

**GEORGIA**

**FOR  
SALE**



**Real Estate  
Examination  
Program**

# **Candidate Handbook**

February 2013



**APPLIED MEASUREMENT PROFESSIONALS, INC.**

# Obtaining Your Examination Results and Your License at the Assessment Center

The Georgia Real Estate Commission (GREC) contracts AMP to administer its qualifying examinations and to provide successful examinees with their new licenses. These licenses are issued only at the AMP Assessment Centers. Licensing is available Monday through Friday between 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 5:00 p.m.\* A candidate who takes and passes the examination during the afternoon session will be unable to license the same day.

**SALESPERSONS and COMMUNITY ASSOCIATION MANAGERS** – AMP can issue these licenses either “active” or “inactive” as the applicant chooses. If you desire an “active” license, you must also bring to the Assessment Center a completed “Sponsoring Broker Statement.” (See page 26.) An “inactive” license does not require that form. You may activate your license at no cost at a later time when you decide to join a real estate firm.

**ASSOCIATE BROKERS** – If your salesperson’s license is on active status with a firm, AMP can issue an associate broker license only to “active” status with that firm. If your salesperson’s license is on “inactive” status, AMP can issue an associate broker’s license to “inactive” status; or if you desire an “active” license, you must also bring to the Assessment Center a completed “Sponsoring Broker Statement.” (See page 26.) An “inactive” license does not require that form. You may activate your license at no cost at a later time when you decide to join a real estate firm.

**BROKERS** – AMP can issue only “inactive” broker’s licenses. You can activate a broker’s license by filing an “opening a new firm” or a “change of qualifying broker” application with the Commission.

<b>REQUIRED FEES</b>		
<b>Service</b>	<b>Fee</b>	<b>Method of Payment</b>
Salesperson’s or Community Association Manager’s License	\$170.00	Credit card** or cashier’s check or money order made payable to GREC
Broker’s or Associate Broker’s License	\$170.00	Credit card** or cashier’s check or money order made payable to GREC

*\* If you prefer, you may return to the Assessment Center within 90 days of your examination to get your new license. To avoid having to return to the Assessment Center on another day, be prepared to pay for your license.*

*\*\* VISA and MasterCard accepted. Company checks, personal checks and cash are not accepted.*



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**QUESTIONS ABOUT LICENSING**

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

Georgia Real Estate Commission  
International Tower, Suite 1000  
229 Peachtree St., NE • Atlanta, GA 30303-1605  
Phone: 404-656-3916

**HOW TO CONTACT AMP**

For inquiries and general registration information write or call:

Candidate Support Center  
Applied Measurement Professionals, Inc.  
18000 W. 105th St. • Olathe, KS 66061-7543  
Phone: 800-345-6559  
Fax: 913-895-4651 • Website: [www.goAMP.com](http://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 describes how to apply for Georgia's real estate licensing examinations and obtain a real estate license. Be sure to keep the booklet after you have applied 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 is accurate and relevant to real estate practices in their own states. Finally, all questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate field.

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

The content outlines do 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 public interest by assuring that potential licensees understand basic legal requirements and business practices in the real estate brokerage industry, the examinations focus on the knowledge you must have and your ability to apply that knowledge to a 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 or marital status.

## EXAMINATION ELIGIBILITY REQUIREMENTS

### ■ Salesperson Applicants

Applicants for the Salesperson Examination must fulfill ONE of the following requirements.

1. Successfully complete the required 75-hour Salesperson's Prelicense Course at a school approved by the Georgia Real Estate Commission. (See 1 under APPLYING FOR THE EXAMINATION.)
2. Successfully complete a minimum of 10 quarter hours or 6 semester hours of either course work eligible for a major in real estate from a U.S. or Canadian accredited college or university or courses in real property, agency, or contracts from a U.S. or Canadian accredited school of law. You must submit to AMP (not the Commission) an official transcript from the college, university, or school of law with your application for examination (do not mail the transcript to AMP without the examination registration form on page 21). Letters and grade reports are not acceptable. Continuing education, adult education, crash seminars, and special short courses are not acceptable. If your coursework is acceptable, AMP will contact you within five business days of your application being received to schedule an appointment for an examination. If your coursework is not acceptable, your application materials will be returned unprocessed. (See 4 under APPLYING FOR THE EXAMINATION.)
3. Provide proof of completion of at least 75 hours of pre-license course work approved by the real estate regulatory agency of another state or province of Canada. You must obtain a letter from that agency that verifies that the course work is approved in that state or province.

### ■ Community Association Manager Applicants

Applicants for the Community Association Manager Examination must fulfill ONE of the following education requirements.

1. Successfully complete the 25-hour Community Association Manager's Prelicense Course approved by the Georgia Real Estate Commission. (See 1 under APPLYING FOR THE EXAMINATION.)

2. Successfully complete a minimum of 4 quarter hours or 2 semester hours of either course work eligible for a major in real estate from a U.S. or Canadian accredited college or university or courses in real property, agency, or contracts from a U.S. or Canadian accredited school of law. You must submit to AMP (not the Commission) an official transcript from the college, university, or school of law with your application for examination (do not mail the transcript to AMP without the examination registration form on page 21). Letters and grade reports are not acceptable. Continuing education, adult education, crash seminars, and special short courses are not acceptable. If your coursework is acceptable, AMP will contact you within five business days of your application being received to schedule an appointment for an examination. If your coursework is not acceptable, your application materials will be returned unprocessed. (See 1 under APPLYING FOR THE EXAMINATION.)
3. Provide proof of completion of at least 25 hours of pre-license course work approved by the real estate regulatory agency of another state or province of Canada. You must obtain a letter from that agency that verifies that the course work is approved in that state or province.

## ■ Associate Broker or Broker Applicants

All associate broker or broker applicants must have been licensed on active status for a minimum of three years before they can be licensed.

AMP is required to verify the years you have held an active real estate license. If you have been actively licensed in Georgia for at least three of the last five years and you are enrolled in a Broker's Prelicense Course at a school approved by the Georgia Real Estate Commission, your license history will be verified by the Commission at the time the school transmits your electronic application. If you have ever held a real estate license in a state other than Georgia, or if you are not fulfilling your prelicense education requirements by taking a Broker's Prelicense Course at a school approved by the Georgia Real Estate Commission, you **MUST** attach a certification of your license history from the state in which you met the education, examination and experience requirements for licensure with your application. The license history must be less than one year old and it must show "active" time or dates.

## Salespersons Applying For An Associate Broker or Broker License

Applicants for the Broker Examination must fulfill ONE of the following education requirements.

1. Successfully complete the required 60-hour Broker's Prelicense Course at a school approved by the Georgia Real Estate Commission. (See 1 under APPLYING FOR THE EXAMINATION.)
2. Successfully complete a minimum of 15 quarter hours or 9 semester hours of either course work eligible for a major in real estate from a U.S. or Canadian accredited college or university or courses in real property, agency, or contracts from a U.S. or Canadian accredited school of law. You must submit to AMP (not the Commission) an official transcript from the college, university, or school of law with your application for examination (do not mail the transcript to AMP without the examination registration form on page 21). Letters and grade reports are not acceptable. Continuing education, adult education, crash seminars, and special short courses are not acceptable. If your coursework is acceptable, AMP will contact you within five business days of your application being received to schedule an appointment for an examination. If your coursework is not acceptable, your application materials will be returned unprocessed. (See 4 under APPLYING FOR THE EXAMINATION.)
3. Provide proof of completion of at least 60 hours of pre-license course work approved by the real estate regulatory agency of another state or province of Canada. You must obtain a letter from that agency that verifies that the broker course work is approved in that state or province.

## Community Association Managers Applying For An Associate Broker or Broker License

Applicants licensed as a community association manager must both:

1. fulfill ONE of the education requirements listed as 1, 2, or 3 above under the heading "Salespersons Applying For An Associate Broker or Broker License;" and
2. a. successfully complete an additional 75 hours in a course or courses approved by the Commission, or  
b. successfully complete a 75-hour Salespersons Prelicense course approved by the Commission, or  
c. successfully complete a minimum of 10 additional quarter hours or 6 additional semester hours of college course work eligible for a major in real estate from a U.S. or Canadian accredited college or university (official transcripts required for documentation of eligibility).

## APPLYING FOR THE EXAMINATION OR LICENSURE

### ❶ If you are enrolled in a Commission approved real estate prelicense education course and have not been previously licensed in another state

Upon your enrollment in a Georgia Real Estate Commission approved real estate school's prelicense course for salespersons, community association managers, or brokers, you must complete a combination examination and license application. The application is computerized and is completed by entering the appropriate information into a software or web-based program provided to the school by AMP. This software, Real Estate Application – Licensing (**REAL**), is only available through a Commission approved real estate school. Your instructor will explain how you will be able to complete your application.

You will be required to provide the information on page 6 of this handbook when completing the license application on a computer. Please be prepared to provide ALL information requested; you will not be able to omit any required information. If you do not provide all required information, the system will not accept your application. Licensing application information will be electronically transferred to AMP by your school. Upon completion of the education course, your graduation date will also be electronically transferred to AMP.

After AMP has received proof of graduation from your school and you are ready to take an examination, contact AMP to schedule an examination on a date convenient for you (refer to Scheduling an Examination Appointment). Do not contact AMP to schedule an examination until after the date your school tells you that it has sent verification of your passing to AMP. All candidates are scheduled on a first-come, first-serve basis; but, you will be scheduled within five (5) business days from the date you contact AMP. When you contact AMP, please be prepared to give your name and social security number. Also, be prepared to confirm a date and location for testing.

**Note:** Your Social Security number is required for unique identification. Your Social Security number is confidential; AMP will provide it ONLY to the Georgia Real Estate Commission, who will maintain its confidentiality as required by law. If you do not provide a Social Security number you must obtain a finger print card from your local Sheriff's Department prior to applying for a license.

You will be notified of the time to report to the Assessment Center; please make a note of it since you will not receive an admission letter. If you have a need for special examination accommodations, please inform AMP at the time of scheduling to take the examination. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED TO THE ASSESSMENT CENTER.**

### ❷ If you are currently licensed in another state or if you have ever held a real estate license in another state

#### a. You may be eligible to obtain a reciprocal license without taking the examination if you hold a license in another state (other than Florida) or in a province of Canada, and you:

- (1) have passed an examination for the type of license you seek in Georgia;
- (2) have met all prelicense and continuing education requirements imposed by the state in which you are licensed; and
- (3) are currently licensed in good standing.

If you meet all three of the above requirements, contact the Georgia Real Estate Commission for the appropriate application.

If you do not meet all three of the above requirements, you must take and pass both content areas of the qualifying examination. Submit to AMP the examination registration form on page 21 of this handbook and attach a certification of license history (not more than one year old) from the state in which you are licensed and, if different, from the state in which you met the education, examination, and experience requirements for licensure. You will be contacted within five (5) business days of your application being received by AMP to schedule an appointment for an examination. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED TO THE ASSESSMENT CENTER.**

#### b. Under a special agreement between Georgia and Florida, the procedures for persons holding an active Florida real estate license are as follows:

If you are a **resident of Florida** and hold a current real estate license, submit a certification of your license history (not more than one year old) from the Florida Real Estate Commission along with the examination registration form on page 21 of this handbook. You must then pass an examination covering only the state content areas of the examination (see page 11 for salesperson and page 20 for brokers) to be eligible for a Georgia real estate license. **The requirements in 2.a. above apply if you are currently a Georgia resident and you have a current real estate license from Florida.**

#### c. If you have previously held a real estate license in another state but that license is not current, you must take a new examination.

If you are currently enrolled in a Commission approved prelicense course, you must complete the examination registration form on page 21 of this handbook (you cannot apply using the **REAL** computerized process) and attach both of the following: (1) any documents the application requires, and (2) the original course completion certificates from your Commission approved school.

If you are NOT currently enrolled in a Commission approved prelicense course, you may be able to use your education and experience from the state in which you were previously licensed. You must submit the examination registration form on page 21 of this handbook and both of the following: (1) any documents the application requires, and (2) an original course completion certificate. **Note:** Documents from other states' Real Estate Commissions may take six to eight weeks to obtain.

Review the section entitled EXAMINATION ELIGIBILITY REQUIREMENTS to determine the required documents that you will need. Incomplete applications will be returned unprocessed. If your education and experience qualifies you to sit for the examination, AMP will contact you within five business days after it receives your application to schedule an appointment for an examination.

**UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED TO THE ASSESSMENT CENTER.**

❸ If you are NOT currently enrolled in a Commission approved real estate prelicense course, but you previously graduated from one; if you are applying by submitting college or law school transcripts; or if you are seeking to use education courses approved by another state's real estate regulatory agency

a. If you graduated from a Commission approved real estate school (or schools) and:

- (1) If you have not applied for the examination through the **REAL** computer application system, OR if your real estate school is no longer in business, you **MUST** submit the examination registration form on page 21 of this handbook and your original education certificates from that school(s) to AMP.
- (2) If you are applying because your salesperson license lapsed due to your failure to complete the 25-hour Postlicense Course in the first year of your licensure, you **MUST** submit the examination registration form on page 21 of this handbook along with proof of completion of both the 75-hour Prelicense Course and the 25-hour Postlicense Course to AMP.

b. If you wish to use any of the following types of education to qualify to sit for the examination:

- (1) college transcripts indicating completion of courses in real estate;
- (2) transcripts from a school of law indicating completion of courses in real property, agency, or contracts; or
- (3) certificates of completion of prelicense courses approved by the real estate agency of another state or province of Canada;

Then you must submit to AMP the examination registration form on page 21 of this handbook along with your proof of the required education. (If another state's real estate regulatory agency issues a certification of education history, you may utilize that document instead of the documentation cited in (3) above.)

■ If your Georgia license has lapsed due to your failure to:

a. **take the postlicense course** – Any salesperson whose license has lapsed for failure to complete the 25-hour postlicense course within one year of the issuance of the license may reinstate the license by meeting either of the following requirements:

- (1) A salesperson may reinstate the license by completing the course within six months of the lapsing of the license. IF the salesperson had enrolled in the course within one year of the issuance of an original license and had paid all required fees of the course but was unable to complete the course within one year.
- (2) Any salesperson who fails to reinstate a lapsed license as provided in paragraph (1) above must first complete a postlicense course approved by the Commission BEFORE applying for the salesperson license examination. The applicant must mail their 25-hour postlicense course certification to AMP before testing. He or she then must qualify as an original applicant by passing the salesperson license examination.

b. **pay renewal fees** – If the applicant's license has lapsed for:

- (1) Less than five years – The applicant may elect either to retake the examination or to complete certain education courses and pay certain penalty fees. For information on the required education and fees, contact the Commission.
- (2) More than five years – The applicant must submit proof of having met the current education requirements and qualify as an original applicant by passing a new examination.

**If you are applying because your license has lapsed due to your failure to take a postlicense course or pay renewal fees**, you **MUST** submit the examination registration form on page 21 of this handbook along with proof of completion of both the 75-hour Pre-license Course and the 25-hour Postlicense Course to AMP.

## INSTRUCTIONS FOR COMPLETING AN APPLICATION

**If you are currently enrolled in a Commission approved prelicense real estate course, you must apply for the Georgia Real Estate License Examinations using the REAL computer application system through your school.**

Persons not currently enrolled in a Commission approved prelicense real estate course must apply using the examination registration form on page 21 of this handbook and submit any required documentation. The information required is the same for either format.

Incomplete applications will not be saved or transmitted to AMP by the **REAL** computer application system. Incomplete Real Estate Application – Licensure forms will be returned unprocessed.

**Examination Fee:** If payment is made by cashier's check or money order, please submit the application found on page 21. If paying examination fees by credit card (VISA, MasterCard, American Express and Discover) you may submit payment information when scheduling your examination appointment. Company checks, personal checks and cash are not accepted.

### NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)

You are asked to provide your social security account number (SSAN) on this application. The disclosure of your SSAN is mandatory. Failure to disclose your SSAN shall result in the denial of your application. The SSAN is used by the GREC to report to child support and student loan enforcement agencies, to verify your identity, in an investigation, or, other purpose, as the GREC may deem necessary. The GREC shall not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295(a)(9)(b)&(c) and Public Law 93-579 § 7(2)(A) Privacy Act of 1974.

**Personal Data** (all of the following data are required)

- **Date of Birth**
- **Social Security Number**
- **First Name**
- **Middle Name** (*if you do not have a middle name you must enter NONE*)
- **Last Name**
- **Generation Suffix** (for example: Jr, Sr, III)
- **Residence Address** (required)
- **Residence Mailing Address** (only if it is different from your Residence Address)

- **Home Telephone Number**
- **Gender**
- **Brokerage Firm With Which You Plan To Affiliate Your License.** You will need a broker to verify by signature that you are to work as a salesperson, associate broker, or community association manager on behalf of that brokerage firm. If you have already obtained a sponsoring brokerage firm, enter an "A" for active license and the six-digit license number of your Sponsoring Brokerage Firm. Ask your prospective broker for the number. Be sure to tell him or her that you need the firm's license number that begins with the letter "H," not his or her personal license number that begins with a "B" or "Q." However, if you do not plan to work for a broker immediately, you should enter an "I" for inactive license status and enter "999999" as the license number of the Sponsoring Brokerage Firm. (If you do not yet know the firm with which you will affiliate, but you intend to obtain an affiliation with a firm before you take the examination, you should enter an "A" for active and "999999" for the license number of the Sponsoring Brokerage Firm. You will be given the opportunity to change your status and add a brokerage firm license number at the Assessment Center when you take the licensing examination.)
- **Status For Which You Are Applying** (Active or Inactive)
- **Brokerage Firm's License Number**
- **Examination Type**
- **Examination Fee**

### History Questions

*All of the following questions MUST be answered.*

1. Are you applying for a license as a Georgia resident?
2. Are you a veteran with at least one year of active duty who served at least 90 days during wartime?
3. Have you ever been licensed in another state as a broker or salesperson? (If yes, you must complete the application form on page 21 of this handbook and attach your course completion certificate and any documents the application requires.) You must send the application and attached certificates to AMP for processing.  
  
If your answer to this question is yes, you must also enter the two-letter abbreviation for the state in which you were most recently licensed and the name under which you held that license.
4. Have you ever held or do you hold a real estate license in Georgia? (If yes, provide the license number or enter "999999" if you do not know the license number.) If you held the license under a different name than the one you are using on this application, enter that name in the space provided.



5. Are you a high school graduate or the holder of a General Education Development (GED) Certificate? (If your answer to this question is NO, you must submit proof of educational equivalency to AMP before you will be allowed to take the licensing examination.)
6. Have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide, or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer? **[If yes, you are required to submit to GREC the BACKGROUND CLEARANCE APPLICATION on page 23 of this Handbook. The incident(s) must be cleared by GREC before you can become licensed.]**
7. Have you ever been disciplined by the Georgia Real Estate Commission or any State or Federal Licensing Agency or authority which regulates any profession? Disciplinary actions include but are not limited to such actions as a: reprimand, suspension, revocation, fine, or any restriction placed on your rights to operate as a licensee. **(If yes, you are required to submit to GREC the BACKGROUND CLEARANCE APPLICATION on page 23 of this Handbook. The incident(s) must be cleared by GREC before you can become licensed.)**
8. If applying for a broker's license, how many years have you been actively licensed as a community association manager or salesperson? As a broker? (NOTE: You must have a license on active status for three of the last five years before applying for a broker's or associate broker's license. The time a license is on inactive or lapsed status does not count toward this three-year requirement.)

## HOW THE EXAMINATION IS ADMINISTERED

The Georgia Real Estate Licensing Examinations are administered by computer at four AMP Assessment Centers in Lilburn, Macon, Marietta and Savannah, Georgia. Please visit AMP's website [www.goAMP.com](http://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.

## EXAMINATION FEE

Examination Fee: \$115

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

## SCHEDULING AN EXAMINATION APPOINTMENT

**After you have applied for the examination through your school or by sending an application to AMP, you may register by one of the following methods:**

### 1. Online Scheduling.

You may schedule an examination appointment online at any time by using our Online Application/Scheduling service at [www.goAMP.com](http://www.goAMP.com). To use this service on our website, follow these easy steps:

- Go to [www.goAMP.com](http://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 option is available only for individuals paying the examination fee by credit card (VISA, MasterCard, American Express and Discover).

OR

### 3. Mail your registration form.

THIS IS A TWO-STEP PROCESS:

First, complete all sections of the registration form on page 21 and mail it to AMP with the examination fee (paid by cashier's check or money order) to the address indicated on the form. It will be returned, unprocessed, if it is incomplete, illegible or submitted with an incorrect fee.

Second, to schedule an examination, call AMP at 800-345-6559 approximately 7 to 10 business days after mailing the registration form and fee. This toll free number is answered from 8:00 a.m. to 10:00 p.m. (Eastern Time) Monday through Thursday, 8:00 a.m. to 8:00 p.m. on Friday and 9:30 a.m. to 6:00 p.m. on Saturday.

When the call is made to schedule an appointment, please be prepared to confirm a date and location for testing and to provide AMP your name and Social Security number. **Note:** The Social Security number is required for unique identification. This number is confidential and will be provided ONLY to the Georgia Real Estate Commission for identification purposes. All individuals are scheduled on a first-come, first-served basis. Your examination will be scheduled within five business days of contacting AMP. Refer to the following chart.

If you contact AMP by 4:00 p.m. Eastern 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. An examination appointment confirmation e-mail will be sent to you. 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. Please see page 14 for types of identification required for admission to take the examination.

## 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.

Please inform AMP of your need for special accommodations when calling to schedule your examination. (Please note, you must call to schedule your appointment.) Be prepared to provide documentation from an appropriate professional (e.g., education professional, doctor, psychologist, psychiatrist).

Candidates requesting special accommodations will be required to submit documentation of their disability by fax or mail when they are scheduled for an examination. All special arrangements will be made on an individual basis.

## 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 9:30 a.m. to 6:00 p.m. (Eastern Time) Monday-Friday at 913-895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

## EXAMINATION APPOINTMENT CHANGES

If you have scheduled an examination appointment, you may reschedule your appointment for a future date on one occasion per examination fee paid, if you contact AMP by phone at least **two business days** prior to the examination. If you decide to change your appointment, you must call AMP at 800-345-6559 at least **two business days** prior to the examination (see following table).

If your examination is scheduled on...	You must contact AMP by 4:00 p.m. Eastern Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

## MISSED APPOINTMENTS AND CANCELLATIONS

You will forfeit the application and all fees paid to take the examination under the following circumstances. A complete application and examination fee are required to reapply for the examination.

- 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.
- You fail to provide the identification required and are denied admittance to 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](http://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, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted 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 fees 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.

## 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. This includes a content outline and sample questions and answers.

### **Salesperson and Community Association Manager Multiple-Choice Examination**

The Real Estate Salesperson Examination (national and state intermixed), which consists of 152 multiple-choice questions, and the Community Association Manager Examination, which consists of 48 multiple-choice questions, are written at three different cognitive levels:

1. Recall: The ability to recall or recognize specific information is required.
2. Application: The ability to comprehend, relate or apply knowledge to new or changing situations is required.
3. Analysis: The ability to analyze and synthesize information, determine solutions and/or to evaluate the usefulness of a solution is required.

### **■ Real Estate Salesperson Examination**

The Georgia Real Estate Salesperson Examination consists of two portions: (1) the National Real Estate portion and (2) the Georgia Salesperson Supplement portion. Questions will appear in random order and candidates will not be able to identify if the question is from the state or national portion.

Based on an examination outline approved by the Georgia Real Estate Commission, the National content area of the Salesperson examination tests knowledge of general real estate law, finance, and practices common to the field of real estate. The National content area of the examination is subdivided into seven major topics and is composed of 100 multiple-choice questions that are used to compute your score. In addition to the questions used to compute your score, the questions 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. A detailed outline is presented on page 32.

## National Salesperson Portion

<u>Topic</u>	<u>Number of Questions</u>
1. Agency Relationships and Contracts	28
2. Real Property Ownership/Interest	14
3. Finance	15
4. Real Property	14
5. Marketing Regulations (purchase and rental)	8
6. Property Management	8
7. Real Estate Calculations	13

## Sample Questions

The following 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 examination. 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
- 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?
  - Yes, because a salesperson must show a prospective buyer homes in at least three different areas.
  - Yes, because a salesperson cannot discriminate on the basis of religion when showing property to a buyer.
  - No, because the salesperson's broker is responsible for any violations of law.
  - No, because there was no intent to discriminate on the basis of race or national origin.
- A licensee who works for ABC Realty obtains a listing. Two days later, the licensee begins working for XYZ Realty. Which of the following is true regarding this listing?
  - The listing is transferred to XYZ Realty.
  - The licensee is entitled to compensation when she begins working for XYZ Realty.
  - The listing remains with ABC Realty.
  - The listing is automatically terminated.

### Salesperson Answer Key

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

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

## ■ Georgia Salesperson Supplement

The Georgia Salesperson Supplement Examination deals with topics relating particularly to Georgia law and the specific real estate practices followed in Georgia. There are 52 multiple-choice questions requiring knowledge of Georgia laws on the Salesperson Examination.

An outline of the topics covered and specific content areas are listed for the Supplement Examination.

### Salesperson Examination

Topic	Approximate Number of Questions
I. State Laws and Rules Unfair Practices Substantive Regulations Qualifications and Fees Fair Housing Laws Real Estate Education, Research and Recovery Fund Investigation and Hearing Process Commission Organization and Procedures Required Licensure	16
II. Real Estate Practice In Georgia Real Estate Practice Sales Contracts Listings and Agency Property Management Community Association Management	21
III. Finance and Closing Finance Closing Procedures	15

The questions on both the National and Georgia Supplement portions 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 principles of real estate laws, principles and methods to familiar and new 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.

In addition to the types of questions shown previously, questions in the format shown below may also appear on the Georgia Supplement Examination.

1. To qualify for a salesperson's license in Georgia, which of the following are required of an applicant?
    - I. complete the required prelicense coursework
    - II. attain the age of 21 years
    - III. be a high school graduate or holder of a certificate of equivalency
    - IV. be a U.S. citizen
- \*A. I and III only  
B. I and IV only  
C. II and III only  
D. II and IV only

## ■ Community Association Manager Examination

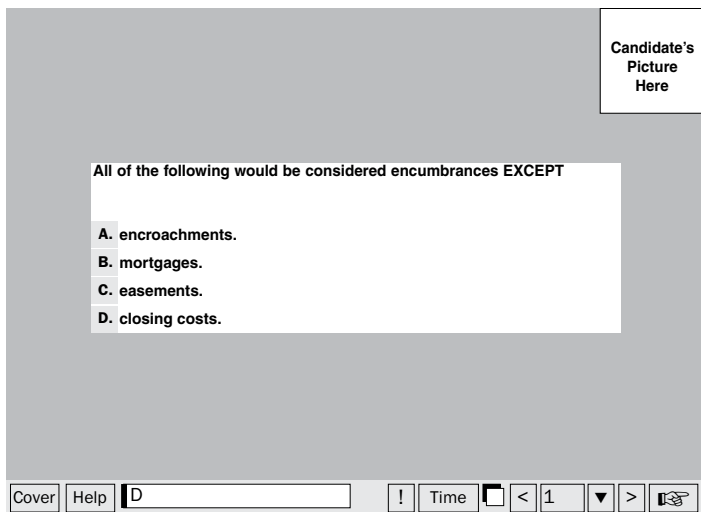
There are 48 multiple-choice questions requiring knowledge of Georgia laws on the Community Association Managers Examination. There is no national portion on this examination. An outline of the topics covered is shown below.

Topic	Approximate Number of Questions
I. Laws and Rules Property Law Law of Agency Georgia Real Estate License Law	14
II. Practice Forms of Ownership Contracts and Transaction Documents Real Estate Instruments and Conveyances Financing and Accounting	34

## ■ Obtaining the Sample National Real Estate Salesperson Examination

The Sample National Real Estate Salesperson Examination is available in web-based format. To order the online sample examination, please visit [www.goAMP.com](http://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. No duplication of the sample examination is allowed. The sample examination is copyrighted by AMP.

## ■ Taking the Salesperson or Community Association Manager 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 testing 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 testing 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 questions answered is reported. If not all questions have

been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

## ■ Real Estate Broker Examination

The National Broker Examination is presented in simulation problem format and consists of eleven simulation problems. Nine of these problems will be used to compute your score. Two other problems are not scored and are being pre-tested for future examinations.

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

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

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

Primary Issues:	<u># of Problems</u>
1. Agency Relationships and Property Representations	3
2. Fair Housing and Other Government Regulations	2
3. Handling Money	2
4. Training and Supervision of Licensees	1
One primary issue varying by examination form	1
Section Topics:	
A. Agency	
B. Contracts	
C. Freehold and Leasehold	
D. Property Management	
E. Finance	
F. Government Regulations and Private Restrictions	
G. Description and Measurement	
H. Valuation	
I. Conveyance	
J. Calculations	
K. Ethical Behavior (must be incorporated in at least 4 problems)	
Property Types:	<u># of Problems</u>
1. Residential	4
2. Commercial	2
3. Property Management	1
Two property types varying by examination form	2

## National Real Estate Broker Simulation Sample Examination

The National Real Estate Broker Simulation Sample Examination is available in web-based format. The sample examination includes four problems that are similar to those found on the National Broker Simulation 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](http://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.

## 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.

## Taking the Broker or Associate Broker 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.

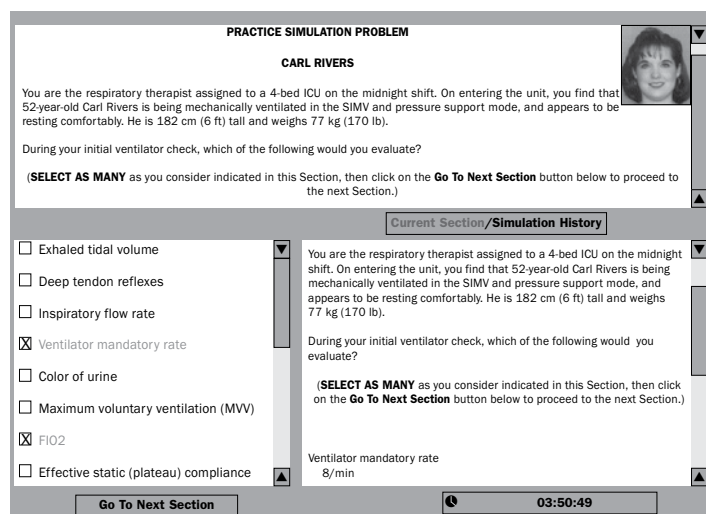


Figure 1. Sample computerized CSE screen layout - Three windows appear on the screen at all times during a simulation examination.

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 warning that returning to this section to make additional choices will not be possible. By selecting “Yes,” the software automatically takes you to the next section of the simulation.

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

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

## TAKING 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 TESTING TIME, YOU WILL NOT BE ADMITTED.**

### ■ Identification

To gain admission to the Assessment Center, you must present two forms of identification, one with a current photograph. Both forms of identification must be valid 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 current 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 testing fee.

### ■ 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. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats

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

If any personal items are observed 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.

## ■ Computer Login

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

## ■ Practice Examination

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

## ■ Timed Examination

Following the practice examination, you will begin the 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.

Examination	Time Allotted
Both National and State Salesperson	4 hours
State Salesperson only (FL reciprocity)	2 hours
Broker Simulation	3 hours
State Broker only (FL reciprocity)	2 hours
Community Association Manager	2 hours

## FOLLOWING THE EXAMINATION

### ■ How Passing Scores are Determined

#### • Multiple-Choice Examination

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

#### • Simulation Examination

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

#### • Equating

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

### ■ Your Salesperson Examination Score Report

After you have completed the Salesperson examination, you will be instructed to report to the testing supervisor to receive your score report. Your score report will show your result for your examination and will give diagnostic scoring information for any portion you did not pass.

The passing score for the salesperson examination is 109 correct answers.

### ■ Your Broker Examination Score Report

After you have completed the Broker examination, you will be instructed to report to the testing supervisor to receive your score report. Your score report will show your result for your examination and will give diagnostic scoring information for any portion you did not pass.

For the broker simulation portion of the examination, you will score points for Information Gathering (IG) sections and for Decision Making (DM) sections. The sum of your scores on all IG sections is reported as your IG total raw score, and the sum of your scores on all DM sections is reported as your DM total raw score. Your total raw scores must meet or exceed the MPL in both IG and DM to pass this examination.

### ■ If You Pass the Examination

If you pass the examination, you will receive a Certification of Accuracy Statement and the application information filed with AMP by your school (or you).

**DO NOT sign the Certification of Accuracy Statement (see sample on page 30) until you apply for your license at the AMP Assessment Center.** The Certification of Accuracy Statement **MUST** be signed in the presence of the Assessment Center staff. You will be asked to verify the application information by signing the Certification of Accuracy Statement at the AMP Assessment Center when you apply for a license. You apply for a license by using the unsigned Certification of Accuracy Statement and by following the instructions in the section titled HOW TO OBTAIN A LICENSE.

### ■ If You Fail the Examination

If you do not achieve a passing score, your score report will indicate your results, including the number correct in each content area, and reapplication instructions. To retake this examination, you will need to schedule another appointment through AMP's Candidate Support Center. The examination proctor **cannot** schedule you for another examination. You may reapply for this examination by calling AMP at 800-345-6559 between the hours of 8:00 a.m. and 10:00 p.m. Eastern Time Monday through Thursday, 8:00 a.m. and 8:00 p.m. on Fridays, and 9:30 a.m. and 6:00 p.m. on Saturdays. You also may reapply by scheduling online at [www.goAMP.com](http://www.goAMP.com). All candidates are scheduled on a first-come, first-serve basis, but you will be able to schedule another appointment within 5 business days from the day you contact AMP to request an examination.

### ■ If You Are Eligible for Veteran's Preference Points

The score report you receive will not include veteran's preference points. If you are an honorably discharged veteran with at least one year of active duty who served at least 90 days during wartime, you may qualify for veteran's preference points. You should review Rule 520-1-.04(3) of the Commission's Rules and Regulations for the limits and requirements to obtain veteran's preference. If you wish to apply for veteran's preference points, you should mail your original score report and a copy of your DD Form 214 within 60 days to: Candidate Support Center, AMP, 18000 W. 105th St., Olathe, KS 66061-7543. Your DD Form 214 is required to be sent in for consideration of awarding of Veteran's Preference Points.

If you receive sufficient veteran's preference points to pass the examination, AMP will send you a new Certification of Accuracy Statement. It will be necessary for you to return to the Assessment Center at which you took the examination to obtain your license at this time.

### ■ Duplicate Certification of Accuracy Statement

Requests for a Duplicate Certification of Accuracy Statement may be submitted to AMP in writing or may be made at the Assessment Center. Requests made in writing will be processed for a fee of \$3.50 and must include your name, Social Security or assigned Identification number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to AMP in the form of a money order. Duplicate Certification of Accuracy Statements will be mailed within approximately two weeks after receipt of the request and fee. Written requests must be submitted within one year of your examination to be processed. Requests made at the Assessment Center will be processed for a \$15.00 fee. This payment must be made by money order payable to AMP.

## HOW TO OBTAIN A LICENSE

### ■ Obtain a License the Same Day You Pass the Examination

Persons who have successfully completed the real estate examination and who meet all other licensing requirements will be able to obtain a salesperson, community association manager, associate broker or inactive broker real estate license at any one of the four AMP Assessment Centers in the state of Georgia. AMP does not issue active broker licenses. After you receive your inactive broker license from AMP, you can activate your license by filing an application with the Georgia Real Estate Commission. Brokerage firm licenses are also available only from the Georgia Real Estate Commission.

Licenses will be issued on a first-come, first-serve basis from 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 5:00 p.m. Monday through Friday during the regular business days for each Assessment Center. You may apply for a license after 2:00 p.m. on the date you pass the examination, or on a subsequent date not more than 12 months from the date you passed the examination. If you take and pass the examination during the afternoon session, you will not be able to license the same day. (The cost of the license for Salesperson and Community Association Manager doubles if you obtain it after 90 days and before one year. This does not apply to Broker candidates.) If you are a Broker candidate and fail to apply for your license within 12 months, you must retake the examination to qualify for licensure.

## ■ What You Will Receive

If you provide the appropriate information and fees for the license category for which you are qualified and are approved by the Commission, you will receive the appropriate certifications, which may include a 8½" x 4" wall certificate, two pocket cards and an 8½" x 11" wall certificate suitable for framing. You must provide one of the wall certificates and one of the pocket cards to the brokerage firm with which you will affiliate your license and which signed your Sponsoring Broker Statement. By law, your sponsoring brokerage firm must display your wall certificate or a copy of your pocket card as long as you are affiliated with that firm.

You will be required to return your wall certificates and pocket cards to the Commission if you voluntarily surrender your license, if your license is suspended or revoked, or if your license lapses due to failure to pay renewal fees or to meet education requirements. If your affiliation with the brokerage firm noted on the pocket cards ends, both pocket cards must be destroyed or returned to the GREC.

## ■ Salesperson Candidates

To apply for licensure, the following information/documentation must be presented at the Assessment Center.

1. A valid form of photo identification and your **unsigned** Certification of Accuracy (COA) Statement complete with photograph must be presented. Acceptable forms of identification include the following:
  - A driver's license or identification card, issued by one of the United States, it's commonwealths or territories.
  - A United States passport or passport card.
  - A United States military identification card.
  - A United States Permanent Resident Card or Alien Registration Receipt Card.

- An Employment Authorization Document that contains a photograph of the bearer.
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer.
- A passport issued by a foreign government.
- A Certificate of Citizenship or Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services.
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard.
- A Free and Secure Trade (FAST) card.
- A NEXUS card.
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card.
- A driver's license issued by a Canadian government authority.

You will be required to answer four questions (see YES/NO questions on page 30) and sign the COA in front of AMP Assessment Center personnel. The identification document and the COA will then be scanned and digitally saved to the GREC computer system. You must present valid identification and sign the Certification of Accuracy Statement at the Assessment Center. If you forget your Certification of Accuracy Statement, or if you have lost it, you may purchase a duplicate document at the Assessment Center for \$15.00. Payment must be made by money order payable to AMP.

2. A Sponsoring Broker Statement Form (page 26) signed by a broker to verify that you are to work as a salesperson on behalf of that brokerage firm. Be sure that the form includes the correct *brokerage firm number* – NOT the personal license number of the broker. (Do not mail this form to AMP.)

*If you do not plan to work for a brokerage firm immediately, you may apply for an **inactive** license and will not be required to provide the completed Sponsoring Broker Statement form.*

3. The **nonrefundable** license fee. The license fee is \$170.00 and you have one year to apply for your license. If you apply after 90 days, *but within 12 months* after taking the examination, the fee is \$340.00. Only a cashier's check or money order (payable to the Georgia Real Estate Commission) or VISA, MasterCard, credit or debit card will be accepted. Personal checks, company checks and cash are NOT accepted. The license fee covers the licensing period from the date of licensure until the last day of your month of birth in the fourth calendar year following the year of the issuance of the license.

4. **Criminal History Report:** No more than 60 days prior to making application for a license approval, each applicant at his/her own expense shall obtain a certified criminal history report issued by the Georgia Crime Information Center of the Georgia Bureau of Investigation. You may obtain a Georgia Crime Information Center (GCIC) report at most sheriff's offices or police stations in Georgia. In some counties, the report may be available only through the probate court. Depending on the law enforcement agency, there may be a waiting period to obtain the report, usually no more than 24 hours. Georgia law permits a fee of up to \$25.00 for the report. If you pass the examination after multiple attempts and then apply for a license, the GCIC report must be obtained within 60 days of applying for the license. This report, indicating whether the applicant has any record of a criminal history, must be attached to the application for licensure or approval. If that report indicates that the applicant has a record in another jurisdiction, the applicant must, at the applicant's expense, provide any necessary fingerprints, fees, authorization, or other requirements for the Commission to obtain a Federal Crime Information Center report from the Federal Bureau of Investigation. (Do not mail this form to AMP.)

5. **Signed and Notarized Lawful Presence Affidavit** Submit the Affidavit located on Page 31. **Effective January 1, 2012, this must be submitted. No exceptions.**

Whether you place your license with a brokerage firm or place it on inactive status, within one year of either of those actions you must successfully complete an approved 25-hour Salesperson Postlicense course or your license will lapse. Make plans to enroll in an approved course promptly.

Until you are officially licensed on active status, you must not engage in or conduct or advertise or hold yourself out as engaging in, conducting the business of, or acting in the capacity of a real estate salesperson in Georgia. However, after you have passed the examination, you may immediately enroll in the Sales Postlicense course you are required to take in your first year of licensure.

## ■ Community Association Manager Candidates

To apply for licensure, the following information/documentation must be presented at the Assessment Center.

1. A valid form of photo identification and your **unsigned** Certification of Accuracy (COA) Statement complete with photograph must be presented. Acceptable forms of identification include the following:
  - A driver's license or identification card, issued by one of the United States, its commonwealths or territories.

- A United States passport or passport card.
- A United States military identification card.
- A United States Permanent Resident Card or Alien Registration Receipt Card.
- An Employment Authorization Document that contains a photograph of the bearer.
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer.
- A passport issued by a foreign government.
- A Certificate of Citizenship or Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services.
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard.
- A Free and Secure Trade (FAST) card.
- A NEXUS card.
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card.
- A driver's license issued by a Canadian government authority.

You will be required to answer four questions (see YES/NO questions on page 30) and sign the COA in front of AMP Assessment Center personnel. The identification document and the COA will then be scanned and digitally saved to the GREC computer system. You must present valid identification and sign the Certification of Accuracy Statement at the Assessment Center. If you forget your Certification of Accuracy Statement, or if you have lost it, you may purchase a duplicate document at the Assessment Center for \$15.00. Payment must be made by money order payable to AMP.

2. A Sponsoring Broker Statement Form (page 26) signed by a broker to verify that you are to work as a community association manager on behalf of that brokerage firm. Be sure that the form includes the correct *brokerage firm number* – NOT the personal license number of the broker.

*If you do not plan to work for a brokerage firm immediately, you may apply for an **inactive** license and will not be required to provide the completed Sponsoring Broker Statement form.*

3. The **nonrefundable** license fee. The license fee is \$170.00 if you apply *within 90 days* of the date you completed the examination. If you apply *after 90 days, but within 12 months* after taking the examination, the fee is \$340.00. Only a cashier's check or money order (payable to the Georgia Real Estate Commission) or VISA, MasterCard, credit or debit card will be accepted. Company checks, personal checks and cash are NOT accepted. The license fee covers the licensing period from the date of licensure until the last day of your month of birth in the fourth calendar year following the year of the issuance of the license.

4. **Criminal History Report:** No more than 60 days prior to making application for a license approval, each applicant at his/her own expense shall obtain a certified criminal history report issued by the Georgia Crime Information Center of the Georgia Bureau of Investigation. You may obtain a Georgia Crime Information Center (GCIC) report at most sheriff's offices or police stations in Georgia. In some counties, the report may be available only through the probate court. Depending on the law enforcement agency, there may be a waiting period to obtain the report, usually no more than 24 hours. Georgia law permits a fee of up to \$25.00 for the report. If you pass the examination after multiple attempts and then apply for a license, the GCIC report must be obtained within 60 days of applying for the license. This report, indicating whether the applicant has any record of a criminal history, must be attached to the application for licensure or approval. *Any* incident (convictions, arrests, dismissed actions etc) listed on the GCIC report must receive clearance from GREC before you can become licensed. For additional assistance with this process, contact a GREC Information Specialist at (404) 656-3916.

5. **Signed and Notarized Lawful Presence Affidavit** Submit the Affidavit located on Page 31. **Effective January 1, 2012 this must be submitted. No exceptions.**

Until you are officially licensed, you must not engage in or conduct or advertise or hold yourself out as engaging in, conducting the business of, or acting in the capacity of a community association manager in Georgia.

## ■ Broker Candidates

You may apply for an active or inactive associate broker license or an inactive broker license at an AMP Assessment Center. Active broker licenses must be obtained directly from the Georgia Real Estate Commission. You must apply for your inactive broker license at an AMP Assessment Center. After you have your inactive broker license you may activate the license by contacting the Commission for the appropriate application.

To apply for licensure, the following information/documentation must be presented:

1. A valid form of photo identification and your **unsigned** Certification of Accuracy (COA) Statement complete with photograph must be presented. Acceptable forms of identification include the following:
  - A driver's license or identification card, issued by one of the United States, its commonwealths or territories.
  - A United States passport or passport card.
  - A United States military identification card.

- A United States Permanent Resident Card or Alien Registration Receipt Card.
- An Employment Authorization Document that contains a photograph of the bearer.
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer.
- A passport issued by a foreign government.
- A Certificate of Citizenship or Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services.
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard.
- A Free and Secure Trade (FAST) card.
- A NEXUS card.
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card.
- A driver's license issued by a Canadian government authority.

You will be required to answer four questions (see YES/NO questions on page 30) and sign the COA in front of AMP Assessment Center personnel. The identification document and the COA will then be scanned and digitally saved to the GREC computer system. You must present valid identification and sign the Certification of Accuracy Statement at the Assessment Center. If you forget your Certification of Accuracy Statement, or if you have lost it, you may purchase a duplicate document at the Assessment Center for \$15.00. Payment must be made by money order payable to AMP.

2. A Sponsoring Broker Statement Form (page 26) signed by a broker to verify that you are to work as an associate broker on behalf of that brokerage firm. Be sure that the form includes the correct *brokerage firm number* – NOT the personal license number of the broker. *If you do not plan to work for a brokerage firm immediately or are applying for a broker license, you will not be required to provide the completed Sponsoring Broker Statement form, and you will receive an inactive license.*
3. The **nonrefundable** license fee. The license fee is \$170.00. Only a cashier's check or money order (payable to the Georgia Real Estate Commission) or VISA, MasterCard, credit or debit card will be accepted. Personal checks, company checks and cash are NOT accepted. The license fee covers the licensing period from the date of licensure until the last day of your month of birth in the fourth calendar year following the year of the issuance of the license.
4. **Criminal History Report:** No more than 60 days prior to making application for a license approval, each applicant at his/her own expense shall obtain a certified criminal history report issued by the Georgia

Crime Information Center of the Georgia Bureau of Investigation. You may obtain a Georgia Crime Information Center (GCIC) report at most sheriff's offices or police stations in Georgia. In some counties, the report may be available only through the probate court. Depending on the law enforcement agency, there may be a waiting period to obtain the report, usually no more than 24 hours. Georgia law permits a fee of up to \$25 for the report. If you pass the examination after multiple attempts and then apply for a license, the GCIC report must be obtained within 60 days of applying for the license. This report, indicating whether the applicant has any record of a criminal history, must be attached to the application for licensure or approval. If that report indicates that the applicant has a record in another jurisdiction, the applicant must, at the applicant's expense, provide any necessary fingerprints, fees, authorization, or other requirements for the Commission to obtain a Federal Crime Information Center report from the Federal Bureau of Investigation. (Do not mail this form to AMP.)

**5. Signed and Notarized Lawful Presence Affidavit**  
Submit the Affidavit located on Page 29. **Effective January 1, 2012, this must be submitted. No exceptions.**

Until you are officially licensed, you must not engage in or conduct or advertise or hold yourself out as engaging in, conducting the business of, or acting in the capacity of a broker in Georgia.

**Brokerage Firm Licenses:** If you plan to open a new real estate firm or become the broker of an existing firm, you must contact the Commission's office for special forms that you will need to open a company. Since the processing of company applications may involve obtaining approvals from various governmental agencies, you should discuss with an attorney what type of firm (sole proprietorship, partnership, corporation) you plan to open. The process of opening a firm can be lengthy. Therefore, you should discuss your timetable with the broker holding your license as a salesperson. You may want to ask the broker to let you continue to work as a salesperson or associate broker until your new license is issued so that you are not without licensure for a lengthy period.

## ■ Reciprocity

If you currently hold a license in another state (other than Florida) or in a province of Canada and wish to obtain a reciprocal license without taking the examination, contact the Georgia Real Estate Commission for the appropriate application. To obtain a reciprocal license, you must meet ALL of the following requirements.

You must:

1. have passed an examination for the type of license you seek in Georgia;
2. have met all prelicense and continuing education requirements imposed by the state in which you are licensed;
3. be currently licensed in good standing; and
4. have not had any formal disciplinary action imposed by the state in which you are licensed.

If you do not meet all four of these requirements, you must take and pass both content areas of the qualifying examination.

If you are a *resident of Florida* and hold a real estate license, please see the special instructions on page 5.

Note: Candidates for Broker reciprocity will take a state specific multiple-choice examination. The outline for this examination follows.

<b>Broker Examination</b>	
<u>Topic</u>	<u>Approximate Number of Questions</u>
I. State Laws and Rules Unfair Practices Trust Accounts Substantive Regulations Real Estate Practice in Georgia Qualifications and Fees Fair Housing Laws Real Estate Education, Research and Recovery Fund Complaints and Hearing Process and Attorney General's Opinions Commission Organization and Procedures Required Licensure	31
II. Management	12
III. Closing and Calculations	5



APPLIED MEASUREMENT  
PROFESSIONALS, INC.

# GEORGIA REAL ESTATE EXAMINATION REGISTRATION FORM

**Complete this application and mail it to AMP if: 1) payment is made by cashier's check or money order or 2) you did not attend a Commission approved Real Estate School.**

## Personal

1. **Social Security Number**

### NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)

You are asked to provide your social security account number (SSAN) on this application. The disclosure of your SSAN is mandatory. Failure to disclose your SSAN shall result in the denial of your application. The SSAN is used by the GREAB to report to child support and student loan enforcement agencies, to verify your identity, in an investigation, or, other purpose, as the GREAB may deem necessary. The GREAB shall not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295(a)(9)(b)&(c) and Public Law 93-579 § 7(2)(A) Privacy Act of 1974.

## 2. Your Name

\_\_\_\_\_  
Last Name First Name Middle Initial

## 3. Your Resident Street Address (Required)

\_\_\_\_\_  
Number, Street, Apartment Number

\_\_\_\_\_  
City County State Zip Code

## 4. Your Personal Mailing Address

\_\_\_\_\_  
Number, Street, P.O. Box

\_\_\_\_\_  
City County State Zip Code

## 5. Birthday

/   /      
Month Day Year

## 6. Gender

Male  Female

## 7. Telephone Numbers

/    -       
Area Code Home Phone

/    -       
Area Code Alternate Daytime Phone

/    -       
Area Code Fax

## 8. Email Address

\_\_\_\_\_

## 9. Status

Active  Inactive

## 10 Firm License Number

H -

**Note:** This number MUST be the brokerage firm's license number – not the broker's personal license number.

## 11. Exam Type

Salesperson  Broker  Community Association Manager

## 12. Exam Payment

- I am submitting the \$115 examination fee with this registration form in the form of cashier's check or money order.
- I will submit the \$115 examination fee when I schedule my examination appointment using a credit card.

Submit this form and all required documents to:

**Candidate Support Center, AMP, 18000 W. 105th St., Olathe, KS 66061-7543 USA**

# History

(check YES or NO)

YES NO

- 1. Are you applying for a license as a Georgia resident?
- 2. Are you a veteran with at least one year of active duty who served at least 90 days during wartime?
- 3. Have you ever been licensed in another state as a broker or salesperson?

If YES, where? (State Abbreviation)

Under what last name?

Note: If "yes," you must attach to this application a course completion certificate. In addition, you must attach a certificate of licensure history (not more than one year old and showing "active" time or date) from any other state in which you have held a license **only if** you:

- a. Do not have course completion certificates and are attempting to prove that you have met Georgia's required prelicense or postlicense education in another state or (if applying for a broker's examination) you have met any part of Georgia's three-year experience requirement in another state; or
- b. Are a resident of Florida and taking only the state portion of Georgia's examination.

- 4. Have you ever held or do you hold a real estate license in Georgia?

If YES, give license number:

If YES, but under a different name, what last name?

- 5. Are you a high school graduate **OR** the holder of a General Education Development (GED) certificate?

- 6. Have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?

- 7. Have you ever been disciplined by the Georgia Real Estate Commission or any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include but are not limited to such actions as: a reprimand, a suspension, a fine, or any restriction placed on your rights to operate as a licensee.)

**If you answered "yes" to questions 6 or 7 above, you should immediately file with the Commission the Application for Preliminary Decision on pages 23-24 of this booklet.**

- 8. If applying for a broker license, how many years have you been actively licensed

as a salesperson?   as a community association manager?   as a broker?

(You must have a license on active status for three years before applying for a broker's or associate broker's license. The time a license is on inactive or lapsed status does not count toward this three-year requirement.)

Submit this form and all required documents to:

**Candidate Support Center  
AMP  
18000 W. 105th St.  
Olathe, KS 66061-7543 USA**





# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
www.grec.state.ga.us

## Background Clearance Application

**READ CAREFULLY:** Ensure your application is complete by answering *all* questions and submitting *all* required documents the first time. Only complete applications, that contain *all* required documentation, will be accepted to begin a review. If all documentation is not included, the application is considered incomplete and will be returned to you; this will considerably delay the process. A background investigation is extensive and requires time to complete. You will be notified, in writing, when the investigative process is complete. Information CANNOT be provided by telephone.

- Attach a Georgia Criminal Information Center report (GCIC) if you are a Georgia Resident. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. **Any** incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence **not** reflected on the report.
- Attach **ORIGINAL DOCUMENTS** - (Keep a copy of all documents for your records. The original documents cannot be returned)
- DO NOT FAX** - Mail the application and all documentation to :  

Investigations Section  
 Georgia Real Estate Commission and Appraisers Board  
 229 Peachtree Street, N.E., Suite 1000-International Tower  
 Atlanta, Georgia 30303-1605

### Section A Applicant Information

Full Name

Birth Date  (mm/dd/yyyy)      SSN        Male     Female

Race:       Email

Residence Address

City       State       Zip Code

County       Residence Phone Number

Mailing Address

City       State       Zip Code

County       Alternate Phone Number

**NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**

The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295(a)(9)(b)&(c) and Public Law 93-579 § 7(2)(A) Privacy Act of 1974.

### Section B Background Information

(1) I am requesting Clearance for:

Real Estate      License Type

Appraiser

Both      Classification Type



Georgia Real Estate Commission  
 Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
 Suite 1000 - International Tower  
 Atlanta, GA 30303-1605  
 Phone: 404-656-3916  
 www.grec.state.ga.us

(2) I am qualifying by :  Examination  Reciprocal Agreement

(3) If applying by examination: *(check all that apply)*

I have completed the required education coursework.

I have taken, and passed, the examination at AMP.

I have paid the license / classification fee.

I have NOT met any requirements for licensure.

(4) Have you previously held a Georgia Real Estate License and / or an Appraiser Classification?  YES  NO

Name:  License #:

(5) Have you previously applied for a Clearance Letter from the Georgia Real Estate Commission and Appraisers Board?  YES  NO

When:

(6) Have you ever been denied licensure in Georgia or any other state, jurisdiction, or country?  YES  NO

If Yes, Explain

**Section C Conviction Question**

*Failure to disclose any conviction, nolo contendere plea, or first offender sentence is grounds for denial of your license. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).*

(1) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?

YES (Documentation Attached)  YES(On File at GREAB / GREC)  NO

**You must answer YES to this question even if:**

(a) you have been pardoned for a criminal offense;

(b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or

(c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

**If yes and not on file,**

(A) For **every** occurrence, provide a certified copy of the citation, accusation, information, or indictment that led to the conviction.

(B) For **every** occurrence, provide a certified copy of the sentence /final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.

(C) Provide a detailed written statement that includes:

- a) an explanation of the circumstances surrounding every conviction
- b) whether you have made any required restitution
- c) whether you have completed all conditions of your sentence
- d) whether you are on probation *(and the date it will end)*
- e) steps taken to prevent reoccurrence of the unlawful act
- f) work experience since the conviction(s)

(D) Provide three letters of character reference signed by individuals not related to you by birth or marriage that indicate:

- a) whether they are aware of your prior conviction(s)
- b) how long they have known you
- c) how they have known you (teacher, friend, work colleague, etc.)
- d) that they are aware the required job duties will allow you, access to other peoples money, confidential information, etc
- e) your current reputation in the community
- f) telephone numbers where they can be reached
- g) If a broker has agreed to hold your real estate license, one of the letters **MUST** be from the broker

229 Peachtree Street NE  
 Suite 1000 - International Tower  
 Atlanta, GA 30303-1605  
 Phone: 404-656-3916  
 www.grec.state.ga.us



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

## Section D Disciplinary Question

(1) Have you ever been disciplined by the Georgia Real Estate Commission and Appraisers Board or any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

- YES(Documentation Attached)
  YES(On File at GREAB / GREC)
  NO

**If yes and not on file,**

- (A) For **every** occurrence, provide a certified copy of the final order of the licensing agency that imposed the disciplinary action
- (B) Any allegations that preceded the final order
- (C) Provide a detailed written statement that includes:
  - a) an explanation of the circumstances surrounding every conviction
  - b) whether you have made required payment
  - c) whether you have completed all conditions of your sentence
  - d) whether you are suspended
  - e) steps taken to prevent reoccurrence of the disciplinary action
  - f) work experience since the disciplinary action
  - g) why you should be considered in spite of the disciplinary action
- (D) Provide three letters of character reference signed by individuals not related to you by birth or marriage that indicate:
  - a) whether they are aware of your prior conviction(s)
  - b) how long they have known you
  - c) how they have known you (teacher, friend, work colleague, etc.)
  - d) that they are aware the required job duties will allow you, access to other peoples money, confidential information, etc
  - e) your current reputation in the community
  - f) telephone numbers where they can be reached
  - g) if a broker has agreed to hold your real estate license, one of the letters **MUST** be from the broker

## Section E Certification

I hereby authorize a representative of the Georgia Real Estate Commission and Appraisers Board to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Commission and Appraisers Board may require additional information in order to process the application.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Applicant Signature

Date

## SPONSORING BROKER STATEMENT FORM

This form is to be completed by the sponsoring brokerage firm with which you will affiliate your license. It must be signed and dated. You will need to submit this form at the AMP test center when you apply for an ACTIVE salesperson, community association manager or associate broker license. **Do not mail to AMP.** You will not need this form if you intend to apply for an INACTIVE license.

**H** -

Firm License No.

**Note:** This number **MUST** be the *brokerage firm's* license number – not the broker's personal license number.

NAME OF APPLICANT:

First Middle (Full name or NONE if no middle name)

Last Generation

SOCIAL SECURITY NO:  -  -

**NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**  
 You are asked to provide your social security account number (SSAN) on this application. The disclosure of your SSAN is *mandatory*. Failure to disclose your SSAN shall result in the denial of your application. The SSAN is used by the GREC to report to child support and student loan enforcement agencies, to verify your identity, in an investigation, or, other purpose, as the GREC may deem necessary. The GREC shall not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295(a)(9)(b)&(c) and Public Law 93-579 § 7(2)(A) Privacy Act of 1974.

TYPE OF LICENSE APPLICANT IS APPLYING FOR:

NAME OF FIRM:

(please print)

MAIN OFFICE ADDRESS:

Street

Suite No.

-

City State Zip Code

PHONE NUMBER:  -  -

I have, this date, \_\_\_\_\_, investigated the above-mentioned applicant and believe him/her to be honest, of good reputation, and competent to transact the business of the license indicated above. I request that he/she be licensed with this firm.

BROKER'S 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

Social Security # \_\_\_\_\_ – \_\_\_\_\_ – \_\_\_\_\_ Requested Assessment Center: \_\_\_\_\_

\_\_\_\_\_  
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 testing time (time and a half)

Reduced distraction environment

Please specify below if other special accommodations are needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE READ AND SIGN:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to:**

**Candidate Support Center, AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.**

**If you have questions, call the Candidate Support Center at 800-345-6559.**



## DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required test 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 test 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 to:**  
**Candidate Support Center, AMP, 18000 W. 105th St., Olathe, KS 66061-7543.**  
**If you have questions, call the Candidate Support Center at 913-895-4600.**

**Georgia Real Estate Commission  
CERTIFICATION OF ACCURACY STATEMENT  
LICENSE APPLICATION**

Exam Type: **SALESPERSON**Exam Date: **1/2/2002** NOTE: You must apply for a license by: **4/2/2002**School Code: **0040**Exam Scores: **TOTAL SCORE 100% PASS**

	TOTAL POSSIBLE	TOTAL CORRECT
<b>NATIONAL SUBTOTAL</b>	<b>100</b>	<b>100</b>
<b>GEORGIA SUBTOTAL</b>	<b>52</b>	<b>52</b>
<b>OVERALL TOTAL</b>	<b>152</b>	<b>152</b>

Candidate's  
Photograph

**Personal Information:**

Sex: **FEMALE** Status: **ACTIVE** Sponsoring Brokerage Firm License Number: **H-23552**  
 Date of Birth: **12/12/1972** Social Security Number: **222-22-2222**  
 Name: **SMITH, JANE Q**  
 Residence Address: **134 ALAMEDA LANE** Residence Mailing Address: **553 ROSEHILL ROAD** Home Phone: **(404) 233-3380**  
**APT 23** **SUITE 305** Alternate Phone: **(770) 322-9522**  
**ATLANTA, GA 45223** **MARIETTA, GA 45422**  
 County: **DEKALB**

**NOTE: DO NOT SIGN OR MARK THIS DOCUMENT UNTIL YOU RETURN TO THE TEST CENTER FOR YOUR LICENSE.**

- |  |     |    |
|--|-----|----|
| 1. Are you a high school graduate or the holder of a General Education Development (G.E.D.) Certificate?   | YES | NO |
| 2. Have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer? | YES | NO |
| 3. Have you ever been disciplined by the Georgia Real Estate Commission or any State or Federal Licensing Agency or authority that regulates any profession?   | YES | NO |
| 4. Have you held a Georgia Real Estate license that lapsed within the last ten years for failure to pay renewal fees or for failure to complete the post education requirement?  | YES | NO |

**SECTION II****Consent to Disclose Any Criminal History, Consent to Jurisdiction, Agreement to Cooperate with Investigations, and Certification**

The undersigned applicant for licensure by the Georgia Real Estate Commission does hereby authorize any authorized representative of the Commission to receive any criminal history record and/or a full lifetime driver history information pertaining to me which may be in the files of any federal, state or local criminal justice agency.

The undersigned applicant for licensure by the Georgia Real Estate Commission does hereby irrevocably consent that, if any cause of action arises against the undersigned growing out of the undersigned's acts or omissions as a real estate licensee within the State of Georgia and if at that time the undersigned applicant is not a resident of the State of Georgia, suit may be commenced against said licensee in the county in the State of Georgia in which said cause of action may arise, or in which the plaintiff may reside, by the services of process upon the Real Estate Commissioner of the Georgia Real Estate Commission, whom the undersigned hereby designates as agent for such service; and the undersigned further consents that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon the undersigned in the State of Georgia.

The undersigned applicant for licensure by the Georgia Real Estate Commission does hereby further agree that if said applicant is or becomes a nonresident of the State of Georgia, said applicant will cooperate with any investigation initiated in accordance with the Official Code of Georgia Annotated §43-40-27 by promptly supplying any documents an authorized investigator of the Commission may request and by personally appearing at the Commission's offices or other location in Georgia as the Commission's investigator may request.

The undersigned applicant for licensure has read this document and certifies that all information given on this application is true, correct and complete.

*Applicant's electronic signature*



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
www.grec.state.ga.us

## Lawful Presence Notarized Affidavit

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_ [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from \_\_\_\_\_ [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number Issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1),

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:



**DETAILED CONTENT OUTLINE**

**1. Agency Relationships and Contracts**

**A. Agency Relationships**

1. Creating Agency
2. Types of Agency (including implied agency)
3. Rights, Duties and Obligations of the Parties
4. Termination and Remedies for Non-Performance
5. Disclosure (related to representation)

**B. General Legal Principles, Theory, and Concepts about Contracts**

1. Unilateral / Bilateral
2. Validity
3. Void and Voidable
4. Notice of Delivery / Acceptance
5. Executory / Executed
6. Enforceability

**C. Purchase Contracts (contracts between seller and buyer)**

1. General Principles and Legal Concepts
2. Purchase Contract (contract of sale, purchase and sale agreement, etc.)
3. Options (contractual right to buy)
4. Basic Provisions / Purpose / Elements
5. Conditions for Termination / Breach of Contract
6. Offer and Acceptance (counter offers, multiple offers, negotiation, earnest money)
7. Contingencies
8. Duties and Obligations of the Parties

**D. Service/Listing Buyer Contracts (contracts between licensee and seller or buyer)**

1. General Principles and Legal Concepts
2. Basic Provisions / Purpose / Elements
3. Duties and Obligations of the Parties
4. Conditions for Termination/Breach of Contract
5. Remuneration / Consideration / Fees
6. Types of Service / Listing Contracts

**E. Employment Agreements between Broker and other Licensees (including supervision)**

**2. Real Property Ownership/Interest**

**A. Freehold Estates (rights of ownership)**

**B. Types of Ownership (estates in land)**

1. Joint Tenancy
2. Tenancy in Common
3. Condominiums

**C. Leasehold Interest**

1. Basic Concepts and Terminology
2. Types of Leases
3. Basic Elements and Provisions of Leases
4. Rights and Duties of the Parties
5. Remedies for Default / Non-Performance

**D. Forms of Business Ownership**

1. Sole Proprietorship
2. General or Limited Partnership
3. LLC

**E. Private Restrictions on Real Property/Land Use and Matters Affecting Ownership**

1. Liens
  - a. Voluntary
  - b. Involuntary
  - c. Priority
2. Easements / Rights of Way / Licenses
3. Preexisting Leases
4. Encroachment
5. Deed Conditions, Covenants and Restrictions
6. Property Owner Associations

**F. Government Powers and Control of Land Use**

1. Americans with Disabilities Act (ADA)
2. Land Use Restrictions and Regulations (i.e., zoning)
3. Police Powers
4. Eminent Domain
5. Property Taxation
6. Subdivision/Planned Unit Development Regulations

**3. Finance**

**A. Basic Concepts and Terminology**

1. Equity
2. Loan-to-Value Ratio
3. Term and Payment
4. Principal and Interest
5. Direct and Indirect Costs (points, discounts)
6. Return on Investment / Rate of Return

**B. Types of Financing**

1. Amortized Loan
2. Interest Only Loan
3. ARM Loan
4. Construction Loan
5. Home Equity Loan

**C. Methods of Financing**

1. Government Programs (e.g., FHA, VA)
2. Conventional
3. Owner-Financed
4. Land Contract

**D. Financing Instruments (Mortgages, Trust Deeds, Promissory Notes)**

1. Basic Elements and Provisions of Financing Instruments
2. Legal Principles
3. Non-Performance

**E. Government Oversight**

1. RESPA
2. Regulation Z
3. Truth-in-Lending Act
4. Antitrust
5. Mortgage Fraud
6. Equal Credit Opportunity Act

**F. Lending Process**

1. Pre-Approval and Pre-Qualification (e.g., debt ratios, credit scoring and history)
2. Parties to the Lending Process (e.g., loan originator, underwriter, mortgage broker)

4. **Real Property**
  - A. **Methods of Legal Description of Land**
    1. Metes and Bounds
    2. Rectangular Survey
    3. Lot and Block
  - B. **Methods of Measurement**
    1. Structures (space and volume)
    2. Livable Area
    3. Land Measurement
  - C. **Property Valuation**
    1. Basic Concepts and Terminology
    2. Influences and Characteristics Affecting Value
    3. Comparative Market Analysis (performed by a real estate licensee)
    4. Broker Price Opinion
    5. Real Property [e.g., fixtures vs. personal property (e.g., chattel)]
  - D. **Methods of Valuation (Performed by an Appraiser)**
    1. Sales Comparison (Market Data) Approach
    2. Cost Approach
    3. Income Analysis Approach
    4. Appraisal Process / Procedure
  - E. **Conveyance of Real Property**
    1. Definition of Clear (Marketable) Title
    2. Matters Affecting Title
    3. Recordation
    4. Title Insurance
    5. Deeds
    6. Will
    7. Court-Ordered Sale (e.g., foreclosure)
    8. Adverse Possession
    9. Settlement Procedures (closing the transaction)
5. **Marketing Regulations (purchase and rental)**
  - A. **Property Advertising (including Fair Housing) Disclosures**
    1. Environmental Concern (e.g., lead-based paint, radon)
    2. Property Condition
  - B. **Licensee Advertising**
    1. Antitrust
    2. Do-Not-Call List
    3. CAN-SPAM Act
    4. Fair Housing (e.g., blockbusting, steering)
6. **Property Management**
  - A. **General Principles of Property Management Agreements**
  - B. **Basic Provisions / Purpose / Elements of Property Management Agreements**
  - C. **Types of Contracts**
  - D. **Duties and Obligations of the Parties**
  - E. **Market Analysis and Tenant Acquisition**
  - F. **Accounts and Disbursement**
  - G. **Property Maintenance and Improvements**
  - H. **Evictions**
7. **Real Estate Calculations**
  - A. **Compensation, Commission, and Fees**
  - B. **Valuation / Market Sale Price and Yields**
  - C. **Net to Seller, Cost to Buyer (credits & debits)**
  - D. **Tax and Other Prorations**
  - E. **Amortization**
  - F. **Points**
  - G. **Prepayment Penalties**
  - H. **Loan-to-Value Ratios**
  - I. **Measurement (e.g., square footage, acreage, volume)**
  - J. **Property Management / Investment (e.g., rate of return)**

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

Level	Definition	Percentage of Items
<b>Recall (1)</b>	Requires only recognition of isolated information, such as specific facts, generalizations, concepts, principles or procedures. The information generally does not vary relative to the situation.	30
<b>Application (2)</b>	Requires interpretation, classification or manipulation of limited concepts or data, in which the response or outcome is situationally dependent, but not overly complex.	60
<b>Analysis (3)</b>	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).	10



## REAL ESTATE REFERENCES

The references provided below are some of the available relevant written study materials for the Salesperson, Community Association Manager, and Broker Examinations. However, they are not necessarily recommended by AMP or your state licensing authority. Computer software is also available from several publishing companies, but it is not listed here. Contact the publishers for their latest editions.

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

Boykin, James H. and Ring, Alfred A. The Valuation of Real Estate. Englewood Cliffs, NJ: Prentice-Hall.

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

Carr, Dennis H.; Lawson, Jeff A.; and Schultz, J. Carl, Jr. Appraisal Dynamics. Georgia Institute of Real Estate.

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.

Ficek, Edmond F.; Henderson, Thomas P. and Johnson, Ross H. Real Estate Principles and Practices. Columbus, OH: Charles E. Merrill Publishing Co.

French, William B. and Lusk, Harold F. Law of the Real Estate Business. Homewood, IL: Richard D. Irwin,.

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.

Georgia Institute of Real Estate staff. Real Estate Dynamics: A Practical Approach to Licensing. Georgia Institute of Real Estate.

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 Principles. Englewood Cliffs, NJ: Prentice-Hall.

Johnson, Ross H. and Henderson, Thomas P. Real Estate Finance. Columbus, OH: Charles E. Merrill Publishing Co.

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.

Palmer, Ralph A. Real Estate Principles & Practices. Scottsdale: Gorsuch Scarisbrick, Publishers.

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.

Unger, Maurice A. and Karvel, George R. Real Estate Principles and Practices. Cincinnati: South-Western Publishing 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.

Weissman, Seth and Lyons, J. The Reference Manual on Community Associations in Georgia. Georgia Institute of Real Estate.

Werner, Raymond J. and Kratovil, Robert. Real Estate Law. Englewood Cliffs, NJ: Prentice-Hall.

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

Candidates who are applying for examination with college, law school, or out-of-state course work may review the license law and the commission's rules and regulations from the Georgia Real Estate Commission website, [www.grec.state.ga.us](http://www.grec.state.ga.us), or obtain a hard copy from Lexis Publishing at 800-227-9597.

## GEORGIA ASSESSMENT CENTER LOCATIONS AND SATURDAY SCHEDULE

### EXAMINATION SCHEDULE AND TESTING LOCATIONS

The Real Estate Salesperson, Broker, and Community Manager examinations are computer-administered and offered at the four locations listed. The examinations are offered in all four locations five days a week and designated Saturdays according to the following schedule. Licensing is available Monday through Friday. If you test in the afternoon, you will not be able to license the same day.

#### ■ Location 1: Atlanta NE

Applied Measurement Professionals, Inc.  
Beaver Run Village Shopping Center  
4145 Lawrenceville Highway (U.S. Highway 29)  
Lilburn, GA

*Directions:* Exit I-85 at the Beaver Run Road exit. Go east 3.5 miles to Lawrenceville Highway, then left one block.

*Hours of operation:* Testing – 9:00 a.m. and 1:30 p.m.  
Licensing – 9:00 a.m. – 12:00 p.m. and  
2:00 p.m. – 5:00 p.m.

- Monday through Friday and designated Saturdays.

*Capacity:* 25 testing carrels

#### ■ Location 2: Atlanta NW

Applied Measurement Professionals, Inc.  
The Pavillions at East Lake Shopping Center  
Suite 400F  
2100 Roswell Road (State Route 120)  
Marietta, GA

*Directions:* Exit I-75 at North Marietta Parkway (Loop 120/Exit 263). Drive approximately 1.5 miles to the 120 Roswell Road exit (go past Powers Ferry and Lower Roswell Roads). Exit at the 120 East Roswell Road and head east for approximately 1 mile. The Pavillions at East Lake Shopping Center is on the right side of the road.

*Hours of operation:* Testing – 9:00 a.m. and 1:30 p.m.  
Licensing – 9:00 a.m. – 12:00 p.m. and  
2:00 p.m. – 5:00 p.m.

- Monday through Friday and designated Saturdays.

*Capacity:* 25 testing carrels

#### ■ Location 3: Savannah

Applied Measurement Professionals, Inc.  
The Chatham Center, Orlean Building  
Suite 155  
6001 Chatham Center Drive  
Savannah, GA

*Directions:* Exit I-16 at Chatham Parkway. Go south on Chatham Parkway; turn left on Chatham Center Drive. Turn right to Orlean Building.

*Hours of operation:* Testing – 9:00 a.m. and 1:30 p.m.  
Licensing – 9:00 a.m. – 12:00 p.m. and  
2:00 p.m. – 5:00 p.m.

- Monday through Friday and designated Saturdays

*Capacity:* 12 testing carrels

#### ■ Location 4: Macon

Applied Measurement Professionals, Inc.  
The Northwest Commons Shopping Center  
Suite 16  
5580 Thomaston Road  
Macon, GA

*Directions:* Exit I-475 at Thomaston Road (Exit 5). Go toward Thomaston 0.4 of a mile west of the intersection.

*Hours of operation:* Testing – 9:00 a.m. and 1:30 p.m.  
Licensing – 9:00 a.m. – 12:00 p.m. and  
2:00 p.m. – 5:00 p.m.

- Monday through Friday and designated Saturdays

*Capacity:* 14 testing carrels

## SATURDAY SCHEDULE

<b>January 2013</b>	<b>5</b>	<b>12</b>	<b>19</b>	<b>26</b>
Atlanta (Marietta)	X		X	
Savannah	X		X	
Atlanta (Lilburn)		X		X
Macon		X		X

<b>February 2013</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>23</b>
Atlanta (Marietta)	X		X	
Savannah	X		X	
Atlanta (Lilburn)		X		X
Macon		X		X

<b>March 2013</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>23</b>	<b>30</b>
Atlanta (Marietta)	X		X		No
Savannah	X		X		Testing
Atlanta (Lilburn)		X		X	
Macon		X		X	

<b>April 2013</b>	<b>6</b>	<b>13</b>	<b>20</b>	<b>27</b>
Atlanta (Marietta)	X		X	
Savannah	X		X	
Atlanta (Lilburn)		X		X
Macon		X		X

<b>May 2013</b>	<b>4</b>	<b>11</b>	<b>18</b>	<b>25</b>
Atlanta (Marietta)	X		X	No
Savannah	X		X	Testing
Atlanta (Lilburn)		X		
Macon		X		

<b>June 2013</b>	<b>1</b>	<b>8</b>	<b>15</b>	<b>22</b>	<b>29</b>
Atlanta (Marietta)	X		X		No
Savannah	X		X		Testing
Atlanta (Lilburn)		X		X	
Macon		X		X	

<b>July 2013</b>	<b>6</b>	<b>13</b>	<b>20</b>	<b>27</b>
Atlanta (Marietta)	X		X	
Savannah	X		X	
Atlanta (Lilburn)		X		X
Macon		X		X

<b>August 2013</b>	<b>3</b>	<b>10</b>	<b>17</b>	<b>24</b>	<b>31</b>
Atlanta (Marietta)	X		X		No
Savannah	X		X		Testing
Atlanta (Lilburn)		X		X	
Macon		X		X	

<b>September 2013</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>
Atlanta (Marietta)	X		X	
Savannah	X		X	
Atlanta (Lilburn)		X		X
Macon		X		X

<b>October 2013</b>	<b>5</b>	<b>12</b>	<b>19</b>	<b>26</b>
Atlanta (Marietta)	X		X	
Savannah	X		X	
Atlanta (Lilburn)		X		X
Macon		X		X

<b>November 2013</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>23</b>	<b>30</b>
Atlanta (Marietta)	X		X		No
Savannah	X		X		Testing
Atlanta (Lilburn)		X		X	
Macon		X		X	

<b>December 2013</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>
Atlanta (Marietta)	X		X	
Savannah	X		X	
Atlanta (Lilburn)		X		X
Macon		X		X

**GEORGIA DUPLICATE CERTIFICATION  
OF ACCURACY STATEMENT REQUEST**

**DIRECTIONS:** Use this form to request a Duplicate Certification of Accuracy Statement. Complete all requested information. This form must be received within one year of the examination date and include a money order payable to AMP for \$3.50 per copy. Duplicate Certification of Accuracy Statements will be mailed within approximately two weeks after receipt of the request and fee.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Test Taken:  Salesperson  Broker Examination Date: \_\_\_\_\_ Assessment Center: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applied Measurement Professionals, Inc  
18000 W. 105th St.  
Olathe, KS 66061-7543

## Obtaining Your Examination Results and Your License at the Assessment Center

The Georgia Real Estate Commission (GREC) contracts AMP to administer its qualifying examinations and to provide successful examinees with their new licenses. These licenses are issued only at the AMP Assessment Centers. Licensing is available Monday through Friday between 9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 5:00 p.m.\* A candidate who takes and passes the examination during the afternoon session will be unable to license the same day.

**SALESPERSONS and COMMUNITY ASSOCIATION MANAGERS** – AMP can issue these licenses either “active” or “inactive” as the applicant chooses. If you desire an “active” license, you must also bring to the Assessment Center a completed “Sponsoring Broker Statement.” (See page 26.) An “inactive” license does not require that form. You may activate your license at no cost at a later time when you decide to join a real estate firm.

**ASSOCIATE BROKERS** – If your salesperson’s license is on active status with a firm, AMP can issue an associate broker license only to “active” status with that firm. If your salesperson’s license is on “inactive” status, AMP can issue an associate broker’s license to “inactive” status; or if you desire an “active” license, you must also bring to the Assessment Center a completed “Sponsoring Broker Statement.” (See page 26.) An “inactive” license does not require that form. You may activate your license at no cost at a later time when you decide to join a real estate firm.

**BROKERS** – AMP can issue only “inactive” broker’s licenses. You can activate a broker’s license by filing an “opening a new firm” or a “change of qualifying broker” application with the Commission.

<b>REQUIRED FEES</b>		
<b>Service</b>	<b>Fee</b>	<b>Method of Payment</b>
Salesperson’s or Community Association Manager’s License	\$170.00	Credit card** or cashier’s check or money order made payable to GREC
Broker’s or Associate Broker’s License	\$170.00	Credit card** or cashier’s check or money order made payable to GREC

\* If you prefer, you may return to the Assessment Center within 90 days of your examination to get your new license. To avoid having to return to the Assessment Center on another day, be prepared to pay for your license.

\*\* VISA and MasterCard accepted. Company checks, personal checks and cash are not accepted.



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