the month, day and year of your birth.
6. **EXAMINATION TYPE:** Choose the appropriate box and indicate if you have attempted the examination before.
7. **EXAMINATION PORTION:** Choose the appropriate box.
8. **EXAMINATION FEE:** The examination fee is \$130. This fee must be submitted with your registration form. Payment may be made by cashier's check or money order made payable to AMP, or by credit card. Contact AMP at 1-800/345-6559 if payment is to be made by credit card. *Payment by company check, personal check or cash is not acceptable.*
9. **RELEASE:** Indicate yes or no.
10. **SIGNATURE AND DATE:** Read the statement and sign your name as you would on a check or business letter.

NORTH DAKOTA REAL ESTATE EXAMINATION REGISTRATION FORM

You cannot schedule an appointment with AMP until you have received confirmation of eligibility from the North Dakota Real Estate Commission. Submit this form **ONLY** if you are paying your examination fee by cashier's check or money order. If payment is to be made by credit card, visit www.goAMP.com or call AMP at 800/345-6559 to schedule your appointment, and **do not** submit this form.

Using the instructions on the previous page, complete this form and mail the registration form with the \$130 examination fee to:

Examination Services, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543

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

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

City State Zip Code

3. **TELEPHONE NUMBER** (_____) _____ - _____
Daytime Telephone

4. **EXAMINATION CODE ID NUMBER** _____

5. **BIRTH DATE** ____ - ____ - ____
Month Day Year

6. **EXAMINATION TYPE** (check one) Broker Salesperson
 Have you attempted this examination before? Yes No
 If yes, when did you last attempt this examination? _____

7. **EXAMINATION PORTION** (check one)
 Salesperson Both portions Salesperson State portion only Salesperson National portion only
 Broker Examination Broker Examination for Reciprocity

8. **EXAMINATION FEE** \$130
Your examination fee must be submitted with your registration form. Payment may be made by cashier's check or money order made payable to AMP. Payment by company check, personal check or cash is not acceptable.

9. **RELEASE:** I give AMP my permission to release my name and address to real estate schools, brokers or other interested parties who request them. Yes No

10. **SIGNATURE AND DATE**
 I have read and understand the information provided in the Candidate Handbook, and the information I have provided on this registration form is true and complete to the best of my knowledge. Yes No

Signature: _____ Date: _____

Mail this form with cashier's check or money order to:

AMP
 North Dakota Real Estate Examination
 Examination Services
 18000 W. 105th Street
 Olathe, KS 66061-7543

SAMPLE NATIONAL REAL ESTATE SALESPERSON AND BROKER EXAMINATION ORDER FORM

Web-Based Format: The Sample National Real Estate Salesperson and Broker Examinations are now available in web-based format. To order an online sample examination, please visit www.goAMP.com and click on “E-Store,” “Web-Tests,” “Real Estate” and “Real Estate Examination Program.” The cost of the web-based sample salesperson examination is \$15 without detailed explanations or \$25 with detailed explanations payable by credit card through the online store. The cost for the web-based sample broker simulation is \$25. This is a nonrefundable purchase.

Booklet Format: To purchase the sample salesperson examination in booklet form, complete this form according to the directions below. Send the completed form with the proper fee to AMP/REP, 18000 W. 105th Street, Olathe, KS 66061-7543.

NOTE: The sample broker simulation is not available in booklet form.

- There is only one form of the sample examination.
- The following prices include the cost of postage:
 Order for one or two booklets \$4.50 per copy
 Order for three or more booklets \$3.50 per copy
- Orders received without payment will be returned.
- No duplication of the sample examination is allowed.
 The examination has been copyrighted by AMP.

PLEASE SEND:

_____ booklets at \$4.50 per copy (1-2)	\$ _____
_____ booklets at \$3.50 per copy (3 or more)	\$ _____
TOTAL ENCLOSED:	\$ _____

Make check or money order payable to AMP. **Payment by cash is NOT accepted.** Orders received without payment will be returned. Orders will be processed and mailed within approximately two weeks following receipt of request.

THIS IS YOUR MAILING LABEL. PLEASE TYPE OR PRINT.

Name _____

Address _____

City, State, Zip Code _____



DUPLICATE SCORE REPORT REQUEST FORM FOR NORTH DAKOTA

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information and mail to: AMP, 18000 W. 105th Street, Olathe, KS 66061. This form must be received within one year of the examination date and include a check or money order payable to AMP for \$25 per copy. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

Name: _____ Examination ID #: _____

Address: _____

Daytime Phone: _____

Examination Taken: Salesperson Broker Examination Date: _____ Assessment Center: _____

I hereby authorize AMP to send me a duplicate of my examination results.

Signature: _____ Date: _____



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Examination ID Number _____

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

Mailing Address

City

State

Zip Code

Daytime Telephone Number

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

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

Comments: _____

Signed: _____ Date: _____

**Return this form with your examination application and fee to:
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 888/519-9901.**



DOCUMENTATION OF DISABILITY-RELATED NEEDS

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

Professional Documentation

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

Professional Title

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

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ E-mail Address: _____

Date: _____ License # (if applicable): _____

**Return this form with your examination application and fee to:
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 888/519-9901.**

DETAILED CONTENT OUTLINE

1. Listing Property

A. Listing

1. Legal description
2. Lot size
3. Physical dimensions of structure
4. Appurtenances (for example, easements and water rights)
5. Utilities
6. Type of construction
7. Encumbrances (for example, liens, encroachments, restrictions)
8. Compliance with building codes
9. Ownership of record
10. Homeowners association documents and expenses
11. Brokerage fee
12. Property taxes

B. Assessment of Property Value

1. Location
2. Anticipated changes (for example, zoning and use)
3. Depreciation
4. Deterioration (for example, physical)
5. Obsolescence (for example, usefulness, outdated characteristics)
6. Improvements (for example, additions)
7. Economic trends
8. Market data

C. Services to the Seller

1. Responsibilities of the licensee and the listing firm
2. Property subdivision
3. Hidden defects known by the owner
4. Information about required disclosures (for example lead based paint)
5. Property included in and excluded from sale (for example, land, minerals, water, crops, fixtures)
6. Personal property and real property differences
7. Net proceed estimation
8. Completion of listing agreement, provision to seller, explanation
9. Determination that parties holding title have signed listing agreement
10. Showing of house and safeguarding property
11. Methods of marketing property
12. Presentation of offers to the seller
13. Property tax information
14. Transaction files
15. Deed restrictions and covenants
16. Forms of ownership interests in real estate, issues related to conveyance of real property
17. Fair housing laws
18. Comparative market analysis – sales comparison approach
19. Comparative market analysis – income derived from property use
20. Independent appraisal necessity
21. Inspection necessity
22. Non-ownership interests in real property (for example leasehold interests of tenants)
23. Planning and zoning (for example, variance, zoning changes, and special study zones such as floods and geological hazards)

2. Selling Property

A. Services to the Buyer

1. Relationship and responsibilities of licensees and selling firm to buyer
2. Rights of ownership (for example, bundle of rights)
3. Types of ownership (for example, joint tenancy and tenancy in common)
4. Determination of buyer's price range and eligibility for various types of financing
5. Identification of property that meets buyers needs and specifications
6. Current market conditions
7. Showing properties to prospective buyers
8. Characteristics of property
9. Material facts concerning property (for example, taxes, zoning, building codes, and other land use restrictions)
10. Physical condition of property (for example, defects and environmental hazards)
11. Psychological impact related to property
12. Income tax implications of home ownership
13. Tax implications for real estate investments
14. Required disclosure statements
15. Sales contract forms and provisions, including contingencies
16. Recommendation that buyer seek legal counsel
17. Preparation of offers and counteroffers
18. Presentation of offers and counteroffers
19. Planning and zoning (for example, variance, zoning changes, and special study zones such as floods and geological hazards)
20. Availability of home protection plans
21. Need for insurance (for example, fire, hazard, liability)
22. Policy for complying with fair housing laws

B. Advising Buyers of Outside Services

1. Inspection reports
2. Survey reports
3. Appraisal reports
4. Environmental reports

3. Property Management

A. Leasing and Management

1. Negotiation of property management agreements
2. Negotiation of lease agreements used in property management
3. Preparation of rental and lease agreements
4. Explanation of rental and lease agreements
5. Methods of marketing property
6. Rental market evaluation
7. Disclosure of material facts to lessee
8. Obtaining tenants
9. Showing property to prospective tenants
10. Occupancy terms
11. Applicant screening according to laws and regulations
12. Complaints and conflict resolution among tenants
13. Prorating of rents and leases
14. Operating budgets
15. Trust accounts
16. Financial statements for owners
17. Income, expenses, and rate of return

18. Environmental and safety hazards
19. Compliance with federal requirements (for example, ADA, fair housing, lead-based paint disclosures)
20. Eviction proceedings
21. Maintenance and repair management
22. Fees, security deposits, and rent
23. Insurance coverage to protect tenant and owner

4. Settlement/Transfer of Ownership

A. Tax Issues

1. Tax implications of interest expenses
2. Real property taxes
3. Tax shelters
4. Capital improvements
5. Property taxation (for example, ad valorem, special assessments)
6. Tax deferred exchanges

B. Titles

1. Need for title search
2. Title insurance (for example, owner and mortgagee)
3. Title problems
4. Legal procedures (for example, quiet title, foreclosure, bankruptcy, declaratory judgment)
5. Preparation of title abstracts
6. Liens and order of priority (for example, mortgages, trust deeds, construction/mechanics liens, judgments by court)
7. Importance of recording

C. Settlement Procedures

1. Purposes and procedures of settlement
2. Obligations of settlement agent
3. Calculations regarding proration/prepayment
4. Warranties associated with deeds (for example, grant, quitclaim)
5. Settlement statement (HUD-1 form)
6. Other settlement documents (for example, deed, bill of sale, note, deed of trust)
7. Real Estate Settlement Procedures Act
8. Transfer tax

D. Completion of the Transaction

1. Negotiations between buyers and sellers leading to an agreement
2. Contract requirements and fulfillment of contingencies leading to closing
3. Federal statutory requirements
4. Rights of home ownership (for example, homestead, rights of husband and wife)
5. Rights of others related to property (for example, adverse possession, adjoining owners, encroachments)
6. Nature and types of common interest ownership (for example, condominium, planned unit development, cooperative, townhouse)
7. Eminent domain proceedings
8. Legal proceedings against property (for example, attachments and notice of pending legal action)
9. Securities law application and referral
10. Situations where experts are required (for example, financial planning and legal advice)
11. Closing statements (for example, calculate amount owed by buyer and net to seller)

5. Financing

A. Sources of Financing

1. Institutional (for example, savings and loans, banks, mortgage brokers)
2. Seller financing (for example, land contract, purchase money mortgage)
3. Assumption of financing
4. Other sources of financing

B. Types of Loans

1. Security for loans (for example, trust deeds, land contracts, mortgages)
2. Repayment methods (for example, adjustable rate mortgage, fully/partially/nonamortized, renegotiated rate)
3. Forms of financing (such as FHA, VA, FmHA, conventional loan)
4. Secondary mortgage markets (for example, Fannie Mae, FHLMC, GNMA)
5. Other types of mortgage loans (for example, wraparound, blanket, package)
6. Down payment assistance programs

C. Terms and Conditions

1. Compliance with provisions of federal regulations (for example, Truth-in-Lending Act, Equal Credit Opportunity Act)
2. Loan origination costs (for example, appraisal fee, credit reports, points)
3. Lender requirements (for example, property insurance, escrow, deposits, underwriting criteria)
4. Conditional approval
5. Default
6. Foreclosure and redemption rights
7. Nonrecourse provision

D. Common Clauses and Terms in Mortgage Instruments

1. Clauses and terms in mortgage (for example, prepayment, interest rates, release, due-on-sale, subordination)
2. Escalation
3. Acceleration

6. Professional Responsibilities/Fair Practice/ Administrative

1. Complete and accurate records of business transactions
2. Market trends, availability of financing, rates, and conditions of obtaining credit
3. Resolving misunderstandings among parties to real estate transactions
4. Commissions from sales of real estate



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

Level	Definition	Salesperson
Recall (1)	Requires only recognition of isolated information, such as specific facts, generalizations, concepts, principles, or procedures. The information generally does not vary relative to the situation.	41
Application (2)	Requires interpretation, classification, or manipulation of limited concepts or data, in which the response or outcome is situationally dependent, but not overly complex.	48
Analysis (3)	Requires integration or synthesis of a variety of concepts to solve a specific problem situation (for example, evaluating and rendering judgments on complex problems with many situational variables).	11



REAL ESTATE REFERENCES

The references provided below are some of the available relevant written study materials for the National Salesperson and Broker Examinations. However, they are not necessarily recommended by AMP or the North Dakota Real Estate Commission. Computer software is also available from several publishing companies, but it is not listed here.

Armbrust, Betty J.; Bradley, Hugh H. and Armbrust, John W. Practical Real Estate Math. Scottsdale: Gorsuch Scarisbrick, Publishers.

Burgess, Russell W. Real Estate Home Inspection. Chicago: Real Estate Education Co.

Cortesi, Gerald. Mastering Real Estate Principles. Chicago: Dearborn Publishing.

Dasso, Jerome; Shilling, James D. and Ring, Alfred A. Real Estate. Englewood Cliffs, NJ: Prentice-Hall.

Gaddy, Wade E., Jr. and Hart, Robert E. Real Estate Fundamentals. Chicago: Real Estate Education Co.

Galaty, Fillmore W.; Allaway, Wellington J. and Kyle, Robert C. Modern Real Estate Practice. Chicago: Real Estate Education Co.

Geschwender, Arlyne. Real Estate Principles and Practices. Scottsdale: Gorsuch Scarisbrick, Publishers.

Gibson, Frank; Karp, James and Klayman, Elliot. Real Estate Law. Chicago: Real Estate Education Co.

Jacobus, Charles J. and Harwood, Bruce. Real Estate: An Introduction to the Profession. Englewood Cliffs, NJ: Prentice-Hall.

Jacobus, Charles J. and Harwood, Bruce. Real Estate Principles. Englewood Cliffs, NJ: Prentice-Hall.

Kyle, Robert C.; Baird, Floyd M. and Kyle, C. Donald. Property Management. Chicago: Real Estate Education Co.

Lindeman, Bruce. Real Estate Brokerage Management. Englewood Cliffs, NJ: Prentice-Hall.

Realtors® National Marketing Institute. Real Estate Office Management: People, Functions, Systems. Chicago: Author.

Reilly, John W. Agency Relationships in Real Estate. Chicago: Real Estate Education Co.

Reilly, John W. The Language of Real Estate. Chicago: Real Estate Education Co.

Sirota, David. Essentials of Real Estate Finance. Chicago: Real Estate Education Co.

Sirota, David. Essentials of Real Estate Investment. Chicago: Real Estate Education Co.

Ventolo, William L., Jr. and Williams, Martha R. Fundamentals of Real Estate Appraisal. Chicago: Real Estate Education Co.

Ventolo, William L., Jr.; Tamper, Ralph and Allaway, Wellington J. Mastering Real Estate Mathematics. Chicago: Real Estate Education Co.

Wiedemer, John P. Real Estate Finance. Englewood Cliffs, NJ: Prentice-Hall.



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