Candidate Handbook

Effective July 1, 2012

Applied Measurement Professionals, Inc.
Obtain Your Examination Results and Your Appraiser Classification at the Assessment Center

The Georgia Real Estate Appraiser Board (GREAB) has contracted with AMP to administer its qualifying examinations and to provide successful examinees with their new appraiser classifications. These appraiser classifications 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. Due to the length of the appraiser exams, same day licensing will not be available.

AMP can issue State Licensed Real Property, State Certified Residential Real Property or State Certified General Real Property Appraiser classifications.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Method of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Licensed Real Property, State Certified Residential Real Property or State Certified General Real Property Appraiser Classifications</td>
<td>$135.00 or $175.00</td>
<td>Credit card* or cashier’s check or money order made payable to GREAB Company checks, personal checks and cash are not accepted. (See page 12)</td>
</tr>
</tbody>
</table>

* VISA and MasterCard accepted. Company checks, personal checks and cash are not accepted.
GEORGIA
Candidate Handbook

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QUESTIONS

Questions about the appraiser examinations and licensing and certification requirements should be directed, in writing, to:

Georgia Real Estate Appraisers Board (GREAB)
International Tower, Suite 1000
229 Peachtree Street, 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
AMP
18000 W. 105th Street
Olathe, KS 66061-7543
Phone: 800/345-6559
Website: www.goAMP.com

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Rev. 6/12/2012
INTRODUCTION

Applied Measurement Professionals, Inc. (AMP) provides a range of services to the states that use the Real Estate Appraiser Examination Program (RAP). This booklet provides information that you will need to apply for Georgia’s real estate appraiser examinations. Be sure to keep the booklet after you have applied for the examination; you may wish to refer to it later.

The appraiser examinations are developed through a combined effort of appraisal experts and testing professionals. Real estate appraisers and educators write the questions. Experts in the fields of both real estate appraisal and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures.

All questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate appraisal field.

The examination content outline used to develop the examinations is based on a job analysis conducted by the Appraiser Qualifications Board (AQB). It reflects areas of knowledge required to perform those tasks that practicing real estate appraisers judged to be important. Appraisal experts who write questions use this content outline as a guide. Thus, examinees are tested only on subjects judged by real estate appraisers as most important for beginning trainees to know.

APPRAISER CLASSIFICATION REQUIREMENTS

Any person wishing to practice as a State Licensed Real Property Appraiser, State Certified Residential Real Property Appraiser or State Certified General Real Property Appraiser in the state of Georgia must successfully pass the appropriate examination and, within 12 months of the examination date, apply for licensure or certification.

State Licensed Real Property Appraisers may appraise any properties if no loan or a nonfederally related loan is involved and may appraise noncomplex one-to-four unit residential properties provided the transaction value does not exceed $1,000,000 and any other real estate having a transaction value of less than $250,000 when federally related loans are involved. If you are applying for this appraiser classification, you will take the Licensed Real Property Appraiser examination.

State Certified Residential Real Property Appraisers may perform appraisals in federally related transactions of all properties that a State Licensed Real Property Appraiser may appraise and also all one-to-four unit residential properties without regard to transaction value or complexity. If you are applying for this appraiser classification, you will take the Certified Residential Real Property Appraiser examination.

State Certified General Real Property Appraisers may appraise any type of property for any purpose. If you are applying for this appraiser classification, you will take the Certified General Real Property Appraiser examination.

STATEMENT OF NONDISCRIMINATION

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

APPLYING FOR THE EXAMINATION

To apply for an appraiser examination, all candidates, including currently state registered appraisers, must:

(1) complete all eligibility forms,
(2) attach documentation as needed to show proof of satisfying the requirements, and
(3) complete the examination application form.

Eligibility forms and an examination application are included in the back of this handbook. All application materials must be in one envelope and complete when received. Incomplete or illegible applications will be returned to the sender.

NOTE: You may submit the examination fee with the application if you are paying by cashier’s check or money order. Credit card payments will be accepted at the time you call to schedule an appointment.

After you have completed your eligibility and application forms and have checked them carefully, mail them to:

AMP Examination Services
18000 W. 105th Street
Olathe, KS 66061-7543
COMPLETING THE ELIGIBILITY FORMS

Affidavit of Experience
Select the Affidavit of Experience found in the back of this handbook which corresponds to the appraiser classification for which you are applying. Print or type your name on the line at the top of the affidavit. Read the form and write the name of your city or town on the line next to “at (city/state)” and fill in the date on the next line. In the presence of a notary public, sign the form. Be sure the notary signs the form and affixes either a notary stamp or seal.

Experience Log
You may count experience only if it conforms to the Uniform Standards of Professional Appraisal Practice (USPAP) and you earned that experience while you held a classification in Georgia or in another state. You may not count any experience gained prior to January 1, 1991.

When you report your experience for a Certified Appraiser classification, your log must show both (a) the required number of hours and (b) that those appraisal hours were completed over the required period of time. A Certified Residential classification requires 2,500 hours over a period of at least 2 years (24 months), and a Certified General classification requires 3,000 hours over a period of at least 2½ years (30 months).

For example, if you completed 2,500 hours in 15 months, you are not eligible for a Certified Residential classification. The 2,500 hours must be spread out over 2 years (24 months). An example that does meet the requirement might have the first appraisal entry dated January 3, 2004, and the last appraisal entry dated no sooner than January 3, 2006. Similarly, for a Certified General classification the 3,000 hours can not be completed in less than 2½ years (30 months). An example that meets that requirement might have the first appraisal entry dated January 3, 2004, and the last appraisal entry dated no sooner than July 5, 2006.

Summary of Classroom Education
You must submit an Applicant Summary of Classroom Education form. The Board requires that you submit original, Board-approved course completion certificates for courses completed prior to January 1, 2003, or an original college transcript with the form only for those additional courses taken since you obtained your last classification and that you have completed for the new classification for which you are applying. If you are currently classified in Georgia as a state registered, state licensed, or state certified residential appraiser, the Board does NOT require that you submit verification of coursework presented to the Board for a prior examination or classification. You must submit original course completion certificates for each additional course that you have completed prior to January 1, 2003 to meet the education requirements for a new classification. Candidates for any classification applying with a real estate degree must submit an original college transcript with the Applicant Summary of Classroom Education Form. The Board will not grant credit for any education course which an applicant or appraiser completes solely by taking and passing an examination.

If you are not currently classified in Georgia and are applying for an examination in Georgia for the first time, you must submit original course completion certificates or original college transcripts verifying that you have completed the hours required for the classification for which you are applying. Your coursework must include a course of at least 15 hours with an examination on the Uniform Standards of Professional Appraisal Practice (USPAP). If you are submitting appraisal courses completed outside of Georgia, you must submit written verification that the courses were approved by another state’s real estate appraisal board at the time you completed the courses.

If you are currently a State Registered or State Licensed Real Property Appraiser and you earned that classification prior to January 1, 1998, you may require additional hours to qualify for the examination. Prior to January 1, 1998, the education requirement for State Registered appraisers and State Licensed appraisers was a minimum of 75 classroom hours. Effective January 1, 1998, the education requirement for both classifications is 90 classroom hours. If you did not submit verification of 90 classroom hours when you were originally classified for State Registered or State Licensed appraiser, you must include an original course completion certificate or college transcript verifying that you have completed the additional 15 hours required since 1998.

Courses completed from a Georgia approved school after December 31, 2002 are electronically sent to the Board by the school. You will not need to submit a certificate for those courses.

Education Requirements

• State Licensed Real Property Appraiser – A candidate must successfully complete no fewer than 150 credit hours in a Board-approved course or courses of study which includes at least 15 credit hours covering the Uniform Standards of Professional Appraisal Practice (USPAP).

• State Certified Residential Real Property Appraiser – A candidate must successfully complete no fewer than 200 credit hours in a Board-approved course or courses of study which includes at least 15 credit hours covering the Uniform Standards of Professional Appraisal Practice (USPAP).

A Certified Residential candidate must also submit official transcripts confirming an Associate degree or higher from a college or university accredited by one of the regional accrediting associations recognized by the United States Department of Education or provide college transcripts documenting successful completion...
of college level courses of three semester hours or five quarter hours each in English composition, economics, finance, higher mathematics, statistics, basic computer applications, and business or real estate law.

- **State Certified General Real Property Appraiser** – A candidate must successfully complete no fewer than 300 credit hours in a Board-approved course or courses of study which includes at least 15 classroom hours covering the Uniform Standards of Professional Appraisal Practice (USPAP).

  A Certified General candidate must also submit official transcripts confirming a Bachelor’s degree or higher from a college or university accredited by one of the regional accrediting associations recognized by the United States Department of Education or provide college transcripts documenting successful completion of college level courses of three semester hours or five quarter hours each in English composition, micro economics, macro economics, finance, higher mathematics, statistics, basic computer applications, business or real estate law, and two courses in accounting, geography, economics, business management, or real estate.

  Chapter 539-2-.03 of the Real Estate Appraiser Classification and Regulation Act lists particular subject areas to be included in the curriculum of courses approved by the Board for State Licensed Real Property, State Certified Residential Real Property, or State Certified General Real Property Appraiser classifications. The Board has required the courses for each approved appraisal course provider to meet minimum hourly requirements for each subject area within the curriculum hours for each classification.

  Each Board-approved school electronically sends approved course certificates completed after December 31, 2002, to the Board. You must submit with the Applicant Summary of Education the original course completion certificates for each course you have completed prior to January 1, 2003, to meet the education requirement for a new classification. Each classification course must be at least 15 classroom hours with an examination. Continuing education courses on USPAP of less than 15 hours or USPAP courses without an examination will not meet this requirement. The Board will not give credit for college courses whose primary content or titles indicate topics of general real estate, finance, economics, mathematics, accounting or engineering subjects. The Board will grant credit for 8 classroom hours for each college quarter-hour of credit, and 131/3 classroom hours for each semester hour of college credit.

  Candidates using college credit appraisal courses to meet education requirements must submit to AMP an original college transcript indicating the courses completed for the new classification with the Applicant Summary of Classroom Education. Any courses completed at out-of-state universities or colleges must include a copy of the course description taken from the college catalog for any course for which you are claiming credit to meet education requirements for a new classification.

  An applicant using college credit appraisal courses to meet education requirements must also complete a course of at least 15 classroom hours with an examination in the Uniform Standards of Professional Appraisal Practice (USPAP). Continuing education courses on USPAP of less than 15 hours or USPAP courses without an examination do not meet this requirement.

**COMPLETING THE EXAMINATION APPLICATION FORM**

Be sure to read all instructions in this Candidate Handbook before completing the examination application form.

**Questions 1-7:** Complete these items filling in your Social Security number; complete name (full middle name is required; if you have no middle name, please enter “NONE”); preferred mailing address, if different from your residence (use either a street address OR a post office box/drawer); birthday; sex; home and daytime telephone number(s); and a FAX number (if you have one).

**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.
Questions 8-12: Read and answer Yes or No to ALL questions. If questions 8 through 12 in this section are not answered, your application will be returned. Give any additional information required.

Questions 11-12: If you answer yes to any of these questions, you should submit details in writing to the GREAB prior to scheduling for an examination using the APPLICATION FOR PRELIMINARY DECISION REGARDING PRIOR CRIMINAL CONVICTION(S) OR DISCIPLINARY SANCTION(S) form on page 29 of this handbook.

Question 13: Indicate whether or not you are a Georgia resident.

Question 14: Indicate whether you are applying to be a State Licensed Real Property Appraiser, State Certified Residential Real Property Appraiser, or State Certified General Real Property Appraiser.

Question 15: Indicate method of payment.

Question 16: Read this statement carefully and sign and date it before mailing.

HOW THE EXAMINATION IS ADMINISTERED

The Georgia Appraiser Examinations are administered by computer at four AMP Assessment Centers in Lilburn, Macon, Marietta and Savannah, Georgia. Please visit AMP’s Web site 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.

Holidays

Examinations will not be offered on the following holidays:

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

EXAMINATION FEE

Examination Fee: $130

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.

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

SCHEDULING AN EXAMINATION

Once your application and documentation are approved, you may register by one of the following methods:

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

2. Telephone Scheduling.
   Call AMP at 800/345-6559 to schedule an examination appointment. This 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 13 and mail it to AMP with the examination fee (paid by cashier’s check, money order or credit card) to the address indicated on the form. It will be returned 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, and 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.
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.

<table>
<thead>
<tr>
<th>If you contact AMP by 4:00 p.m. Eastern Time on...</th>
<th>Depending on availability, your examination may be scheduled beginning...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Thursday</td>
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<tr>
<td>Wednesday</td>
<td>Friday/Saturday</td>
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<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

After the appointment is made, you will be given a time to report to the Assessment Center. You will be admitted to take only the examination type for which the appointment has been made. No changes in examination type will be allowed at the Assessment Center. Unscheduled candidates (walk-ins) will not be admitted to the Assessment Center. Please see page 6 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 via 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 (see following table). If you wish to change your examination appointment within two days of the examination, you will not be refunded your examination fee and will be required to pay the entire examination fee for any future examinations.

<table>
<thead>
<tr>
<th>If your examination is scheduled on...</th>
<th>You must contact AMP by 4:00 p.m. Eastern Time to reschedule the examination by the previous...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
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<tr>
<td>Tuesday</td>
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<td>Wednesday</td>
<td>Friday</td>
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<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday/Saturday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

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 present the required documents (proper ID) on the day of the examination.
INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

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

You may visit AMP’s website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, 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. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

NO REFUNDS

If you fail to arrive at the Assessment Center on the date and time you are scheduled for an 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, you will forfeit your examination fee, and you must reregister for the examination by contacting AMP.

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, however they may be used as secondary identification if they have your photograph and signature.

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

RULES FOR THE EXAMINATION

Security

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

The following security procedures apply during the examination:

• Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.

• Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.

• No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. 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 five pieces 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 are 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 testing 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 are provided on-screen. The following time limits will be in effect for each examination.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Time Allotted</th>
<th># of Scored Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Appraiser</td>
<td>6 hours</td>
<td>150</td>
</tr>
<tr>
<td>Certified Residential Appraiser</td>
<td>6 hours</td>
<td>150</td>
</tr>
<tr>
<td>Certified General Appraiser</td>
<td>8 hours</td>
<td>150</td>
</tr>
</tbody>
</table>

All of the following would be considered encumbrances EXCEPT

A. encroachments.
B. mortgages.
C. easements.
D. closing costs.

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.

**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.

**FOLLOWING THE EXAMINATION**

After completing the examination, you are asked to complete a short evaluation of your testing experience. Then, you are instructed to report to the testing supervisor to receive your score report. Scores are reported in printed form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

**Your Score Report**

After you have completed the computerized examination, you will be directed to the Supervisor who will provide you with a score report and further instructions. Your total percentage score reflects the total number of questions that you answered correctly divided by the total number of questions. While your score report gives information on your performance in major content areas, your total score is not the average of the subscores provided for each of those content areas.

**If You Pass the Examination**

If you pass the examination, you will receive a Certification of Accuracy Statement that includes your passing score and the application information filed with AMP.

DO NOT sign the Certification of Accuracy Statement (see sample on page 31) 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 AN APPRAISER CLASSIFICATION.

**If You Fail the Examination**

If you do not achieve a passing score, your score report will indicate percent scores for 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 telephoning 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 Friday and 9:30 a.m. to 6:00 p.m. on Saturday. You also may reapply by scheduling online at 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.

**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 five business days after receipt of the request and fee. Written in 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.

**Irregularities**

AMP maintains examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others due to examination irregularities or misconduct. If irregularities are reported, AMP will review the report and evaluate examination scores suspected of resulting from nonstandard circumstances. All
irregularities will also be reported to the Georgia Real Estate Appraiser Board.

AMP and the Georgia Real Estate Appraiser Board reserve the right to cancel test scores if there is reason to question their validity. Scores considered for cancellation may be grouped into two categories:

1. Suspected candidate misconduct – in such cases, AMP and/or the Georgia Real Estate Appraiser Board may undertake a confidential review of the circumstances giving rise to the questionable score validity. If it is determined that there is sufficient cause to question score validity, AMP may cancel the score(s) and inform the involved parties.

2. Irregularities – scores may be canceled because of circumstances beyond candidates’ control, such as computer or power failure. In such cases, candidates will be offered an opportunity to retake the examination at no charge.

In addition to the reasons listed above, AMP may cancel examination results if, upon investigation, violation of policies outlined in this publication are found to have been committed.

PREPARING FOR THE EXAMINATION

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

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

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

Not everyone passes the examination on the first attempt. If you do not pass the examination, you may wish to consider the following suggestions:

1. Study concepts and vocabulary, not questions. Each examination includes different questions. Since you have previously taken the examination, you have seen all of the types of questions that may be asked. If simply reading the definition of a word does not adequately explain its meaning to you, look up the word in the index of the textbook you are reading and study the word in the context in which it is presented in the textbook.

2. Some people feel that the process of getting to the Assessment Center, getting admitted, and reading instructions creates such anxiety that they are unable to do their best on an examination despite knowing the material well. If you are among that group, try the following alternatives:
   a. Drive to the Assessment Center before the date of the examination so that you know how to get there.
   b. If you must travel a great distance to the Assessment Center, spend the night before the examination in a motel near the site so that you do not get delayed in traffic.
   c. Complete all of your study for the examination before 6:00 p.m. of the day before the examination. Have a leisurely dinner. Get a good night’s sleep. Do not try to cram in last minute studying during the night before the examination or the morning of the examination.
   d. When you begin taking the examination, if the first few questions seem difficult, do not worry. Skip over them until you come to questions which seem easier to you. The computer makes it easy to return to an unanswered question at any time. Make sure you answer every question.

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, sample questions and answers.

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

The Examination Specifications and the Detailed Content Outline have been established by the Appraiser Qualifications Board (AQB). The authority for the AQB to set standards and approve examination content was established by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

The State Licensed Real Property Appraiser, State Certified Residential Real Property Appraiser, and State Certified General Real Property Appraiser examinations are based upon 14 major content areas. Although the topics of the major content areas are the same for all three examinations, the emphasis devoted to the content areas differs in each examination.

Each of the content areas is briefly described below. In addition, the percentage of questions devoted to each of the three examinations is indicated for each major content area. The State Licensed Real Property Examination is composed of 150 questions, the State Certified Residential Real Property Examination 150 questions, and the State Certified General Real Property Examination 150 questions. In addition to the questions that are used to determine your score, the examinations may contain up to 15 questions that are being pretested for future versions of the examination. Pretest questions are not identified and are not included in the candidate’s score.

<table>
<thead>
<tr>
<th>Percentage of Scored Questions</th>
<th>State Licensed</th>
<th>Certified Residential</th>
<th>Certified General</th>
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</thead>
<tbody>
<tr>
<td>1. Influences on Real Estate Value</td>
<td>5</td>
<td>5</td>
<td>5</td>
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<tr>
<td>2. Legal Considerations</td>
<td>5</td>
<td>5</td>
<td>4</td>
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<tr>
<td>3. Types of Value</td>
<td>5</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>4. Economic Principles</td>
<td>5</td>
<td>5</td>
<td>6</td>
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<tr>
<td>5. Real Estate Markets and Analysis</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6. Property Description</td>
<td>11</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>7. Highest and Best Use Analysis</td>
<td>9</td>
<td>9</td>
<td>9</td>
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<tr>
<td>8. Math and Statistics</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>9. Sales Comparison Approach</td>
<td>15</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>10. Site Value</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>11. Cost Approach</td>
<td>9</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>12. Income Approach</td>
<td>7</td>
<td>7</td>
<td>15</td>
</tr>
<tr>
<td>13. Valuation of Partial Interests</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>14. Standards/Ethics</td>
<td>16</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Sample Questions

The following illustrate the type of questions used in the examinations. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows.

1. The subject property is a 10,000 sf office building encumbered by a full-service lease with a contract base rent of $1.25 per sf monthly. Stabilized vacancy/credit loss allowance for similar properties within the market area is 7% of PGI. The operating expense ratio for similar properties is 30% of EGI, plus reserves for replacement of $0.15 per sf. Based on these facts, what is the projected net operating income?
   A. $97,650
   B. $93,000
   C. $96,150
   D. $94,500

2. The assignment is a warehouse located in an industrial park. The client requires the cost approach be completed. There are no vacant land comparables in the market area. There are 3 sales of commercial buildings in the industrial park with similar lots that the appraiser has researched extensively. The appraiser found the following information:

   Sale 1 sold for $1,750,000. The buyer allocated 20% of the value to the site and 80% to the value of the structure.

   Sale 2 sold for $1,000,000. The buyer was not available for verification, but the seller was available. The seller had just built the structure after holding the lot for 10 years as an investment property. He paid $100,000 for the lot and had earned 25% straight line annual return on his investment over the cost of the structure and its entrepreneurial profit.

   Sale 3 sold for $3,500,000. The buyer estimated that 90% of what he paid was for the structure.

What is the indicated value of the lot using the allocation approach?
   A. $350,000
   B. $500,000
   C. $135,000
   D. $125,000
3. During the research of a subject property an appraiser learns the occupants (parents) have been granted a life estate by their children. What interest do the children hold in the property?
   A. Remainderman
   B. Life tenant
   C. Trustee
   D. Trustor

4. An homeowner purchased two adjacent lots in a tract subdivision 20 years ago and built a single-unit residence entirely on one lot, utilizing the second lot as a side yard. The homeowner has decided to build a smaller home on the vacant side lot and retain the existing home as a rental. What term applies to the second yard?
   A. Surplus land
   B. Vacant site
   C. Excess land
   D. Underutilized site

5. The subject assignment is to appraise a 1880s vintage house using the cost approach. The house has metal stamped ceilings, lath and plaster walls, which are items not easily available in today’s construction. The estimated replacement cost using modern materials is $120 per sf. Contractors charge $15 more per sf to work on older houses. The estimated reproduction cost is $185 per sf. What is the estimated loss in utility?
   A. $65 per sf
   B. $33 per sf
   C. $80 per sf
   D. $15 per sf

6. While working on an appraisal of a residential property in a new home subdivision, the appraiser finds that the builders have a total of 100 home sites currently offered for sale. In measuring market demand the appraiser notes that all of the builders are currently averaging 2 new sales contracts per month (combined), and are expecting to sell 24 homes within the next year. What conclusion could be drawn with regard to the 100 available home sites and a market period of the next 12 months?
   A. The market is in a condition of supply and demand.
   B. The market is in a condition of balance.
   C. The market is in a condition of oversupply.
   D. The market is in a condition of undersupply.

**Answers**

1. C  4. C
2. A  5. A
3. A  6. C

### HOW TO OBTAIN AN APPRAISER CLASSIFICATION

#### Obtain a License

Persons who have successfully completed the real estate appraiser examination and who meet all other licensing requirements will be able to obtain a State Licensed Real Property, State Certified Residential Real Property, or State Certified General Real Property appraiser classifications at any one of the four AMP Assessment Centers in the state of Georgia.

Appraiser classifications will be issued on a first-come, first-serve basis from 9:00 a.m. to 12:00 p.m. and from 2:00 p.m. until 5:00 p.m. during the regular business days for each Assessment Center. You must apply for a license/certificate not more than 12 months from the date you passed the examination. If you fail to apply for your license/certificate within 12 months, you must retake the examination to qualify for the classification.

#### 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 Board, you will receive the appropriate certificates, which may include a plastic laminated 8½” x 4” wall certificate and two laminated pocket cards.

You will be required to return your wall certificates and pocket cards to the Board 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.

#### License or Certification Candidates

To apply for a license or certification, 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 25) 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. The nonrefundable fee of $135.00 or $175.00. If you have not had a birthday in the calendar year in which you apply for your appraiser classification, your classification period will be for one year. Therefore, the Appraisal Subcommittee (ASC) requires the payment of a registry fee of $80.00 for a total fee of $175.00. If you have had your birthday in the calendar year in which you apply for your appraiser classification, your classification period will be for a year or less, and the ASC requires a registry fee of $40.00 for a total of $135.00.

3. Criminal History Report: No more than 60 days prior to making application for your appraiser classification, each applicant at his/her own expense shall obtain a certified criminal history report issued by the Georgia Crime Information Center or 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.

4. Signed and Notarized Lawful Presence Affidavit
Submit the Affidavit located on Page 28. Effective January 1, 2012 this must be submitted. No exceptions.

Until you receive a wall certificate and pocket card with your appraiser classification on it and showing your 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 appraiser in Georgia with the classification for which you are applying.

REAPPLYING TO TAKE THE EXAMINATION
If you fail the examination, follow the instructions on the score report. It may not be necessary to resubmit an Affidavit of Experience, an Appraisal Experience Log for Classification, or an Applicant Summary of Classroom Education if you reapply.
GEORGIA REAL ESTATE APPRAISER EXAMINATION APPLICATION

Be sure to read the entire Candidate Handbook before filling out this form. You must provide all information requested. Please type or print legibly. Registration materials that are illegible or incomplete will not be accepted. Using the enclosed envelope, send your application and documentation to:

Examination Services
Applied Measurement Professionals, Inc.
18000 W. 105th Street
Olathe, KS 66061-7543

This information constitutes part of the application process for those candidates who successfully pass the Georgia Real Estate Appraiser Examination and must be complete. The speed with which your appraiser licensure or certification application is processed and your classification issued depends directly upon the accuracy of the information provided on this application.

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. § 19-11-91, 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
   E-mail________________________________________________________

6. Sex
   [ ] Male  [ ] Female

7. Telephone
   Numbers
   [ ] [ ] / [ ] [ ] – [ ] [ ]
   Area Code Home Phone
   [ ] [ ] / [ ] [ ] – [ ] [ ]
   Area Code Alternate Daytime Phone
   [ ] [ ] / [ ] [ ] – [ ] [ ]
   Area Code Fax
   [ ] [ ] / [ ] [ ] – [ ] [ ]

8.   [ ]   [ ]
     Yes   No
     Have you ever been registered, licensed or certified in another state as an appraiser? (If your answer to this question is
     Yes, contact the Georgia Real Estate Appraisers Board for further directions.)
     If yes, what state or states? ________________________________
     Under what name(s)? ________________________________

9.   [ ]   [ ]
     Have you ever held or do you hold an appraiser registration, license or certification in Georgia? If yes, give your registra-
     tion, license or certification number if you know it.
     ________________________________
     ________________________________

10.  [ ]   [ ]
     Are you a high school graduate or the holder of a General Education Development (G.E.D.) certificate?
11. Yes  No

Have you every 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 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? (You must provide the required attachments referenced below, Paragraphs 1., 2., 3., and 4. with this application.)

You must answer “yes” to this question even if: (1) you have been pardoned for a criminal offense; (2) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (a) the offense is not, or is no longer, “on record”, (b) the offense has been expunged from your record, (c) you do not need to disclose the offense, or (d) your civil and political rights have been restored; or (3) the conviction is, or is not, reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

12. Yes  No

Have you ever been disciplined by the Georgia Real Estate Appraisers Board 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 revocation, a fine or any restriction placed on your right to operate as a licensee.)

If you answered yes on question 11 and/or 12 you should submit details in writing to the GREAB prior to scheduling for an examination using the APPLICATION FOR PRELIMINARY DECISION REGARDING PRIOR CRIMINAL CONVICTION(S) OR DISCIPLINARY SANCTION(S) form on page 29 of this handbook.

13. I am applying for a classification as a  (1) Georgia Resident  (0) Non-Resident

14. Classification (check one)  (1) State Licensed Real Property Appraiser  (2) State Certified Residential Real Property Appraiser  (3) State Certified General Real Property Appraiser

15. Exam Payment  I am submitting the $130 examination fee with this registration form in the form of cashier’s check or money order.  I will submit the $130 examination fee when I schedule my examination appointment using a credit card.

16. By signing this application I agree to the conditions contained in the Real Estate Appraiser Examinations Candidate Handbook, certify that I am the person whose name and address appear on this application, and certify that all information which I have given on this application form and accompanying documents is true, correct, and complete.

______________________________
Applicant’s Signature

______________________________
Date
The original Board-approved course completion certificates for courses completed prior to January 1, 2003 and/or college transcripts must be attached to this form to support education claimed.

This form may be duplicated if additional course information is to be provided.

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### Verification of Education

<table>
<thead>
<tr>
<th>State Licensed Real Property Appraiser</th>
<th>State Certified Residential Real Property Appraiser</th>
<th>State Certified General Real Property Appraiser</th>
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</table>

Credit for hours of classroom education will only be granted for courses which are at least 15 hours in length and courses which require an individual to pass an examination at the completion of the course. If you are currently classified by the Board, list below only the courses you have completed for a new classification (applicants holding a real estate degree must submit an original transcript). List each course in chronological order, according to the date completed, with the last course listed last on this summary. The Board will not award credit for any education course which an applicant or appraiser completes solely by taking and passing an examination.

### COURSE SUMMARY

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Name / Location of Course Providers</th>
<th>Date Completed</th>
<th>No. of Hours</th>
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<tbody>
<tr>
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Total Hours: [Blank]
REAL ESTATE APPRAISER EXAMINATIONS
STATE LICENSED REAL PROPERTY APPRAISER
AFFIDAVIT OF EXPERIENCE
(This document must be executed before a Notary Public.)

I, ________________________________________________, the undersigned applicant for State Licensed Real Property Appraiser, do hereby affirm:

1. That I give this affidavit to be used as part of my application for licensure, as a Real Property Appraiser by the Georgia Real Estate Appraisers Board (Board);

2. That I have earned at least 2,000 hours of real estate appraisal experience;

3. That I earned the first 1,000 hours of qualifying appraisal experience while working under the supervision of a state certified residential or state certified general appraiser.

4. That in calculating my hours of experience, I have included:
   (a) only time spent appraising real estate or real property while registered or classified in Georgia or in another state,
   (b) experience in both the act or process of valuation of real estate or real property and the preparation of an appraisal report, and
   (c) only fee and staff appraisals, ad valorem tax appraisals, review appraisals, appraisal analysis, real estate counseling, highest and best use analysis, feasibility analysis/study and market analysis/study, which included both evaluation and appraisal reports;

5. That I have not included in calculating my hours of experience:
   (a) market value estimates as a real estate licensee in connection with the listing and/or sale of real estate,
   (b) mass appraisals for real estate for ad valorem tax purposes,
   (c) appraisals of businesses,
   (d) appraisals of personal property,
   (e) a feasibility or market analysis except to the extent that I estimated the market value of a proposed real estate project, or
   (f) any appraisal experience gained while not registered or classified in Georgia or in another state, and any appraisal experience gained prior to January 1, 1991.

6. That I will produce upon the Board’s request at any time in the next five years appraisal reports, file memoranda or other documentation satisfactory to the Board to document my hours of experience.

Witness the hand and seal of the undersigned at (city, state) _____________________________________________, this ________ day of (month) ________________________, 20___.

_______________________________________________________
Applicant’s Signature

_______________________________________________________
Notary Public

State of: Seal

County of: Seal

My Commission expires:

NOTE: You must also complete the APPRAISAL EXPERIENCE LOG FOR CLASSIFICATION on the reverse side of this form.
REAL ESTATE APPRAISER EXAMINATIONS

STATE CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER
AFFIDAVIT OF EXPERIENCE

(This document must be executed before a Notary Public.)

I, ________________________________________________, the undersigned applicant for State Certified Residential Real Property Appraiser, do hereby affirm:

1. That I give this affidavit to be used as part of my application for certification, as a State Certified Residential Real Property Appraiser by the Georgia Real Estate Appraisers Board (Board);

2. That I have earned over a period of 24 months at least 2,500 hours of real estate appraisal experience of which at least 625 hours were in complex one-to-four units residential appraiser work;

3. That in calculating my hours of experience, I have included:
   (a) only time spent appraising real estate or real property while registered or classified in Georgia or in another state,
   (b) experience in both the act or process of valuation of real estate or real property and the preparation of an appraisal report, and
   (c) only fee and staff appraisals, ad valorem tax appraisals, review appraisals, appraisal analysis, real estate counseling, highest and best use analysis, feasibility analysis/study and market analysis/study, which included both evaluation and appraisal reports;

4. That I have not included in calculating my hours of experience:
   (a) market value estimates as a real estate licensee in connection with the listing and/or sale of real estate,
   (b) mass appraisals for real estate for ad valorem tax purposes,
   (c) appraisals of businesses,
   (d) appraisals of personal property,
   (e) a feasibility or market analysis except to the extent that I estimated the market value of a proposed real estate project, or
   (f) any appraisal experience gained while not registered or classified in Georgia or in another state, and any appraisal experience gained prior to January 1, 1991.

5. That I will produce upon the Board’s request at any time in the next five years appraisal reports, file memoranda or other documentation satisfactory to the Board to document my hours of experience.

Witness the hand and seal of the undersigned at (city, state) _____________________________________________,
this ________ day of (month) ________________________, 20___.

_______________________________________________________
Applicant’s Signature

________________________________________
Notary Public

State of: Seal

County of: Seal

My Commission expires:

NOTE: You must also complete the APPRAISAL EXPERIENCE LOG FOR CLASSIFICATION on the reverse side of this form.
# Appraisal Experience Log For Classification

**Georgia Real Estate Appraisers Board**

**Name:** ________________________________  **Classification #:** __________________________

**Check one:**
- [ ] State Licensed Appraiser
- [ ] State Certified Residential Appraiser
- [ ] State Certified General Appraiser

---

**PROPERTY TYPE**

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<tr>
<th>PROPERTY TYPE</th>
<th>RESIDENTIAL 1 - 4 UNITS</th>
<th>RESIDENTIAL 5+ UNITS</th>
<th>NON-RES IMPROVED</th>
<th>NON-RES UNIMPROVED</th>
<th>REPORT TYPE</th>
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**Rev 07/2010**

**Appraiser**
- [A] - Applicant
- [S] - Supervisor

**Report Type:**
- [P] - Primary Responsibility
- [C] - Co-appraised
- [R] - Reviewed & Approved

**APPRAISAL HOURS**

**Applicant Appraisers under supervision must:**

1. Indicate to which portions of the assignment they contributed by putting an "x" in Columns I thru X.
2. Prepare a separate log for each Supervisor & have each Supervisor follow instructions 3 & 4 below. Only Certified Residential or Certified General Appraisers can supervise.
3. Supervisors must indicate for each portion of the assignment, whether they:  
   - [P] - Had Primary Responsibility  
   - [C] - Co-appraised  
   - [R] - Reviewed & Approved

4. 

**Supervisor’s Signature:** ____________________________________________  **Supervisor’s Classification #:** __________________________

**Subtotal Hours on This Page:** __________________________

**TOTAL HOURS OF ALL PAGES:** __________________________

---

*Report Type:* Restricted Use = RU  Summary = S  Self-Contained = SC
REAL ESTATE APPRAISER EXAMINATIONS

STATE CERTIFIED GENERAL REAL PROPERTY APPRAISER

AFFIDAVIT OF EXPERIENCE

(This document must be executed before a Notary Public.)

I, ________________________________________________, the undersigned applicant for State Certified General Real Property Appraiser, do hereby affirm:

1. That I give this affidavit to be used as part of my application for certification, as a State Certified General Real Property Appraiser by the Georgia Real Estate Appraisers Board (Board);

2. That I have earned over a period of at least 30 months at least 3,000 hours of real estate appraisal experience of which at least 1,500 hours were in non-residential appraiser work;

3. That in calculating my hours of experience, I have included:
   (a) only time spent appraising real estate or real property while registered or classified in Georgia or in another state,
   (b) experience in both the act or process of valuation of real estate or real property and the preparation of an appraisal report, and
   (c) only fee and staff appraisals, ad valorem tax appraisals, review appraisals, appraisal analysis, real estate counseling, highest and best use analysis, feasibility analysis/study and market analysis/study, which included both evaluation and appraisal reports;

4. That I have not included in calculating my hours of experience:
   (a) market value estimates as a real estate licensee in connection with the listing and/or sale of real estate,
   (b) mass appraisals for real estate for ad valorem tax purposes,
   (c) appraisals of businesses,
   (d) appraisals of personal property,
   (e) a feasibility or market analysis except to the extent that I estimated the market value of a proposed real estate project, or
   (f) any appraisal experience gained while not registered or classified in Georgia or in another state, and any appraisal experience gained prior to January 1, 1991.

5. That I will produce upon the Board’s request at any time in the next five years appraisal reports, file memoranda or other documentation satisfactory to the Board to document my hours of experience.

Witness the hand and seal of the undersigned at (city, state) _____________________________________________, this ________ day of (month) ________________________, 20___.

_______________________________________________________
Applicant’s Signature

_______________________________________________________
Notary Public

State of: ____________________________
County of: ____________________________

My Commission expires:

NOTE: You must also complete the APPRAISAL EXPERIENCE LOG FOR CLASSIFICATION on the reverse side of this form.
**Appraisal Experience Log For Classification**

**Georgia Real Estate Appraisers Board**

**Report Type:**
- Restricted Use = RU
- Summary = S
- Self-Contained = SC

<table>
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<tr>
<th>Property Address</th>
<th>Applicant</th>
<th>Supervisor</th>
<th>I. Site Inspection &amp; Descriptions</th>
<th>II. Bldg Inspection &amp; Descriptions</th>
<th>III. Highest &amp; Best Use Analysis</th>
<th>IV. Research of Comp Sales &amp; Analysis</th>
<th>V. Income Analysis</th>
<th>VI. Cost Analysis</th>
<th>VII. Meaningful Sales Analysis</th>
<th>VIII. Final Reconciliation</th>
<th>IX. Other (please attach explanation)</th>
<th>Subtotal Hours on This Page</th>
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**Applicant Appraisers under supervision must:**

1) Indicate to which portions of the assignment they contributed by putting an "x" in Columns I thru X.

2) Prepare a separate log for each Supervisor & have each Supervisor follow instructions 3 & 4 below. Only Certified Residential or Certified General Appraisers can supervise.

3) Supervisors must indicate for each portion of the assignment, whether they:  
   - P – Had Primary Responsibility  
   - C – Co-appraised  
   - R – Reviewed & Approved

4) Supervisor’s Signature ___________________________  Supervisor’s Classification # ______________________

**Check one:**
- State Licensed Appraiser
- State Certified Residential Appraiser
- State Certified General Appraiser
APPLICATION FOR PERSONS WITH PRIOR CRIMINAL CONVICTION(S) OR DISCIPLINARY SANCTION(S)

(SEND THIS FORM TO GEORGIA REAL ESTATE APPRAISERS BOARD)

SEE REVERSE SIDE FOR THE REQUIRED ATTACHMENTS AND FURTHER INFORMATION

*Incomplete or incorrect applications will be returned unprocessed and charged a $25.00 fee.

SECTION I – BIOGRAPHICAL DATA

Name:

Street Address (Required):
City: State: Zip Code: County:

Mailing Address (If different):
City: State: Zip Code: County:

Daytime Phone Number: ( ) Alternate Phone Number: ( )

If you have had any criminal convictions or license sanctions imposed under any other name, list those names:

Print:

TYPE OF CLASSIFICATION FOR WHICH YOU ARE APPLYING:

SECTION I – ALL QUESTIONS MUST BE ANSWERED

YES NO

1. 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 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?
   (You must provide the required attachments referenced in Section IV (see reverse side), Paragraphs 1., 2., 3., and 4. with this application.)
   You must answer “yes” to this question even if:
   (1) you have been pardoned for a criminal offense; (2) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (a) the offense is not, or is no longer, “on record”, (b) the offense has been expunged from your record, (c) you do not need to disclose the offense, or (d) your civil and political rights have been restored; or (3) the conviction is, or is not, reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

2. Have you ever been disciplined, or has any license or classification held by you ever been sanctioned, by the Georgia Real Estate Appraisers Board 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 revocation, a fine, or any restriction placed on your rights to operate as a licensee.)

3. Have you ever been registered, licensed, or certified in another state as an appraiser (otherwise classified)?
   If yes, what state(s)?

4. Have you ever held or do you presently hold a real estate appraiser classification in Georgia?
   If yes, under what name(s) and license number(s)?

SECTION III – CONSENT TO DISCLOSE ANY CRIMINAL HISTORY AND CERTIFICATION

The undersigned applicant for decision by the Georgia Real Estate Appraisers Board does hereby authorize representatives of the Board to periodically check and receive any criminal history record information and/or a full lifetime driver history record information pertaining to the undersigned applicant which may be in the files of any federal, state, or local criminal justice agency. I, the undersigned applicant, do hereby certify that the information given in this application is true to the best of my knowledge and belief.

Date of Birth: *Social Security Number:


SEX (check one) □ Male □ Female

Applicant’s Signature Date

(SEE REVERSE SIDE)
APPLICATION FOR PERSONS WITH PRIOR CRIMINAL
CONVICTIONS(S) OR DISCIPLINARY SANCTION(S)

* 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.

SECTION IV – REQUIRED ATTACHMENTS

1. A copy of the Georgia Crime Information Report (GCIC) on the applicant. Such reports must not be more than 60 days old. The applicant can obtain a GCIC from any local sheriff’s office or police department. (Depending on the law enforcement agency’s policy, there may be a waiting period to obtain the report.) The Board will not accept a third party criminal history.

   If the applicant is aware of any conviction, nolo contendere plea, or First Offender sentence that is not on the GCIC report, the applicant must disclose such conviction(s).

   Failure to supply a GCIC report will result in the Board’s returning the entire application unprocessed. Failure to disclose all convictions, nolo contendere pleas, First Offender sentences and disciplinary sanctions are grounds for denial of your license.

2. If you have answered YES to question 1. in SECTION II of this application, you must attach a certified copy of a) the citation, accusation, information or indictment that led to every conviction and b) a certified copy of the sentence and/or Final Disposition of every conviction, nolo contendere plea, or First Offender sentence. Obtain certified copies from the Clerk of Court in the court in which each conviction, nolo contendere plea, or First Offender sentence occurred. If the court disposition is unavailable, you must provide a letter from the court stating that the documents are not available. If you have answered YES to question 2. in SECTION II of this application, for every disciplinary action attach a) a certified copy of the final order of the agency that imposed the disciplinary action and b) any allegations that preceded the final order. Obtain certified copies from the agency that imposed the disciplinary action. You must also attach an explanation of the circumstances surrounding every conviction and every sanction. IF YOU DO NOT SUPPLY ALL OF THESE DOCUMENTS, THE BOARD WILL NOT PROCESS YOUR APPLICATION. It will be returned to you.

3. A detailed written statement including a) the circumstances surrounding every conviction/disciplinary action (your age at the time, your motivation for committing the unlawful act, other parties involved, persons harmed, and so forth), b) whether you have made any required restitution, c) whether you have completed all conditions of your sentence, d) whether you are on probation, e) any steps you have taken to prevent a reoccurrence of your unlawful act; f) your work experience since the conviction(s)/disciplinary action(s), and g) why you should be issued a license in spite of the conviction(s)/disciplinary action(s). IF YOU DO NOT SUPPLY THIS DOCUMENT, THE BOARD WILL NOT PROCESS YOUR APPLICATION. It will be returned to you.

4. Letters from three character references not related to you by birth or by marriage. (If a broker has agreed to hold your license, one of the three letters must be from that broker.) Their letters should indicate a) whether they are aware of your prior conviction(s) or disciplinary action(s); b) how long they have known you; c) how they have known you as a teacher, friend, work colleague, etc.; d) that they understand that you may be handling other people’s money, may have access to confidential information, and may have access to other people’s property; e) their estimation of your current reputation in the community; and f) telephone numbers at which they can be reached. IF YOU DO NOT SUPPLY ALL OF THESE DOCUMENTS, THE BOARD WILL NOT PROCESS YOUR APPLICATION. It will be returned to you.

   The Board cannot begin its processing of your application until it receives all of the above items. By submitting all of these items as a package, you can reduce the amount of time required to process your application. While the Commission can sometimes process some of these applications within one month of receipt, many may take as long as two or three months to process.

   The Board will notify you, in writing, of its decision when its investigative process is completed. The Board CANNOT provide information on these matters by telephone. Thus, if you have any questions regarding the processing of your application, you should submit them in writing to:

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

SECTION V – APPLICABLE RULES

520-1-.42 Preliminary Decisions Regarding Prior Criminal Convictions or Disciplinary Sanctions.

You may review this rule by visiting the Board’s website at www.greab.state.ga.us, and clicking on The Appraisers Act.

(SEE REVERSE SIDE)
State Certified General Real Property Appraiser

Exam Date: 6/27/2002
School Code: 9999

Exam Scores:

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<th>TOTAL SCORE</th>
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<td>TOTAL POSSIBLE</td>
<td>150</td>
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Personal:
Date of Birth: 12/12/1972
Name: JOHNSON, ANN
Residence Address: 8310 NEIMAN ROAD
Loading Dock to the North of Bld Alt Lenexa KS 98765-1234
County: JOHNSON
Sex: FEMALE

Social Security Number: GAC-G1-111
Residence Mailing Address: 8310 NEIMAN ROAD
Alt Loading Dock to North Of Alt Lenexa Al 12345-5

Home Phone: (913) 895-4600
Alternate Phone:

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

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 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?
   You must answer "yes" to this question even if:
   (1) you have been pardoned for a criminal offense; (2) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (a) the offense is not, or is no longer, "on record", (b) the offense has been expunged from your record, (c) you do not need to disclose the offense, or (d) your civil and political rights have been restored; or (3) the conviction is, or is not, reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).
   YES NO
3. Have you ever been disciplined, or has any license or classification held by you ever been sanctioned, by the Georgia Real Estate Appraisers Board 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 revocation, a fine, or any restriction placed on your rights to operate as a licensee.)
   YES NO

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

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

The undersigned applicant for classification by the Georgia Appraisers Board does hereby irrevocably consent that, if any cause of action arises against the undersigned growing out of the undersigned’s acts or omissions as an appraiser within the State of Georgia and if at that time the undersigned applicant is not a resident of the State of Georgia, sui 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 and Appraisers Board, 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 classification by the Georgia Appraiser Board 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 Board may request and by personally appearing at the Board’s offices or other location in Georgia as the Board’s investigator may request.

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

Applicant’s electronic signature
GEORGIA APPRAISERS 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 five business days after receipt of the request and fee.

Name:__________________________________________________________ Social Security #: _________________________
Address: ________________________________________________________________________________________________
________________________________________________________ Daytime Phone: __________________________
Test Taken: ☐ Licensed Appraiser ☐ Certified Residential Appraiser ☐ Certified General Appraiser
Examination Date: ______________ Assessment Center: ________________________________________________________
I hereby authorize AMP to send me a duplicate score report.

Signature:______________________________________________________________ Date: ____________________________

Applied Measurement Professionals, Inc.
18000 W. 105th Street
Olathe, KS 66061-7543
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:
EXAMINATION SCHEDULE AND TESTING LOCATIONS

The Real Estate Appraisers 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.

■Location 1: Atlanta NE
Applied Measurement Professionals, Inc.
Beaver Ruin Village Shopping Center
4145 Lawrenceville Highway (U.S. Highway 29)
Lilburn, Georgia
Directions: Exit I-85 at the Beaver Ruin Road exit. Go east 3 1/2 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, Georgia
Directions: Exit I-75 at North Marietta Parkway (Loop 120/exit #263). Drive approximately 1 1/2 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, Georgia
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, Georgia
Directions: Exit I-475 at Thomaston Road (Exit #5). Go toward Thomaston 4/10 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
Obtain Your Examination Results and Your Appraiser Classification at the Assessment Center

The Georgia Real Estate Appraiser Board (GREAB) has contracted with AMP to administer its qualifying examinations and to provide successful examinees with their new appraiser classifications. These appraiser classifications 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. Due to the length of the appraiser exams, same day licensing will not be available.

AMP can issue State Licensed Real Property, State Certified Residential Real Property or State Certified General Real Property Appraiser classifications.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Method of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Licensed Real Property, State Certified Residential Real Property or State Certified General Real Property Appraiser Classifications</td>
<td>$135.00 or $175.00</td>
<td>Credit card* or cashier’s check or money order made payable to GREAB Company checks, personal checks and cash are not accepted.</td>
</tr>
</tbody>
</table>

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