



## The steps to obtain and renew an Alabama Real Estate Sales License (as of August 2008)

### Steps to obtain a Sales License

- Step 1: Read carefully the attached Candidate Handbook issued by the Alabama Real Estate Commission.
- Step 2: Take a 60 hour pre-license course. The course will take about 8 to 10 weeks and cost about \$350 depending on who offers the course. It's offered by many different real estate schools and also on-line (see the list of schools in the attached Candidate Handbook).
- Step 3: Pass the Alabama Real Estate Sales License exam (cost to sit for the exam is \$69), and pay \$235 for a temporary license.
- Step 4: After 6 months, take a post-license course. The course is 30 hours and cost about \$230 depending on who offers the course. There is a school-issued test and then the state issues the permanent license. Cost is \$170 for permanent license.

Total cost is about \$1,054 and about 3 months time

### Steps to renew a Sales License

- Step 1: Licenses are renewed annually. The cost is \$175.
- Step 2: In addition, 15 hours of continuing education is required every 2 years. The continuing education cost about \$150 (every 2 years), depending on who offers the course.

Average renewal cost is \$250 per year

**ALABAMA**

**FOR  
SALE**



**Real Estate  
Examination  
Program**

# **Candidate Handbook**

Effective December 2008



**APPLIED MEASUREMENT PROFESSIONALS, INC.**



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**QUESTIONS ABOUT LICENSING**

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

Alabama Real Estate Commission  
1201 Carmichael Way  
Montgomery, Alabama 36106  
334/242-5544

**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  
800/345-6559  
Fax: 913/895-4651



## INTRODUCTION

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

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

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

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

## STATEMENT OF NONDISCRIMINATION

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

## EXAMINATION INFORMATION

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

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

If you do not meet one of the requirements, or if you are uncertain if you meet all requirements, **DO NOT** register for the examination. Contact the Alabama Real Estate Commission at 334/242-5544 for assistance in determining licensing eligibility.

## REQUIREMENTS FOR OBTAINING AN ALABAMA REAL ESTATE LICENSE

To become eligible to obtain a license in Alabama, an applicant must:

1. Be a U.S. citizen or lawful permanent resident.
2. Be at least 19 years old.
3. Show proof of bona fide residency in any state in the U.S.
4. Show proof of high school graduation or GED.
5. Not have been convicted of a felony or a crime involving moral turpitude. If an applicant has such a conviction, he/she may file an "Application for Determination of Licensing Eligibility" form with the Commission prior to completing any other licensing requirements. The Commission will review the applicant's conviction(s) and determine if he/she is eligible to obtain an Alabama real estate license.
6. Not have had a real estate application or license rejected or revoked in any state within the past two years.
7. Pass the licensing examination.



## ■ ADDITIONALLY, SALESPERSON applicants must:

Successfully complete (with a minimum course grade of 70) an approved 60-clock-hour prelicense course prior to taking the state examination. Salesperson applicants have 12 months to pass the state examination after completion of the course. If not, the applicant must take the course again. **Prelicense course certificates must be taken to the Assessment Center to be checked by the proctor. You will not be admitted without your original certificate.**

## ■ ADDITIONALLY, BROKER applicants must:

- A. Successfully complete (with a minimum course grade of 70) an approved 60 clock hour prelicense course prior to taking the state examination.
- AND
- B. Have held an active real estate license in any state for at least 24 months of the 36 month period immediately preceding the date of application.

**NOTE: Starting October 1, 2007, broker applicants must show proof that they have completed a 60 hour broker prelicense course in order to sit for the broker examination. Prelicense course certificates must be taken to the Assessment Center to be checked by the proctor. Broker candidates will not be admitted without original certificates.**

**If broker applicants are not certain they meet broker eligibility requirements, they should check with the Alabama Real Estate Commission before scheduling an examination.**

## HOW THE EXAMINATION IS ADMINISTERED

The Alabama Real Estate Licensing Examinations are administered by computer at AMP Assessment Centers in Alabama. Assessment Center locations in surrounding states may be made available if requested. Please visit AMP's website [www.goAMP.com](http://www.goAMP.com) for a complete listing of AMP Assessment Center locations. The examinations are administered by appointment only Monday through Friday at 9:00 a.m. and 1:30 p.m. with at least one Assessment Center being open on Saturday on a rotating basis. Examinations are administered at the following locations.

### Location 1: Athens, Alabama

H&R Block Office  
1013 Hwy 72 East  
Athens, AL 35611

**Directions:** The office is located less than 2 miles West from I-65 on HWY 72. The office is located in the Wal-Mart Shopping Center at the Corner of Hwy 31 and Hwy 72. The office can also be accessed from Hwy 31 N about on tenth of a mile north of Hwy 72. Turn left into the Wal-Mart Shopping Center.

### Location 2: Birmingham, Alabama

H & R Block Tax Office  
7001 Crestwood Blvd.  
Birmingham, AL 35210

**Directions:** Located in the Eastwood Festival Shopping Center. Exit 132A from I-20 (Oporto-Madrid Blvd) to Crestwood Blvd. The shopping center is two stoplights west of the intersection.

### Location 3: Birmingham (Lakeshore Pkwy), Alabama

H&R Block Office  
273 Lakeshore Parkway, Suite 203  
Birmingham, AL 35209

**Directions:** H&R Block is located in the Wildwood Shopping Center. From I-65 South, exit at Lakeshore Parkway and bear right. Turn right and drive to the second stoplight. Turn left at the light and drive toward Office Max in the shopping Center. From I-65 North, exit at Lakeshore Parkway bearing right. Turn left and drive to the second light to the Wildwood Shopping Center. H&R Block is three doors down from Office Max.



### Location 4: Huntsville, Alabama

H&R Block District Office  
Huntsville West Shopping Center  
4710 University Drive NW, Suite K  
Huntsville, AL 35816

**Directions:** From Interstate 565 – take the Sparkman Road exit and travel north. You will pass the University of Alabama at Huntsville (UAH). Take the second left after you go under the University Drive (Hwy 72) underpass into the Huntsville West Shopping Center parking lot. Total distance from I-565 to the shopping center is approximately 2 miles.

From University Drive (also known as Hwy 72) – The Huntsville West Shopping Center is located on the northwest corner of the intersection of University Drive and Sparkman Road. It is in the same shopping center as Office Depot.

### Location 5: Mobile, Alabama

ABS Tax Service  
3963 Cottage Hill Road  
Mobile, AL 36609

**Directions:** Two miles West of I-65 on Cottage Hill Road. On the southwest corner of the intersection of Azalea Road and Cottage Hill Road.

### Location 6: Montgomery, Alabama

H&R Block District Office  
Colonial Shoppes Shopping Center  
2729 Bell Road  
Montgomery, AL 36117

**Directions:** The office is located on the corner of Bell Road and Vaughn Road in the Bruno's shopping center, next to King Buffet Chinese Restaurant. If coming from downtown Montgomery, take I-85 east to exit 6, which is East Boulevard. Turn right on East Boulevard. Go approximately 2 miles South and turn left on Vaughn Road. Go approximately 2 miles East and the shopping center is on the left, on the northeastern corner of the intersection at Bell Road and Vaughn Road.

### ■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: \$69

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check or money order made payable to AMP. Payment by company check, personal check or cash is not acceptable.

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 \$25 handling fee, to AMP to cover declined credit card transactions.

### SCHEDULING AN EXAMINATION APPOINTMENT

Applicants may register by one of the following methods:

1. **Schedule Online:** The candidate may schedule an examination appointment online at any time by using our Online Application/Scheduling service at [www.goAMP.com](http://www.goAMP.com). To use this service on our website, follow these easy steps:
  - Go to [www.goAMP.com](http://www.goAMP.com) and select "Candidates."
  - Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

OR

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

OR

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

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

Second, call AMP at 800/345-6559 seven to ten days after your registration form is mailed to schedule an examination appointment.

When you contact AMP to schedule an appointment, please be prepared to confirm a date and location for testing and to provide your name and Social Security number. Note: Your Social Security number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

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

You will be notified of the time to report to the Assessment Center; please make a note of it since you will NOT receive an admission letter. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Assessment Center.

## Special Arrangements for Candidates with Disabilities

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

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.

## TELECOMMUNICATION DEVICES FOR THE DEAF

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

## EXAMINATION APPOINTMENT CHANGES

You may reschedule an examination appointment at no charge once online at [www.goAMP.com](http://www.goAMP.com) or by calling AMP at 800/345-6559 at least **two business days prior to the scheduled testing session.** (See following table.)

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

## MISSED APPOINTMENTS AND CANCELLATIONS

A candidate 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.

- The candidate wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled testing session.
- The candidate wishes to reschedule a second time.
- The candidate appears more than 15 minutes late for an examination.
- The candidate fails to report for an examination appointment.
- The candidate fails to provide the identification required and is denied admittance to the examination.
- All fees for missed appointments must be paid before a candidate can schedule a subsequent examination appointment.

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

Candidates may contact AMP's Weather Hotline at 800/380-5416 (24 hours/day) 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.

## REFUNDS

Candidates failing to arrive at the Assessment Center on the dates and times they are scheduled for examination will not be refunded any portion of their examination fees and must reregister by contacting AMP; examination fees may NOT be transferred to another appointment.

Candidates arriving more than 15 minutes late for an appointment will not be admitted, will forfeit their examination fee, and must reregister for the examination online at [www.goAMP.com](http://www.goAMP.com) or by contacting AMP.

## PREPARING FOR THE EXAMINATION

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

### ■ Test-taking Advice

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

## EXAMINATION CONTENT

### ■ Salesperson Examination

The Alabama Real Estate Salesperson Examination consists of two portions. The total time allowed for both portions of the examination is 3½ hours. The questions on the two portions will be intermixed and will not appear as separate sections.

### NATIONAL SALESPERSON PORTION

The national portion is based upon six major content areas. Each of the content areas is briefly described on this page and a detailed content outline is included in the back of this handbook. In addition, the number of questions devoted to the Salesperson examination is indicated for each major content area. The National Salesperson examination is composed of 100 multiple-choice questions that are used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being “pretested” for use in future versions of the examination. These pretest questions are not identified, and your answers to them do not affect your score. At least 10 percent of the questions in the examination require mathematical calculations.

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

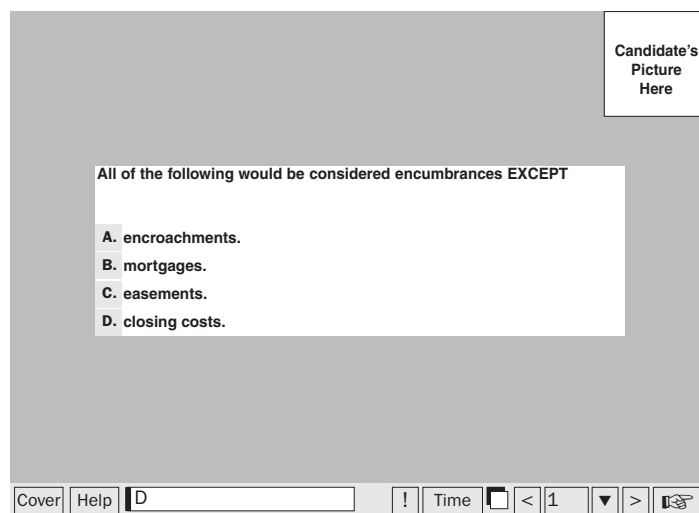
Please refer to the detailed content outline beginning on page 19 for more information.

### STATE SALESPERSON PORTION

The state portion deals with topics relating particularly to Alabama real estate license law. There are 40 multiple-choice questions on the salesperson examination. In addition to the items used to compute your score, the test may include five items that are being “pretested” for use in future versions of these examinations. These pretest items are not identified, and your answers to them do not affect your score. The following content outline describes the topics covered in the state portion of the salesperson examination.

State Salesperson Portion	
	Number of Questions
1. Purpose of License Law/Rules and Regulations and Role of Commission	1
2. Licensing Requirements	7
3. License Status	2
4. Broker Licenses, Company Licenses and Place of Business	5
5. Recovery Fund	2
6. Disciplinary Actions and Process	2
7. Estimated Closing Statement	1
8. Trust Funds	2
9. RECAD	3
10. Violations which may result in disciplinary actions	15

### ■ Taking the Multiple-Choice Examination



Candidate's Picture Here

All of the following would be considered encumbrances EXCEPT

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

Cover Help [D] ! Time [ ] < 1 > [ ]

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

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

or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

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

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

## ■ Candidate Comments

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

## ■ Sample Questions

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

## SALESPERSON SAMPLE QUESTIONS

1. Baird bought two rectangular lots, each of which measures 244' x 250'. Approximately how many total acres will be in the two lots combined?
  - A. 2.8
  - B. 3.2
  - C. 5.6
  - D. 7.0
2. A person has been using a property for a long time. That person's rights have been determined to supersede those of the fee simple owner. This is called which of the following?
  - A. escheat
  - B. homestead
  - C. eminent domain
  - D. adverse possession
3. A property has been condemned by the city so that the land can be used to build a better approach to the municipal hospital's emergency entrance. Which of the following powers is the city exercising?
  - A. power of attorney
  - B. police power
  - C. eminent domain
  - D. escheat
4. A salesperson deliberately shows a buyer homes in only one subdivision where many people of the buyer's religious faith live. Has the salesperson violated any law?
  - A. Yes, because a salesperson must show a prospective buyer homes in at least three different areas.
  - B. Yes, because a salesperson cannot discriminate on the basis of religion when showing property to a buyer.
  - C. No, because the salesperson's broker is responsible for any violations of law.
  - D. No, because there was no intent to discriminate on the basis of race or national origin.

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

### Salesperson Answer Key

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

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

## ■ Sample National Real Estate Salesperson Examination

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

## ■ Broker Examination

The Real Estate Broker Examination consists of two portions.

- The multiple-choice portion consists of 40 state questions. The multiple-choice portion contains up to 5 pretest questions that will not be included in your total score. You will have 60 minutes to complete the multiple-choice portion of the Broker Examination.

### Broker Multiple-Choice Content Outline

	Number of Questions
1. Purpose of License Law/Rules and Regulations and Role of Commission	0
2. Licensing Requirements	6
3. License Status	2
4. Broker Licenses, Company Licenses and Place of Business	6
5. Recovery Fund	1
6. Disciplinary Actions and Process	3
7. Estimated Closing Statements	2
8. Trust Funds	3
9. RECAD	5
10. Violations which may result in disciplinary actions	12

- The simulation portion of the Broker Examination consists of 10 problems. Eight of these simulation problems are scored and two are non-scored pretest problems. Each problem will consist of three components: Scenario, Information Gathering (IG) sections, and Decision Making (DM) sections. Each problem begins with a scenario. The scenario provides the setting and introductory client information (e.g., age, gender, presenting problems). You will have 2½ hours to complete the simulation portion of the Broker Examination.

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

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

- Single Best Option** – There may be more than one acceptable option, but one option is generally regarded most acceptable. The instructions will be to “CHOOSE ONLY ONE” option. You should not assume that your response is incorrect if you are directed to make another selection. The simulation examination format sometimes uses this direction.
- Multiple Options** – Several options are considered appropriate. These sections address decisions in which a combination of actions is required. The multiple option type of decision making will have instructions to “SELECT AS MANY.”

**Broker Simulation Examination Content Outline**

**Primary Issues:** (1-5 are required as primary issues)

1. Training/Supervision of Licensees
2. Fair Housing
3. Agency/Non Agency Relationships
4. Property Representations
5. Trust Accounts
6. Document Preparation
7. Ethics
8. Negotiation
9. Environmental Issues
10. Representation of Services
11. Valuation
12. Advertising
13. Finance
14. Disclosures (including stigmatized property)
15. Risk Management

**Property Types:**

- A. Residential
- B. Commercial
- C. Property management
- D. Other

**Secondary Issues:** (At least one issue for each section)

1. Training/Supervision of Licensees
2. Fair Housing
3. Agency/Non Agency Relationships
4. Property Representations
5. Trust Accounts
6. Document Preparation
7. Ethics
8. Negotiation
9. Environmental Issues
10. Representation of Services
11. Valuation
12. Advertising
13. Finance
14. Disclosures (including stigmatized property)
15. Risk Management

Each simulation will have a designated Primary issue and Property type (e.g., 1A is a simulation dealing with Training/Supervision of Licensees on a Residential property). Each section of the simulation will have a third designation that relates to the Secondary issue for that section (e.g., 1A2 is a simulation section about Training/Supervision of Licensees on a Residential property dealing with Fair Housing). The Primary issue and Property type will remain consistent throughout the simulation, but the Secondary issue could change with each section.

**National Real Estate Broker Simulation Sample Examination**

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

**Taking the Simulation Examination**

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

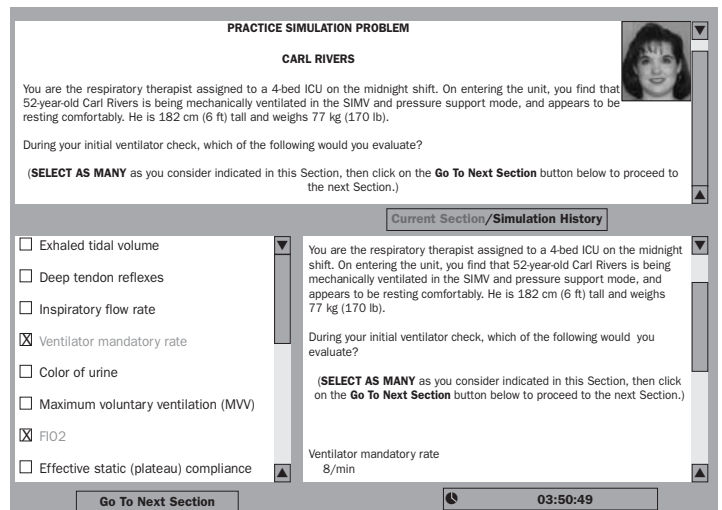


Figure 1. Sample computerized simulation screen layout – Three windows appear on the screen at all times during a simulation examination.

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

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

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

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

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

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

## THE DAY OF THE EXAMINATION

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for signs indicating AMP Assessment Center Check-in. **A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME 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 current and include your current name and signature. You will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver’s license with photograph, a current state identification card with photograph, a current passport, or a 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.

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

## RULES FOR THE EXAMINATION

### ■ Security

AMP maintains examination administration and security standards that are designed to assure that 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 examination room.
- No programmable calculators are permitted. Only silent, hand-held, solar-or battery-operated calculators without paper tape-printing capabilities or alphabetic keypads, may be used. Financial calculators are allowed if they meet these specifications. Calculator malfunction during an examination does not constitute grounds for

challenging examination scores or requesting additional examination time.

- No guests, visitors or family members are allowed in the examination room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the examination room and AMP is not responsible for items left in the reception area.

## ■ Examination Restrictions

- No personal belongings will be allowed in the Assessment Center.
- Pencils will be provided during check-in.
- You will be provided with scratch paper to use during the examination, which must be returned to the proctor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- 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

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

## ■ Copyrighted Examination Questions

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

## ■ Practice Examination

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

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

## ■ Timed Examination

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

<u>Examination</u>	<u>Time Allotted</u>
Salesperson (national and state portion)	3½ hours
Salesperson (state portion only)	1½ hours
Broker (multiple-choice portion)	1 hour
Broker (simulation portion)	2½ hours

## FOLLOWING THE EXAMINATION

### ■ Your Salesperson Score Report

After you have completed the Salesperson examination, you will be instructed to report to the testing supervisor to receive your score report. To pass the Alabama Salesperson Examination you must attain a score of 70.

Your score reflects the number of questions that you answered correctly divided by the total number of questions.

## ■ Your Broker Examination Score Report Pass/Fail Score Determination

The Broker Examination will consist of 40 multiple-choice state specific questions and eight scored simulation problems administered separately. Simulation problems will contain both Information Gathering (IG) sections and Decision Making (DM) sections. Each section in a simulation problem was evaluated by content experts when the problem was developed and the minimum number of points needed to pass was established for the section based on the scoring weights assigned to each option in that section. The scoring weights depend on the appropriateness of each response. Selected options that are appropriate will receive a positive score and selected options that are not appropriate will receive a negative score. From these simulation problems, there will be a maximum number of points from the Information Gathering (IG) sections and a maximum number of points from the Decision Making (DM) sections.

The maximum points for each simulation problem combined with the maximum points from the multiple-choice section provides the maximum points, and the total combined points are then converted to a scaled score with a maximum of 100. The points needed to pass the simulation national portion and the multiple-choice state portion are totaled and the total combined points needed to pass the examination are converted to a scaled score of 70. The examinee's points based on the answers selected are totaled and undergo the same conversion to determine the examination score.

Examinees will need to achieve a scaled score of 70 or higher to pass the broker examination.

## ■ If You Pass the Examination

If you pass the examination, you will receive a score report and instructions for applying for a license. Examination results are forwarded to the Alabama Real Estate Commission to be used as one of the criteria for determining eligibility for licensure.

## ■ If You Fail the Examination

If you do not achieve a passing score, your score report will indicate your scores and reapplication instructions.

## ■ If You Do Not Appear for Testing

If you do not appear to take the examination for which you are scheduled, you must reapply for another examination forfeiting the fee for the examination that you missed, and submit the fee for the examination for which you will be scheduled. You may reapply online at [www.goAMP.com](http://www.goAMP.com) or call 800/345-6559.

## ■ Duplicate Score Report

Requests for a duplicate score report must be made in writing within one year of the examination date. Complete the request form enclosed in this booklet, include a check or money order for \$25 per copy (made payable to AMP), and mail your request to AMP. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

# ALABAMA REAL ESTATE EXAMINATIONS REGISTRATION FORM

Submit this form ONLY if you are paying your examination fee by cashier's check or money order. If payment is to be made by credit card, call AMP at 800/345-6559 or visit [www.goAMP.com](http://www.goAMP.com) to schedule your appointment and do not submit this form.

## Instructions for Completing the Examination Registration Form\*

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

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.
2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and enter your zip code.
3. **TELEPHONE NUMBER:** Please provide telephone numbers as indicated. AMP will need to reach you by phone only in the event you have failed to complete your registration form correctly or if there should be a last minute change in the Assessment Center location.
4. **SOCIAL SECURITY NUMBER:** Enter your social security number. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!
5. **BIRTH DATE:** Enter the month, day and year of your birth.
6. **TEST TYPE:** Choose the appropriate box and indicate if you have attempted the examination before.
7. **EXAMINATION FEE:** The examination fee is \$69. This fee must be submitted with your registration form. Payment may be made by cashier's check or money order made payable to AMP, or by credit card. Contact AMP at 800/345-6559 or visit [www.goAMP.com](http://www.goAMP.com) if payment is to be made by credit card. *Payment by company check, personal check or cash is not acceptable.*
8. **CERTIFICATION OF EDUCATION:** Prior to registering for the examination, salesperson candidates must have completed a 60-hour salespersons prelicense course approved by the Alabama Real Estate Commission and broker candidates must have completed a 60-hour brokers prelicense course approved by the Alabama Real Estate Commission. Please provide the school name and code (see school code insert).
9. **APPLICATION DEADLINE:** I understand that I will have 90 days from the date I pass the real estate examination to submit my broker's license application to the Alabama Real Estate Commission.
10. **BROKER EXPERIENCE:** Broker candidates must have held an active real estate license in any state for 24 months of the 36 month period prior to license application. If the broker candidate wishes to take the broker exam prior to 24 months of active licensure, it must not be taken more than 90 days prior to obtaining the 24 months.
11. **SIGNATURE AND DATE:** Read the statement and sign your name as you would on a check or business letter.

# ALABAMA REAL ESTATE EXAMINATION REGISTRATION FORM

Submit this form ONLY if you are paying your examination fee by cashier's check or money order. If payment is to be made by credit card, call AMP at 800/345-6559 or visit [www.goAMP.com](http://www.goAMP.com) to schedule your appointment and do not submit this form.

1. **NAME** \_\_\_\_\_  
Last Name First Name M.I.

2. **MAILING ADDRESS** \_\_\_\_\_  
Number, Street and Apartment Number  
\_\_\_\_\_  
City State Zip Code  
\_\_\_\_\_  
E-mail Address \_\_\_\_\_

3. **TELEPHONE NUMBER** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ and (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Telephone Number Business Telephone Number

4. **SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

5. **BIRTH DATE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

6. **TEST TYPE** (check one)  Broker  Salesperson  
Have you taken this examination before?  Yes  No  
If yes, when did you last take this examination? \_\_\_\_\_

7. **EXAMINATION FEE** \$69  
*Your examination fee must be submitted with your registration form. Payment may be made by cashier's check or money order made payable to AMP. Payment by company check, personal check or cash is not acceptable.*

8. **CERTIFICATION OF EDUCATION:** By submitting this application I hereby certify that I will have completed all necessary educational requirements prior to sitting for the examination.  
School Name: \_\_\_\_\_  
School Code (see insert): \_\_\_\_\_

9. **APPLICATION DEADLINE:** I understand that I will have 90 days from the date I pass the real estate examination to submit my broker's license application to the Alabama Real Estate Commission. [§34-27-33(b) of Alabama license law]

10. **BROKER EXPERIENCE:** (for broker candidates only) I understand that the Commission will not accept my application until I have held an active real estate license in any state for 24 months of the 36 month period immediately preceding the date of application. [§34-27-32(c)(1) of Alabama license law]

11. **SIGNATURE AND DATE**  
I have read and understand the information provided in the Candidate Handbook, and the information I have provided on this registration form is true and complete to the best of my knowledge. I hereby authorize the Commission and/or its authorized representative to conduct a licensing background search through ARELLO's real estate disciplinary data bank.  Yes  No

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

Mail this form with cashier's check or money order to:  
Alabama Real Estate Exam  
Examination Services  
18000 W. 105th Street  
Olathe, KS 66061-7543

# SAMPLE NATIONAL REAL ESTATE SALESPERSON / BROKER EXAMINATION ORDER FORM

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

**Booklet Format:** To purchase the sample salesperson examination in booklet form, complete this form according to the directions below. Send the completed form with the proper fee to AMP/REP, 18000 W. 105th Street, Olathe, KS 66061-7543. NOTE: The sample broker simulation is not available in booklet form.

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

PLEASE SEND:

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

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

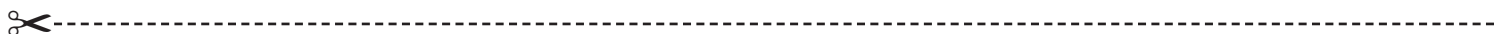
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THIS IS YOUR MAILING LABEL. PLEASE TYPE OR PRINT.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_



## DUPLICATE ALABAMA SCORE REPORT

**DIRECTIONS:** Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order for \$25 per copy. Duplicate score reports will be mailed within approximately two weeks following receipt of the request.

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

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

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

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

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

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





## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. Not all accommodations can be made in a short time frame. You must allow reasonable time for AMP to provide the requested accommodations.

### Candidate Information

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Daytime Telephone Number

### Special Accommodations

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

Special seating or other physical accommodations

Reader

Extended testing time (time and a half)

Distraction-free room

Other special accommodations (Please specify.)

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form with your examination application and fee to:  
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.  
If you have questions, call the Candidate Support Center at 913/895-4600.**



## DOCUMENTATION OF DISABILITY-RELATED NEEDS

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

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity as a  
Examination Candidate Date

\_\_\_\_\_  
Professional Title

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

Description of Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

**Return this form with your examination application and fee to:  
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.  
If you have questions, call the Candidate Support Center at 913/895-4600.**

## DETAILED CONTENT OUTLINE

### 1. Listing Property

#### A. Listing

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

#### B. Assessment of Property Value

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

#### C. Services to the Seller

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

### 2. Selling Property

#### A. Services to the Buyer

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

#### B. Advising Buyers of Outside Services

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

### 3. Property Management

#### A. Leasing and Management

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

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

#### 4. Settlement/Transfer of Ownership

##### A. Tax Issues

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

##### B. Titles

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

##### C. Settlement Procedures

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

##### D. Completion of the Transaction

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

#### 5. Financing

##### A. Sources of Financing

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

##### B. Types of Loans

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

##### C. Terms and Conditions

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

##### D. Common Clauses and Terms in Mortgage Instruments

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

#### 6. Professional Responsibilities/Fair Practice/ Administrative

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



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

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



## REAL ESTATE REFERENCES

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

Armbrust, Betty J.; Bradley, Hugh H. and Armbrust, John W. Practical Real Estate Math. Thompson South-Western.

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

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Tamper, Ralph. Mastering Real Estate Math. Chicago: Dearborn Real Estate Education.

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

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## ALABAMA REAL ESTATE SCHOOLS AND SCHOOL CODES

For the most current list of schools, please visit [www.goAMP.com](http://www.goAMP.com) and select 'List Related Material' under Alabama Real Estate Examination Information.

School Code	School Name	School Mailing Address
075669	ABANA SCHOOL OF REAL ESTATE	2104 LORNA RIDGE LANE, HOOVER, AL 35216
069687	ACADEMY OF REAL ESTATE	3664 DAUPHIN ST, MOBILE, AL 36608
069661	ALABAMA COURSES IN REAL ESTATE	3499 INDEPENDENCE DR STE B, BIRMINGHAM, AL 35209
069663	ALABAMA REAL ESTATE ACADEMY INC	120 S MCKENZIE ST, FOLEY, AL 36535
088010	ALABAMA REAL ESTATE INSTITUTE	24039 PERDIDO BEACH BLVD., ORANGE BEACH, AL 36561
069664	ALABAMA SCHOOL OF REAL ESTATE	3499 INDEPENDENCE DR STE B, BIRMINGHAM, AL 35209
078772	ALABAMA STATE UNIVERSITY	DIVISION OF CONTINUING EDUCATION, PO BOX 271, MONTGOMERY, AL 36101
081381	ALLIANCE GROUP REAL ESTATE SCHOOL	3419 COLONADE PARKWAY STE 300, BIRMINGHAM, AL 35243
069669	AMERICAN REAL ESTATE INSTITUTE – OPELIKA	PO BOX 2432, OPELIKA, AL 36801
069775	AMERICAS BEST ON – LINE R E EDUCATION	PO BOX 699, SEQUIM WA 98382
075668	ANVIL PROPERTY BROKERS SCHOOL OF REAL ESTATE	252 YEAGAR PARKWAY, PELHAM, AL 35124
077250	ARONOV PROFESSIONAL CAREER SCHOOL	2361 FAIRLANE DRIVE SUITE 300, MONTGOMERY, AL 36116
081064	ARONOV PROFESSIONAL CAREER SCHOOL – PRATTVILLE	2361 FAIRLANE DRIVE SUITE 300, MONTGOMERY, AL 36116
089045	ARTHUR ELLIS REAL ESTATE SCHOOL	5700 VETERANS PARKWAY, COLUMBUS, GA 31904
093605	AUBURN MONTGOMERY	PO BOX 244023, MONTGOMERY, AL 36124
081860	AUBURN UNIVERSITY – MAIN CAMPUS	415 WEST MAGNOLIA AVENUE, SUITE 303, AUBURN, AL 36849
069670	AUBURN UNIVERSITY – OPO	301 O.D. SMITH HALL, AUBURN UNIVERSITY, AL 36849
069695	AVERY YARBROUGH & ASSOC – BIRMINGHAM	1951 HOOVER CT STE 200, BIRMINGHAM, AL 35226
069699	AVERY YARBROUGH & ASSOCIATES – DOTHAN	1133 WEST MAIN STREET, DOTHAN, AL 36301
069700	AVERY YARBROUGH & ASSOCIATES – ENTERPRISE	531 BOLL WEVIL CIRCLE, ENTERPRISE, AL 36330
069690	AVERY YARBROUGH & ASSOCIATES – ANNISTON	1512 LEIGHTON AVENUE, ANNISTON, AL 36201
069703	AVERY YARBROUGH & ASSOCIATES – EUFAULA	PO BOX 788, EUFAULA, AL 36072
069708	AVERY YARBROUGH & ASSOCIATES – MOBILE	1422-B HILLCREST ROAD, MOBILE, AL 36695
069712	AVERY YARBROUGH & ASSOCIATES – PHENIX CITY	701 13TH STREET, PHENIX CITY, AL 36867
074568	AVERY YARBROUGH & ASSOCIATES – PHENIX CITY	3703 18TH AVENUE, PHENIX CITY, AL 36867
088008	BARNES & ASSOCIATES REAL ESTATE ACADEMY	PO BOX 550405, BIRMINGHAM, AL 35255
091949	BEVILL STATE COMMUNITY COLLEGE – FAYETTE	2631 TEMPLE AVE N, FAYETTE, AL 35555
069673	BEVILL STATE COMMUNITY COLLEGE – HAMILTON	PO BOX 9, HAMILTON, AL 35570
069675	BEVILL STATE COMMUNITY COLLEGE – JASPER	1411 INDIANA AVE, JASPER, AL 35501
069676	BIRMINGHAM GUARANTY REALTY SCHOOL	9441 PARKWAY E, BIRMINGHAM, AL 35215
072236	BIRMINGHAM GUARANTY REALTY SCHOOL – MGM	941 5TH STREET WEST, BIRMINGHAM, AL 35215
069730	BIRMINGHAM SCHOOL OF REAL ESTATE	950 22ND STREET, SUITE 1070 BIRMINGHAM, AL 35203
088663	BIRMINGHAM SCHOOL OF REAL ESTATE – FAIRFIELD	950 22ND STREET, SUITE 1070 BIRMINGHAM, AL 35203
092806	BISHOP STATE COMMUNITY COLLEGE	315 NO BOARD ST, MOBILE, AL 36603
069671	BO GOODSON REAL ESTATE SCHOOL	8307 CROSSLAND LOOP ROAD, MONTGOMERY, AL 36117
088642	BOB'S SCHOOL OF REAL ESTATE	8436 CROSSLAND LOOP, SUITE 108, MONTGOMERY, AL 36117
078560	BOWER SCHOOL OF REAL ESTATE	1406 I-85 PARKWAY, MONTGOMERY, AL 36106
069983	CALHOUN COMMUNITY COLLEGE	PO BOX 2216, DECATUR, AL 35609
070719	CAPSTONE SCHOOL OF REAL ESTATE, LLC	1412 UNIVERSITY BLVD, TUSCALOOSA, AL 35401
087762	CAREER ACADEMY OF REAL ESTATE	6212 YELLOWFIN STREET, ORANGE BEACH, AL 36561
069773	CAREER WEBSCHOOL	3100 CUMBERLAND BLVD SUITE 1450, MARIETTA, GA 30339
076477	CENTRAL ALABAMA REAL ESTATE ACADEMY	4180 CARMICHAEL ROAD, MONTGOMERY, AL 36106



School Code	School Name	School Address
077578	CLICK CE, LLC.	1779 WELLS BRANCH PKWY #110B, PMB 3, AUSTIN, TX 78728
083918	COOKE REAL ESTATE SCHOOL HEADQUARTERS	4130 16TH ST N ST, PETERSBURG, FL 33703
069710	DAUPHIN SCHOOL OF REAL ESTATE – MOBILE	2569 DAUPHIN ST, MOBILE, AL 36606
069736	DAVID KAHN SCHOOL OF REAL ESTATE – MONTGOMERY	2157 TAYLOR RD, MONTGOMERY, AL 36117
093438	DEBBIE COX SCHOOL OF REAL ESTATE	100 FRANCIS AVENUE, MUSCLE SHOALS, AL 35661
069722	DMG REAL ESTATE SCHOOL	1312 GREENSBORO AVE, TUSCALOOSA, AL 35401
069715	DUDLEY SCHOOL OF REAL ESTATE	3138 WOODLEY RD, MONTGOMERY, AL 36116
085287	E.S. BROOKS SCHOOL OF REAL ESTATE	3000 15TH AVE, HUNTSVILLE, AL 35805
075634	ERA JEFFERSON SCHOOL OF REAL ESTATE	3734 U.S. HIGHWAY 431 NORTH, PHENIX CITY, AL 36867
069718	FORTUNE SCHOOL OF REAL ESTATE	PO BOX 67, HUNTSVILLE, AL 35804
077759	GREYSTONE SCHOOL OF REAL ESTATE	5510 HIGHWAY 280 SUITE 124, BIRMINGHAM, AL 35242
092209	GULF COAST SCHOOL OF REAL ESTATE	1422-B HILLCREST ROAD, MOBILE, AL 36695
081082	HUNTSVILLE REAL ESTATE SCHOOL	3315 SOUTH MEMORIAL PARKWAY, HUNTSVILLE, AL 35801
069727	JACKSONVILLE STATE UNIVERSITY – OUTREACH	700 PELHAM RD N, JACKSONVILLE, AL 36265
090247	JACKSONVILLE STATE UNIVERSITY – SCHOOL OF BUSINESS	700 PELHAM ROAD N, JACKSONVILLE, AL 36265
069733	JEFFERSON STATE COMMUNITY COLLEGE	2601 CARSON RD, BIRMINGHAM, AL 35215
069734	JIM WRIGHT SCHOOL OF REAL ESTATE	PO BOX 26454, HOOVER, AL 35260
084403	KAPLAN REAL ESTATE SCHOOL	30 SOUTH WACKER DRIVE SUITE 2500, CHICAGO, IL 60606
069735	LAH SCHOOL OF REAL ESTATE	2850 CAHABA RD, BIRMINGHAM, AL 35223
073496	LAWSON STATE COMMUNITY COLLEGE	3060 WILSON ROAD SW, BIRMINGHAM, AL 35221
090312	MARTIN & FELLOWS REAL ESTATE SCHOOL	5295 VAUGHN RD STE 6, MONTGOMERY, AL 36116
091991	MARTIN & FELLOWS REAL ESTATE SCHOOL – WILSONVILLE	4532 HARVEST WAY, MONTGOMERY, AL 36106
077586	MEYER SCHOOL OF REAL ESTATE	PO BOX 2559, ORANGE BEACH, AL 36542
069738	NATIONAL SCHOOL OF REAL ESTATE	2101 TRIANA BLVD SW, HUNTSVILLE, AL 35805
080353	NATIONAL SCHOOL OF REAL ESTATE – ATHENS	2101 TRIANA BLVD SW, HUNTSVILLE, AL 35805
087763	NATIONAL SCHOOL OF REAL ESTATE – CULLMAN	2101 TRIANA BLVD SW, HUNTSVILLE, AL 35805
070067	NATIONAL SCHOOL OF REAL ESTATE – DECATUR	2101 TRIANA BLVD SW, HUNTSVILLE, AL 35805
087764	NATIONAL SCHOOL OF REAL ESTATE – GUNTERSVILLE	2101 TRIANA BLVD SW, HUNTSVILLE, AL 35805
071285	NATIONWIDE REAL ESTATE SCHOOL	9401 MOSLEY LOOP ROAD, MORRIS, AL 35116
082153	NEGARA REAL ESTATE SCHOOL	PO BOX 502, SELMA, AL 36702
077748	NORTH ALABAMA SCHOOL OF REAL ESTATE	1528 PEACHTREE LANE SUITE 209, CULLMAN, AL 35058
085174	OXFORD SCHOOL OF REAL ESTATE	612 MONTGOMERY HIGHWAY, BIRMINGHAM, AL 35216
089169	OXFORD SCHOOL OF REAL ESTATE – GARDENDALE	612 MONTGOMERY HIGHWAY, BIRMINGHAM, AL 35216
089168	OXFORD SCHOOL OF REAL ESTATE – GREYSTONE	612 MONTGOMERY HIGHWAY, BIRMINGHAM, AL 35216
089170	OXFORD SCHOOL OF REAL ESTATE – TRUSSVILLE	612 MONTGOMERY HIGHWAY, BIRMINGHAM, AL 35216
077219	PREMIERE SCHOOL OF REAL ESTATE	2529 BELL ROAD, MONTGOMERY, AL 36117
069741	PROFESSIONAL REAL ESTATE INST	6843 SCOOTER DRIVE, TRUSSVILLE, AL 35173
085320	PROFESSIONAL REAL ESTATE SCHOOL	411 AZALEA ROAD, MOBILE, AL 36609
085321	PROFESSIONAL REAL ESTATE SCHOOL – GULF SHORES	1709 GULF SHORES PARKWAY, GULF SHORES, AL 36542
090946	PROFESSIONAL SERVICES REAL ESTATE SCHOOL	9532 WYNLAKES PLACE, MONTGOMERY, AL 36117
079163	REAL ESTATE ACADEMY OF LEARNING	2410 L & N DRIVE, STE C, HUNTSVILLE, AL 35801
091335	REAL ESTATE ACADEMY OF LEARNING – MADISON	2410 L & N DRIVE, HUNTSVILLE, AL 35801
080267	REAL ESTATE CAREER CENTER	6351 MONROE ST, DAPHNE, AL 36526
070376	REAL ESTATE CAREER INST – ATTALLA	PO BOX 163, VALHERMOSO SPRINGS, AL 35775
088694	REAL ESTATE CAREER INSTITUTE – ARAB	313 2ND STREET, NW, ARAB, AL 35016
091749	REAL ESTATE CAREER INSTITUTE – GUNTERSVILLE	P. O. BOX 163, VALHERMOSO SPRINGS, AL 35775



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093014	REAL ESTATE CAREER INSTITUTE – RAINSVILLE	PO BOX 2315, RAINSVILLE, AL 35986
088652	REAL ESTATE EDUCATION CENTER	2107 GAULT AVENUE NORTH, FORT PAYNE, AL 35967
075917	REAL ESTATE EXPRESS.COM	12977 NORTH FORTY DRIVE SUITE 214, CREVE COUER, MO 63141
087552	REAL ESTATE INSTITUTE	234 AQUARIUS DRIVE, STE 100, BIRMINGHAM, AL 35209
091797	REAL ESTATE LEARNING CENTER	76 COURT SQUARE, TROY, AL 36081
091445	REAL ESTATE SCHOOL OF MOBILE	2521 HILLCREST ROAD SUITE E, MOBILE, AL 36695
075199	REAL ESTATE SUCCESS INSTITUTE	1109 EAST PARK DRIVE SUITE 104, BIRMINGHAM, AL 35235
088463	REAL ESTATE TRAINING INSTITUTE – RETI	1636 POPPS FERRY ROAD STE 108, BILOXI, MS 39532
069679	REALTY SOUTH BUSINESS & TRAINING CENTER	2629 CAHABA ROAD, BIRMINGHAM, AL 35223
093387	REGENCY SCHOOL OF REAL ESTATE	531 BOLL WEVIL CIRCLE, ENTERPRISE, AL 36330
069686	RESCO SCHOOL OF REAL ESTATE	1604 GREENSBORO AVENUE, TUCALOOSA, AL 35401
069706	RISE SCHOOL OF REAL ESTATE – HUNTSVILLE	3603 SOUTH MEMORIAL PARKWAY, HUNTSVILLE, AL 35801
069682	RISE SCHOOL OF REAL ESTATE – MADISON	230 HUGHES ROAD SUITE B, MADISON, AL 35758
081069	SCOTT HICKMAN SCHOOL OF REAL ESTATE	1129 N WOOD AVE, FLORENCE, AL 35630
069750	SHELTON STATE COMMUNITY COLLEGE	9500 OLD GREENSBORO RD, TUSCALOOSA, AL 35405
090714	SHEPHERD BROKERS.COM REAL ESTATE ACADEMY	3703 18TH AVENUE, PHENIX CITY, AL 36867
081317	SHERRY WEEKS REAL ESTATE ACADEMY	2315 EASTCHASE LANE, MONTGOMERY, AL 36117
069752	SHOALS SCHOOL OF BUSINESS INC	114 DR. HICKS BOULEVARD SUITE 1200, FLORENCE, AL 35661
075131	SNEAD STATE COMMUNITY COLLEGE	PO BOX 734, BOAZ, AL 35957
069725	SOUTHEASTERN SCHOOL OF REAL ESTATE	401 14TH ST SE, DECATUR, AL 35603
069754	SOUTHERN UNION STATE COMM COLLEGE	1701 LAFAYETTE PKWY, OPELIKA, AL 36801
086924	THE RIVER REGION SCHOOL OF REAL ESTATE	1405 I-85 PARKWAY, MONTGOMERY, AL 36106
072468	THOMAS REAL ESTATE ACADEMY	3108 WOODLEY ROAD, MONTGOMERY, AL 36116
078665	TRENHOLM STATE TECHNICAL COLEGE	1225 AIRBASE BOULEVARD, MONTGOMERY, AL 36108
069757	TROY UNIVERSITY	PO BOX 8368, DOTHAN, AL 36301
069802	TUSCALOOSA ASSOC OF REALTORS SCHOOL RE	2007 PAUL W BRYANT DRIVE, TUSCALOOSA, AL 35401
084681	TUSCALOOSA REAL ESTATE SCHOOL	2201 JACK WARNER PKWY, TUSCALOOSA, AL 35401
081382	TUSCALOOSA SCHOOL OF REAL ESTATE	1707 UNIVERSITY BOULEVARD, TUSCALOOSA, AL 35401
075408	TUSKEGEE UNIVERSITY	CHAMBLISS BUSINESS HOUSE TUSKEGEE, INSTITUTE, AL 36088
069761	UNITED REAL ESTATE INSTITUTE – OPELIKA	414 2ND AVE, OPELIKA, AL 36801
075632	UNITED REAL ESTATE SCHOOL	25369 U.S. HIGHWAY 98, DAPHNE, AL 36526
088485	UNIVERSITY OF ALABAMA	PO BOX 870224, TUSCALOOSA, AL 35487
088485	UNIVERSITY OF ALABAMA – CULVERHOUSE COLLEGE	PO BOX 870224, TUSCALOOSA, AL 35487
069765	UNIVERSITY OF NORTH ALABAMA	600 WESLEYAN AVE, FLORENCE, AL 35632
070355	UNIVERSITY OF SOUTH ALABAMA	307 NO UNIVERSITY BLVD ROOM 106, MOBILE, AL 36688
085457	UNIVERSITY OF WEST ALABAMA	SCHOOL OF GRADUATE STUDIES STATION 31, LIVINGSTON, AL 35470
069767	WALLACE COMMUNITY COLLEGE – SELMA	PO BOX 2530, SELMA, AL 36702
069766	WALLACE STATE COMM COLL – HANCEVILLE	PO BOX 2000, HANCEVILLE, AL 35077
069724	WIREGRASS REAL ESTATE SCHOOL	PO BOX 311533, ENTERPRISE, AL 36331



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