



State of **Idaho**

April 2001

Candidate Handbook

***To navigate through
this document,
click on the Table of
Contents entries,
or use the bookmarks
in the left column.***

TABLE OF CONTENTS
click here

PRINT HANDBOOK
click here

QUICK REFERENCE

RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

Making an exam reservation

Candidates may make an examination reservation by

- calling ASI Customer Care at (877) 540-5833
- faxing the Fax Reservation Form (see *Appendix*) to ASI at (888) 204-6291
- visiting the ASI web site (<http://www.asisvcs.com>).

Candidates should make a reservation by phone at least three (3) business days before the desired test date or by fax at least four (4) business days before the desired test date. **Walk-in testing is permitted on a space-available basis.**

SCHEDULES & FEES

ASI Assessment Center locations

Candidates may view a list of ASI Assessment Centers online or on the back cover of this handbook. Candidates should contact ASI to confirm specific locations and examination schedules.

Exam fees

The examination fee (see *Exam Fees* on page 5) may be paid by credit card when the reservation is made, or on the day of the examination in the form of a certified check, cashier's check, or money order, made payable to "Assessment Systems, Inc." **Cash, credit cards and personal checks will NOT be accepted at the assessment center.** Examination fees are nonrefundable and non-transferable.

EXAM DAY

What to bring to the exam

Candidates should bring to the examination the Confirmation Number they received when they made the exam reservation, proper identification and fees, and other materials as dictated by the state licensing agency. See *What to Bring* (page 9) for details.

Exam procedures

Candidates should report to the ASI Assessment Center at least thirty (30) minutes before the examination begins to complete registration. Each candidate will have four (4) hours to complete the examination, and will leave the Assessment Center with an official score report in hand.

Table of Contents

INTRODUCTION	1
Idaho Real Estate Licensing Requirements	1
The EXPro Testing System	2
EXAM RESERVATION	3
Phone Reservations	3
Walk-In Testing	4
Online Reservations	4
Fax Reservations	5
Confirmation Number	5
Exam Fees	5
Change/Cancel Policy	5
Absence Policy	6
Cancellations and Delays	7
Special Exam Requests and Services	7
Telecommunication Devices for the Deaf	8
Non-Saturday Exams	8
EXAM DAY	9
What to Bring	9
Exam Procedures	9
Score Reporting	10
Fingerprinting Requirement	10
Retaking the Exam	10
Review of Exams	10
Score Explanation	11
Duplicate Score Reports	11
ASI Assessment Center Policies	11
PREPARING FOR THE EXAM	13
Exam Content	13
Math Calculations	13
Practice Exams	13
General Content Outline	14
State Content Outline	16
<hr/>	
APPENDIX	
Practice Exam Order Form	back of handbook
Fax Reservation Form	back of handbook
Request for Duplicate Score Report	back of handbook
GENERAL INFORMATION	back cover
ASI Assessment Centers	back cover
ASI Holiday Schedule	back cover

ASI does not discriminate on the basis of age, sex, race, creed, disabling condition, religion, national origin, or any other protected characteristics.

Introduction

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing an acceptable level of safe practice and for furnishing the means to determine whether an individual meets that standard.

The state of Idaho has retained the services of Assessment Systems, Inc. (ASI), a Harcourt company, to develop and administer its real estate examination program. ASI is nationally recognized as a leading provider of assessment services to regulatory agencies and national associations.

ASI/Idaho Real Estate

PO Box 8588

Philadelphia, PA 19101-8588

<http://www.asisvcs.com>

FaxBack: (888) 204-6246

Idaho Real Estate Commission

633 N. 4th Street

Boise, ID 83720-0077

(208) 334-3285

or toll-free from Idaho **only:** (866) 447-5411

<http://www.state.id.us/irec>

Idaho Real Estate Licensing Requirements

The Idaho Real Estate Commission has established the requirements to qualify for a salesperson or broker license. Applicants should read this candidate handbook, the enclosed forms, and any other information provided by the Idaho Real Estate Commission before applying for any licensing examination.

The EXPro Testing System

The examination will be administered on an electronic testing system called EXPro. The EXPro testing system eliminates the use of paper-and-pencil answer sheets. Examination questions



and answer options are presented on a touch-sensitive screen. A computer memory card records responses and automatically times the examination. EXPro allows candidates to change answers, skip questions, and mark questions for review.

EXPro Electronic Testing System

Knowledge of computers and typing is absolutely NOT required. The examination is scored immediately after it is completed, and candidates leave the ASI Assessment Center with official scores in hand. EXPro testing provides flexible examination scheduling at ASI Assessment Centers conveniently located throughout the state. ASI Assessment Centers comply with ADA regulations and standards for accessibility.

Exam Reservation

Phone Reservations

Candidates may call ASI Customer Care to make an examination reservation.

Customer Care Hours (877) 540-5833	
Monday - Friday	6 am – 9 pm
Saturday	6 am – 3 pm
Sunday	8 am – 2 pm

mountain time

Before calling, candidates should have the following:

- Legal name, address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and assessment center location (a list appears on the back cover of this handbook)
- A failing score report (if retaking an examination)
- School Code (not mandatory)

A Customer Care Associate will help candidates select a convenient examination date and location and will provide specific instructions about any necessary eligibility forms or documentation that must be brought to the examination. The appointment will be made based on the next available examination date. Candidates will receive directions to the ASI Assessment Center and will have an opportunity to ask questions.

Candidates should make an examination reservation up to three (3) business days prior to the requested examination date.

Candidates should call by:	To test on or after the following:
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday
Thursday/Friday	Tuesday
Saturday/Sunday	Wednesday

Schedule is subject to change.

Walk-in Testing

Walk-in testing is permitted on a *space-available* basis, in Idaho assessment centers *only*, according to the following procedures:

Candidates who wish to take the examination without making a reservation must still contact Customer Care at (877) 540-5833 to obtain a Confirmation Number. At that time, the Customer Care Associate will provide information about examination schedules and materials that must be brought to the examination, and will provide directions to the assessment centers. The Confirmation Number the candidate will receive may then be used at any Idaho assessment center at any time (examination schedule permitting).

Walk-in candidates will be registered on a first-come, first-served basis after all pre-registered candidates have been seated. Since it is important that other candidates not be disturbed during their examinations, walk-in candidates will be accommodated at the discretion of the assessment center manager.

Walk-in candidates should arrive at the assessment center thirty (30) minutes before the examination is scheduled to complete registration, and must present proper fees and identification (see *What to Bring* on page 9 for details).

Online Reservations

Candidates may register for an examination online by visiting the ASI web site (<http://www.asisvcs.com>) and clicking on *Exam Registration Services*. First-time users will be required to obtain a check-in code and will be asked to provide name, email address and phone number, as well as a personal password. Candidates will receive a check-in code immediately upon submitting the requested information.

Candidates will be prompted with step-by-step instructions on completing the online *Reservation Request Form*. Please note that an online request may be canceled **before** the completed *Reservation Request Form* has been submitted by clicking on *Check Out/Cancel This Request*. Once the online request has been submitted, ASI will send via email a confirmation of the examination date, time and location, or will contact candidates whose choices are not available. Candidates may also review, change or even cancel an existing reservation after the *Reservation Request Form* has been submitted by clicking *Review/Change Reservation* or *Cancel a Reservation* and following the instructions.

Fax Reservations

Candidates may fax the *Reservation Request Form* (see Appendix) to ASI at (888) 204-6291, 24 hours a day, 7 days a week. The completed form should be faxed at least four (4) business days before the requested examination date. A confirmation of the reservation will be returned by fax within twenty-four (24) hours of receipt of the faxed request.

Confirmation Number

Candidates will be provided with a Confirmation Number, which should be written down in the space provided below. This number should be used for any contact with ASI.

Confirmation Number:
Examination Date:
ASI Assessment Center:
Customer Care Associate:

Exam Fees

Examination fees are as follows:

Full exam

With reservation	\$61.50*
Walk-in	\$75.00

One portion of exam

With reservation	\$45.00*
Walk-in	\$58.50

**Out-of-state testing is an additional \$50*

The examination fee must be paid at the assessment center on the day of the examination, unless pre-paid by credit card *when an examination reservation is made*. Fees not pre-paid by credit card must be paid by certified check, cashier's check, or money order made payable to "Assessment Systems, Inc." **Credit card payments will NOT be accepted at the assessment center, and cash and personal checks are not acceptable at any time.**

Candidates are responsible for knowing all regulations regarding fees and examination scheduling as presented in this handbook.

Change/Cancel Policy

Candidates should call Customer Care at (877) 540-5833 four (4) business days in advance of the examination date to change or cancel a reservation. Candidates who change or cancel their reservations without proper notice, or are late to their exami-

nation, will be responsible for the examination fee. Candidates who wish to change or cancel an examination reservation without incurring additional fees should **refer to the following chart**.

Candidates must call by:	If your exam is on the following:
Thursday	Tuesday
Saturday	Wednesday
Sunday	Thursday
Monday	Friday
Tuesday	Saturday

This chart does not reflect holidays, which may increase the number of days' notice candidates are required to give.

Candidates are individually liable for the full amount of the examination fee once an examination reservation has been made, whether individually or by a third party.

Absence Policy

Candidates who are unable to attend a scheduled examination may be excused for the following reasons:

- Illness of the candidate or that of a candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates who are absent from or late for an examination and have not rescheduled or canceled according to the Change/Cancel Policy will be responsible for the examination fee. Written verification and supporting documentation for excused absences must be submitted to Customer Care within fourteen (14) days of the original examination date.

Fees owed for a missed examination date must be paid at the ASI Assessment Center when candidates check in for a subsequent examination. Candidates will not be permitted to take an examination until all fees owed to ASI for previous examinations have been paid.

Candidates who owe ASI fees for a missed examination and will not be taking an examination in the near future should send the payment to:

ASI Customer Care
3 Bala Plaza West
Suite 300
Bala Cynwyd, PA 19004

Candidates should include their name, Confirmation Number, Social Security number, licensure state and original examination date with the payment.

Cancellations and Delays

If severe weather or a natural disaster makes the ASI Assessment Center inaccessible or unsafe, the examination administration may be delayed or canceled. Candidates may tune to local radio stations for details on cancellations during severe weather.

Special Exam Requests and Services

ASI complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take an examination.

The special request fax line is (610) 617-9397. Candidates who require special testing arrangements due to impaired sensory, manual or speaking skills, or other disability, may mail or fax a written request to ASI Test Center Operations. The request should include the candidate's name, address, and Social Security number; the program, examination date and time; and a description of any special requirements. The request must also include supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. ASI will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by ASI.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 274-3707. However, a written request, along with the required supporting documentation **MUST** be submitted to ASI before any special testing arrangements can be finalized.

ASI will determine the time and place of specially-arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retest should notify ASI that special arrangements were used for the prior examination.

Due to the unique nature of each special request, ASI recommends that candidates request special services as early as possible. ASI will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual ASI Assessment Center capabilities.

Telecommunication Devices for the Deaf

ASI is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available 8:00 am to 5:00 pm (EST), Monday through Friday, toll-free at (800) 274-2617. This TDD phone option is for individuals equipped with compatible TDD machinery.

Non-Saturday Exams

Candidates who, for religious reasons, cannot take an examination only offered on Saturdays may request a non-Saturday examination date. Such a request must be put in writing on official stationery by the candidate's religious advisor and faxed to (610) 617-9397 or mailed to:

ASI Test Center Operations
3 Bala Plaza West
Suite 300
Bala Cynwyd, PA 19004

Non-Saturday testing is available **ONLY** on a prearranged basis.

Exam Day

What to Bring

All candidates will be required to bring the following items to the assessment center on the day of the examination:

- Two (2) forms of signature identification, one of which **MUST** be photo-bearing (preferably a driver's license). Candidates will not be admitted without proper identification.
- The Confirmation Number provided when the reservation was made
- Correct fees (payable by certified check, cashier's check or money order)
- Failing score report (if the candidate is retaking the examination)
- Original *Certificate of Waiver* from the Idaho Real Estate Commission (if applicable)

Candidates who do not present the required items on examination day will be denied admission to the examination, considered absent, and will be responsible for the examination fee.

Exam Procedures

Candidates should report to the ASI Assessment Center thirty (30) minutes before the scheduled examination to complete registration. When candidates arrive at the assessment center, they should check in with the assessment center manager and present their Confirmation Number, identification, fee, and any other required documents. The manager will review this documentation and take each candidate's photograph for his/her score report.

After registration, candidates will have an opportunity to go through a tutorial on the EXPro System. The time spent on the tutorial will not reduce the examination time. The examination proctors will answer questions at this time, but candidates should be aware that the proctors are not familiar with the content of the examinations or with the state's licensing requirements. It is the candidate's responsibility to determine which examinations he/she needs to take. Examination proctors are instructed not to advise candidates on requirements for licensure.

Once candidates are familiar with the EXPro unit, they may begin the examination. The examination begins the moment a candidate looks at the first examination question. Candidates will be given four (4) hours to complete the examination. After the examination time has expired, the EXPro unit will automatically turn off. Candidates will leave the ASI Assessment Center with their official scores in hand.

Score Reporting

When candidates complete the examination they will receive a score report marked “pass” or “fail”. Candidates who pass the examination will receive a score report that includes information on how to apply for a license. Candidates who fail the examination will receive a score report that includes diagnostic information relating to the general portion of the examination, as well as information about reexamination.

Fingerprinting Requirement

All candidates who pass the examination are required to submit completed fingerprint cards along with their license application to the Idaho Real Estate Commission. Fingerprinting services are available only in Idaho assessment centers for a \$10 fee, in the form of a certified check, cashier’s check, or money order made payable to “Assessment Systems, Inc.” The completed fingerprint card will be returned to the applicant to submit with the license application.

Retaking the Exam

The examination is divided into two sections: General and State Law. Candidates who pass one section of the exam and fail the other need only retake the section they failed, as long as they retake the failed section within one (1) year of the date of the passed section. Candidates who have not passed both sections of the examination within one (1) year of the date of the first passed section must retake both sections. For example, a candidate takes the examination January 15, 2001 and passes the State Section but not the General Section. That candidate need only retake the General Section, but must do so on or before January 14, 2002. If the candidate does not pass the General Section on or before January 14, 2002, he/she would be required to retake the entire examination.

There is no limit to how many times a candidate may retake the examination, as long as both sections are passed within one (1) year of applying for licensure. **Appointments for reexamination are not made at the assessment center, and candidates must wait twenty-four (24) hours before calling Customer Care to make an examination reservation. Walk-in candidates may not retake an examination in the same day they failed all or part of it.**

Review of Exams

For security reasons, examination material is not available to candidates for review.

Score Explanation

The passing point of an examination is set by the Idaho Real Estate Commission. The general and state law portions are usually administered in multiple versions to enhance security. To ensure that no individual has an unfair advantage or disadvantage by taking a particular version of the examination, the actual passing point of the various versions may be adjusted to accommodate minor fluctuations in the difficulty level of the questions on each version. The passing point for all versions, however, is *reported* as a score of 70 for the salesperson examination and 75 for the broker examination.

The reported examination scores can range from 1 to 100, but they are not to be interpreted as the percentage or number of examination questions answered correctly. With 70 or 75 as the passing score, any score below 70 or 75 indicates how close you came to passing, rather than the actual number or percentage of questions you answered correctly.

Duplicate Score Reports

Candidates may request a duplicate score report by completing and mailing the appropriate form found in this handbook and enclosing the proper fee.

ASI Assessment Center Policies

The following policies are observed at each ASI Assessment Center.

- Candidates who arrive late will not be admitted to the examination, and will be responsible for the examination fee.
- Calculators are permitted if they are silent, hand-held, battery-operated, nonprinting, basic four-function, and without an alphabetic key pad. Financial calculators are also acceptable. Solar calculators are not recommended because the lighting conditions required for EXPro are not sufficient to charge the calculator. Use of any other calculator is not permitted. Violation of this rule may result in dismissal from the examination. Calculator malfunctions are not grounds for challenging examination results or requesting additional examination time. ASI will not provide calculators for the examination.
- Cellular phones, beepers, and any other electronic devices are not permitted during the examination, and there is no place for storage of personal belongings at the ASI Assessment Center.
- Dictionaries, books, and reference materials are not permitted in the testing room, and candidates are strongly urged not to bring such materials to the ASI Assessment Center. Candidates who are found with these or any other aids such as watch alarms, listening devices, recording or photographic devices during the examination will not be allowed to continue the examination.

- Candidates are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books, or papers into the examination room. Any such materials brought into the examination room will be collected and returned when the examination has been completed. ASI is not responsible for lost or misplaced items.
- Eating, drinking, or smoking during the examination is not permitted.
- Under no circumstances will any candidate be permitted to test longer than the allotted examination time.
- Candidates may leave the room during an examination with permission from the proctor, but will not be allowed any extra time for the examination.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.
- No visitors, guests, pets, or children are allowed at the ASI Assessment Center.

Preparing for the Exam

Exam Content

The content of the general portion of the examination is based upon information obtained from a job analysis performed by ASI. Responses from real estate professionals were analyzed to determine the nature and scope of tasks they perform, and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that the examination reflects the actual practice of real estate. Questions on the general portion are also reviewed and approved by nationally recognized real estate professionals.

The state law portion of the examination for which you are preparing has been developed to reflect the laws, regulations, and practice of real estate in Idaho, and has been reviewed and approved by real estate professionals in Idaho.

Math Calculations

Candidates may use the following information in making mathematical calculations on the general portion of the real estate examinations unless otherwise stated in the text of the question:

- 43,560 square feet/acre
- 5,280 feet/mile
- Round off calculations (where applicable)

NOTE: *If a test question requires the calculation of prorated amounts, the question will specify: (a) whether the calculation should be made on the basis of 360 or 365 days a year; and (b) whether the day of closing belongs to the buyer or seller.*

This information will be available in printed form at the ASI Assessment Center for reference during the examination.

Practice Exams

Candidates may order practice examinations by using the form in the back of this handbook or by calling ASI Marketing Services at (800) 618-2565.

General Content Outline For Sales and Broker Exams

The general portion of the real estate examination is made up of eighty (80) scored questions, which are distributed as noted in the following content outline. Approximately ten percent (10%) of the scored questions on the general portion will involve mathematical computations.

The sales and broker examinations contain five (5) pretest questions that are not counted toward the score. These questions are used to gather statistics on performance and to help assess their appropriateness for use on future examinations. Since pretest questions look exactly like scored questions, candidates should answer all the questions on the examination.

The following examination content outline is appropriate for real estate salespersons and real estate brokers.

- I. Real property characteristics, definitions, ownership, restrictions, and transfer**
(20% – 16 questions)
 - A. Definitions, descriptions, and ways to hold title**
 - 1. Elements of real and personal property
 - 2. Property description and legal description
 - 3. Estates in real property
 - 4. Forms, rights, interests, and obligations of ownership
 - B. Land use controls and restrictions**
 - 1. Public (e.g., zoning, taxation, police power)
 - 2. Private (e.g., liens, encumbrances, recording and priorities, subdivision/association rules)
 - C. Transfer/alienation of title to real property**
 - 1. Voluntary and involuntary
 - 2. Deeds, warranties, and defects in title
- II. Assessing and explaining property valuation and the appraisal process**
(15% – 12 questions)
 - A. Principles, types, and estimates of property value**
 - B. Influences on property value**
 - C. Approaches to property valuation and investment analysis**

- III. Contracts, agency relationships with buyers and sellers, and federal requirements**
(25% – 20 questions)
- A. Contract elements, types (e.g., valid, enforceable), and terminology**
 - B. Agency employment contracts, listing and buyer agency agreements, and required elements**
 - C. Purchase/Sales contracts and contingencies**
 - D. General agency relationships and fiduciary responsibilities**
 - E. Property conditions and disclosures (e.g., property, environmental)**
 - F. Procedures and laws governing real estate activities (e.g., Federal Fair Housing Act, Americans with Disabilities Act, antitrust, marketing controls)**
- IV. Financing the transaction and settlement**
(25% – 20 questions)
- A. Financing components**
 - 1. Financing instruments (e.g., notes, mortgages, contract for deed, deed of trust)
 - 2. Sources (e.g., primary and secondary mortgage markets, seller financing)
 - 3. Types of loans
 - 4. Financing concepts and terminology
 - B. Lender requirements and obligations**
 - C. Settlement procedures**
 - D. Settlement documents (e.g., title review, RESPA)**
 - E. Financing costs, property taxation, proration calculations, and other closing costs**
- V. Leases, rents, and property management**
(15% – 12 questions)
- A. Types and elements of leasehold estates, leases, lease clauses, and rental agreements**
 - B. Lessor and lessee rights, responsibilities, and recourse**
 - C. Management contracts and obligations of parties**

The Idaho state-specific examination is made up of forty (40) questions for salesperson candidates and fifty (50) questions for broker candidates. Each examination also includes five (5) pretest questions distributed throughout the examination. These pretest questions are not identified and will not affect the final score in any way.

**I. Duties and powers of the Real Estate Commission
(Salesperson 10%, Brokers 10%)**

- A. General powers**
- B. Audit of records**
- C. Investigations, hearings, and appeals**
- D. Sanctions**
 - 1. Fines
 - 2. License suspension and revocation

**II. Licensing requirements
(Salesperson 10%, Broker 10%)**

- A. Activities requiring a license**
- B. Types of licenses**
- C. Eligibility for licensing**
- D. License renewal**
- E. Change in license/status**
- F. Education**

**III. License Law and Rules of the Idaho Real Estate
Commission (Salesperson 30%, Broker 35%)**

- A. Advertising/Use of business name**
- B. Broker-salesperson relationship**
- C. Commissions**
- D. Document handling and record keeping**
- E. Handling of monies/Consideration
(items of value)**
- F. Trust accounts**
- G. Listings**
- H. Offers, counteroffers, acceptance
(including leases)**
- I. Office operations and business practices**
- J. Brokerage management (Broker only)**
- K. Settlement statement**
- L. Recovery Fund**
- M. Prohibited conduct**

- IV. Brokerage representation (agency law)**
 - (Salesperson 15%, Broker 15%)
 - A. Agency contracts**
 - B. Types**
 - C. Obligations to parties**
 - D. Termination of agency**
 - E. Limits of confidentiality**
 - F. Disclosing agency relationships**
- V. Calculations and closing costs**
 - (Salesperson 10%, Broker 8%)
- VI. Idaho principles and practices**
 - (Salesperson 25%, Broker 22%)
 - A. Financing**
 - 1. Trust deeds, notes, mortgages, contract for deed
 - 2. Foreclosure
 - B. Ownership/Possession**
 - 1. Community property
 - 2. Adverse possession
 - 3. Easements
 - C. Real estate valuation**
 - 1. Property description
 - 2. Property taxes/assessed value
 - a. Homeowner's exemption
 - b. Tax liens
 - c. Circuit breaker
 - D. Homestead**
 - E. Mechanic's liens/other liens**
 - F. Recording**
 - G. Mobile homes/manufactured housing**
 - H. Water rights**
 - I. Land use controls**
 - 1. Zoning
 - 2. Subdivisions
 - J. Idaho Fair Housing**

Note: The entire question pool for both the general and state law portions of the examinations, each form of the examination, and any materials used to administer the examination are copyrighted by and are the property of ASI. Any distribution of examination content by oral or written communication or by any material or other reproduction is strictly prohibited and punishable by law.



ORDER FORM

ORDER TOLL FREE (800) 618-2565

To order a copy of our Practice Exams for Salespersons or Brokers, just complete the order section below and return with your payment to:

**ASI Practice Exams
PO Box 1000
Dublin, PA 18917**

SHIP TO ADDRESS:

Name _____

Street Address _____

City _____

State _____ ZIP _____

Daytime Phone Number () _____

Exam Title	Order Quantity	Cover Price EACH	TOTAL AMOUNT
Broker		\$7.45	
Salesperson		\$7.45	
Exam Total Amount			
Add \$3.00 <u>per order</u> for Handling			\$3.00
Add \$1.50 <u>per exam</u> for Shipping			
Or, need your order overnight? Add \$11.50 to ship via FedEx			
ORDER TOTAL			

Method of Payment:

Check or Money Order Enclosed

(Please make check or money order payable to ASI Marketing Services.)

Please Charge My:

VISA MC AMEX

Card# _____ - _____ - _____ - _____

Expiration Date _____ - _____

Authorized Signature _____

Last Name _____ First Name _____ M.I. _____

Street Address _____

City _____ State _____ ZIP _____
() ()

Telephone (Daytime) _____ Telephone (Evening) am
() pm

Your Fax # _____ Today's Date/Time _____

_____-_____-_____/_____/_____/_____
Social Security # Date of Birth Licensure State

Candidate Signature _____ *(verifies completion of prelicense education)*

School Code: _____

ASI Assessment Center _____ Code _____

Examination Level *(check one)*: Salesperson Broker

Choice #1	Date _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Choice #2	Date _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Choice #3	May we register you for the next available date? <input type="checkbox"/> Yes <input type="checkbox"/> No		

CUSTOMER CARE FAX # (888) 204-6291

A confirmation of this reservation will be sent to you within 24 hours of receipt of this Fax Reservation Form.

Late arrivals will forfeit their reservation, will be considered absent, and will be responsible for the examination fee.

Please refer to your candidate handbook for instructions on what to bring with you to the ASI Assessment Center on your examination day. **Failure to present all of these items on examination day will result in your being denied admission to the examination.**

To change or cancel an EXPro reservation without penalty, you must call Monday through Friday by 9 pm, Saturday by 3 pm, and Sunday by 2 pm, mountain time. **If you call later than the deadline date shown in Change/Cancel Policy, you will be responsible for the examination fee.**

FOR ASI USE ONLY

Reservation is confirmed for:

Examination Date _____ Time _____

Confirmation Number _____

ASI Assessment Center Location _____



Assessment Systems, Inc.
A Harcourt Company

Request for Duplicate Score Report

Use this form to request a duplicate copy of your score report. Please print or type all information on the reverse side of this form and include the correct fees, or your request will not be processed.

FEE:

\$10.00 for scores less than one year old.

\$25.00 for scores one or more years old.

Please enclose **certified check or money order** made payable to "ASI Processing Center." Do not send cash. Write your Confirmation Number or Social Security number on your payment. You will receive your duplicate score report in 2–3 weeks.

SEND TO:

Idaho Real Estate Program

Duplicate Score Request

ASI Processing Center

PO Box 8588

Philadelphia, PA 19101–8588

AMOUNT ENCLOSED: \$ _____

PLEASE COMPLETE
BOTH SIDES OF
THIS FORM

Print your name and current address below:

Candidate ID #

Social Security # - -

Name _____

Street _____

City _____

State _____ ZIP _____

Tel. (_____) _____

If the above information was different at the time you were tested, please indicate former name or address below:

Name _____

Street _____

City _____

State _____ ZIP _____

Tel. (_____) _____

Exam taken (✓ one)

Salesperson

Broker

Date taken: -
month year

State in which examination was taken _____

I hereby authorize ASI to send a duplicate of my score report to me at the address above.

Candidate's Signature (required)

PLEASE COMPLETE BOTH SIDES
OF THIS FORM

General Information

**Candidates may call (877) 540-5833
to make an exam reservation.**

ASI Assessment Centers

Code	Location	Frequency
1320	Boise	Tuesday, Wednesday, Saturday
1321	Couer d'Alene	4th Saturday of the month
1322	Pocatello	Saturday

Schedules and locations are subject to change.

Specific directions to all locations will be given when candidates call to make an examination reservation.

ASI Holiday Schedule

*No testing on the following holidays
or holiday weekends:*

New Year's Day/Eve

Labor Day/Weekend

Martin Luther King, Jr. Day

Thanksgiving Day/Weekend

Memorial Day/Weekend

Christmas Day/Eve

Independence Day