



REACTIVATION EXAMINATION INFORMATION

OREGON REAL ESTATE AGENCY

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WHO NEEDS TO TAKE THE EXAM

A licensee who has been inactive for two consecutive years preceding the request to reactivate must pass the reactivation exam.

REACTIVATION EXAM PROCESS

The Agency contracts with an exam services provider, PSI Examination Services (PSI), to conduct computer-based examinations.

Applicants must register for an exam through the Real Estate Agency, and schedule and take the exam through PSI. The exam procedures are detailed below.

Fees. Reactivation examinations are \$40. (\$75 after January 1, 2006)

Application. To register for an exam, you must submit a Reactivation Exam Application and the exam fee to the Real Estate Agency.

Upon receipt and processing of your Reactivation Exam Application and exam fee, the Agency will mail an Eligibility Letter to you. Please allow up to two weeks processing time. The Eligibility Letter contains information on how to schedule an exam with PSI.

Scheduling an Appointment to Take the Exam.

Upon receipt of your Eligibility Letter, contact PSI directly to schedule an exam appointment. PSI will make every effort to schedule the test center location and time that is most convenient for you. See page 2 for Test Center information.

To schedule an exam with a PSI customer service representative, call 1-800-733-9267 (1-800-R-E-EXAMS) Monday through Friday, between 5:00 a.m. and 5:00 p.m. Pacific Standard Time. To schedule using an automated phone system with a touch-tone phone, call PSI at 1-800-733-9267, available 24 hours a day. You may also schedule your exam appointment via the Internet at www.psiexams.com.

If space is available at the Test Center of your choice, you may be able to schedule your exam for the next business day. Please be prepared to offer alternative exam appointment choices.

Examination Time Limits. You are allowed two hours to complete the reactivation examination.

Canceling and Rescheduling an Exam Appointment. You may cancel and reschedule an exam appointment without forfeiting the exam fee if your cancellation notice is received two full business days before the scheduled examination date. For example, for a Thursday appointment, the cancellation notice would need to be received by PSI by the close of business on the previous Tuesday. To cancel and reschedule an exam appointment, you may:

- Call PSI at 1-800-733-9267 (1-800-R-E-EXAMS), Monday through Friday between 5:00 a.m. and 5:00 p.m. Pacific Standard Time to speak to a customer service representative;
- Fax a note to 1-702-932-2666;
- Use the Internet at *www.psiexams.com*; or
- Use the automated phone system, using a touch-tone phone, 24 hours a day.

Please note: A voice mail message is not an acceptable form of cancellation.

Missed Appointment or Late Cancellation. You will forfeit the examination fee and must reapply for another exam by submitting a new Reactivation Exam Application and exam fee to the Real Estate Agency if you:

- Do not cancel an exam appointment two full business days before the scheduled examination date;
- Do not appear for your scheduled exam appointment;
- Arrive after the scheduled examination start time; or
- Do not present proper identification upon arrival at the Test Center.

Alternative Exam Arrangements. In accordance with the Americans with Disabilities Act (ADA) of 1990, the Real Estate Agency and the PSI testing centers are equipped to provide

reasonable accommodation to meet an applicant's special needs. Applicants should notify the Agency at the time of exam application if special arrangements are needed by submitting a written request that describes the specific arrangements needed. The Agency will contact the applicant and may request supporting documentation of the circumstances.

TEST CENTER INFORMATION

Test Center Closing for an Emergency. In the event that severe weather or another emergency forces the closure of a Test Center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling PSI at 1-800-733-9267 (1-800-R-E-EXAMS). PSI will make every effort to reschedule your examination at a convenient time as soon as possible.

Test Center Locations. Reactivation examinations are administered at PSI Test Centers in Baker City, Bend, Eugene, Medford, Portland and Wilsonville. Specific locations and driving directions will be on the Eligibility Letter. Testing is available five days a week at the Portland testing center, three to four days a week in Wilsonville, three days a week in Eugene and Medford, and twice a week in Baker City and Bend. All centers are open Saturdays, and some offer evening sessions. If there is a demand, additional testing sessions may be added.

Reporting to the Test Center to Take Your Exam. On the day of the exam, PSI recommends you arrive at least 30 minutes before your scheduled examination appointment time. This extra time is for sign-in, identification, and becoming familiar with the

examination process. *If you do not arrive at your scheduled exam appointment time, you may not be admitted to the Test Center and will forfeit your examination fee. You would then need to reapply for another exam by submitting a new Reactivation Exam Application and exam fee to the Real Estate Agency.*

Required Identification at Test

Center. *You must provide valid photo identification at the Test Center. The identification must include a photograph, with the name as it appears on your Reactivation Exam Application, and signature. Examples of acceptable photo identification are a driver’s license, a passport, a military ID, or an employee identification card.*

If you do not possess photo identification you may apply at any field office of the Department of Motor Vehicles for a “non-driver identification card.”

Please note: If you recently changed your name (e.g. married), or if your last name includes a generation indicator (e.g. Jr., III), be sure that the name that appears on your photo identification is the same name that appears on your Reactivation Exam Application.

If you cannot provide the required identification, you must call PSI at 1-800-733-9267 (1-800-R-E-EXAMS) at least three weeks prior to your scheduled exam appointment to arrange a way to meet this security requirement. *Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination. You would need to reapply for another exam by submitting a new Reactivation Exam Application and additional exam fee to the Real Estate Agency.*

After you sign-in and present the required identification, the proctor will provide you with scratch paper and a Test Question Review Sheet. The proctor will retain your ID until you complete the exam and return the exam materials.

Security Procedures. The examinations are *closed* book. You will *not* be allowed to bring any reference materials to the Test Center. Applicants need to bring a nonprogrammable calculator that is silent, battery-operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet.

The following security procedures will apply during the examination:

- Notes or books are not allowed.
- You may not exit the building during the examination.
- Cell phones, pagers, purses, and children are not allowed in the Test Center.
- Only nonprogrammable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- Smoking, eating, or drinking is not allowed in the testing room. You will be permitted to take a food or beverage break in the lobby area.
- Copying or communicating examination content is a violation of security regulations and may result in the disqualification of examination results.

DESCRIPTION OF THE EXAMINATIONS

All reactivation exams consist of 48 multiple-choice questions. A score of 75% (36 questions) is required to pass. The following are the major content areas and the approximate percentage of questions that will be included in each area.

Broker Reactivation:

A. General Real Estate Law (23%)

Questions in this area cover: agency relationships; contracts, including listing agreements, earnest money agreements, and options; nature of real property; forms of ownership.

B. Real Estate Finance (19%)

The questions in this section include: government lending laws; financing instruments such as mortgages, trust deeds and land sales contracts; government financing programs; conventional financing; foreclosure; exchanging; appraisal of real property.

C. Special Fields (6%)

The questions in this area contain such topics as: local, state and federal government land rights; Federal Fair Housing law; property management.

D. License Laws (31%)

Questions in this area cover: ORS 696 and Administrative Rules 863-15.

E. Control Laws (21%)

The questions in area include: assessment and taxation of real property; Oregon Veterans' Farm and Home Loan Program; Residential Landlord and Tenant Law (ORS 90); Subdivisions and

Partitions (ORS 92); Condominium Act (ORS 100); Oregon water rights; construction lien law (ORS 87); Oregon discrimination statute (ORS 659); Oregon Trust Deed Act (ORS 86); deed forms.

Property Manager Reactivation:

A. Real Estate License Law and Rules (35%)

Questions in this area include: License Law and Administrative Rules as they apply to property managers, in particular, recordkeeping, clients' trust accounts and reconciliation.

B. Residential Landlord and Tenant Act (25%)

Questions in this area cover: rights and obligations of landlords and tenants; evictions; forcible entry and detainer procedures; anti-discrimination statutes, federal and state; Fair Credit Reporting Act as applied to tenant selection.

C. Basic Real Property Law (10%)

Questions include: types of estates and forms of ownership; nature of real property versus personal property; fixtures, emblements and water rights.

D. Real Estate Contracts (10%)

Questions cover: property management agreements; rental agreements and leases.

E. Agency Relationships (10%)

Questions include: law of agency and how it affects the relationship between property manager and owner.

F. Transfer of Title (5%)

Questions include: Voluntary and involuntary transfers; encumbrances,

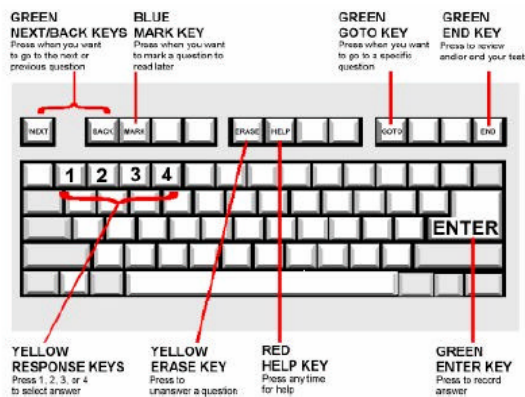
including easements and liens; ways to legally describe real property.

G. Types of Leases (5%)

Questions cover: common lease clauses and types of leases.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. Applicants do not need any computer experience or typing skills. You will use about the same number of keys that you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



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

Tutorial. Before you start your exam, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on the tutorial, up to 15 minutes, does not count as part of your examination time.

Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

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

Sample Exam Question. Below is a sample question display. During the exam, you would press 1, 2, 3, or 4 to select your answer or press “MARK” to mark it for later review. You would then press “ENTER” to record your answer and move on to the next question.



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

Pretest Questions. In addition to the 48 exam questions, a small number (approximately five) of “pretest” questions may be administered to you during the examination. **These questions will not be scored and the time taken to answer them will not count against examination time.** The administration of such unscored,

experimental questions is an essential step in developing future examinations.

TIPS FOR PREPARING FOR YOUR EXAM

The emphasis of the examination is on *basic* concepts of real estate and on *current* laws, including administrative rules and regulations. Prior to examination, applicants should thoroughly review their knowledge of real estate practice, Oregon real estate laws and rules, and real estate finance.

Study of the following material before taking the exam will be helpful:

A. Oregon Real Estate License Law (ORS 696) and Oregon Administrative Rules (Chapter 863).

B. Real estate textbooks in Law, Finance, Practices and Property Management. It is advisable to review the textbooks you studied to obtain your license, paying special attention to basic concepts.

Textbooks and materials on real estate are available from libraries, private real estate schools, community college and university bookstores, and directly from publishing companies. The Agency publishes the *Oregon Real Estate Manual*.

AFTER THE EXAM

Score Reporting. A score of 75% is required to pass the reactivation examinations. Passing scores are valid for one year from the date of passing. You must submit the appropriate license forms within that time or you will be required to retake the examination.

Your score will be given to you immediately following completion of the examination. Your score results are sent

electronically to the Real Estate Agency the following business day. The following summary describes the score reporting process:

On Screen – Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the exam; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.

On Paper – An official score report (pass or fail) will be printed at the examination site. This report will include a diagnostic report indicating your strengths and weaknesses by examination topic. The official score report is for your records. Do not send it to the Real Estate Agency.

If you do *not pass* – A Reactivation Exam Application is available at the Test Center. The application may also be printed from the Agency's website at www.rea.state.or.us. To reapply for the exam, you must submit the Reactivation Exam Application and the exam fee to the Real Estate Agency. The Agency will mail an Eligibility Letter to you which enables you to schedule and take another exam.

If you *pass* the exam, you must submit a License Change form signed by you and your principal broker (those licensed as sole practitioner brokers, principal brokers, and sole practitioner property managers sign their own reactivation forms) along with the required reactivation fee. If the Agency has received and processed your exam scores, your new license will be issued upon receipt of the License Change form.

REVIEW OF EXAM QUESTIONS

Applicant Comments. The Real Estate Agency and PSI consistently evaluate the examinations being administered to ensure the exams accurately measure competency in the required knowledge areas. Examinees are provided a Test Question Review Sheet at the Test Center to record any comments regarding the questions and the examinations. These comments are welcome and will be analyzed by the Agency and PSI examination development staff. While the Agency or PSI may not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected applicants will be automatically adjusted. *This is the only review of examination materials available to applicants.*

CONTINUING EDUCATION

You may take the reactivation exam before you complete the continuing education requirement or choose a principal broker. A passing score on the exam is valid for one year; you may

complete the continuing education requirement and choose a principal broker at any time during that year.

You may need to complete the 30-hour Agency-approved Advanced Real Estate Practices course if you:

- received your very first license after July 1, 2002, or
- let a previous Oregon license expire (or otherwise lapse) and obtained a new broker license after July 1, 2002, and
- were inactive for your first license renewal.

Please contact the Education Section for more information at (503) 378-4170 ext. 251 or ext. 260.

WHAT LAW REQUIRES THE REACTIVATION EXAM?

The legal authority for the reactivation exam requirement can be found in Oregon Revised Statutes 696.235(2)(b) and the Oregon Administrative Rule 863-015-0065(6). (After January 1, 2006, the authority will be Oregon Administrative Rule 863-015-0065.)

MORE INFORMATION

Call the Agency at (503) 378-4170, selection 2, if you have any questions.

11/2005