

ILLINOIS

**FOR
SALE**



**Real Estate
Examination
Program**

Instructor Handbook

Effective March 2011



APPLIED MEASUREMENT PROFESSIONALS, INC.

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QUESTIONS ABOUT LICENSING

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

Illinois Department of Financial
and Professional Regulation
320 West Washington St.
Springfield, IL 62786
217/785-9300
Web: www.ildfpr.com

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
913/895-4600
800/345-6559
Fax: 913/895-4651
Web: www.goAMP.com
E-mail: info@goAMP.com

INTRODUCTION

The State of Illinois has retained the services of Applied Measurement Professionals, Inc. (AMP) to develop and administer their real estate examination program. As a full-service testing company, AMP provides expertise and support to associations, state credentialing agencies and private industry in examination development, scoring and reporting of examinations.

This booklet provides information that you will need to register for the Illinois Real Estate Instructor Licensing Examination. 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.

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, marital status, sexual orientation or gender identity.

EXAMINATION INFORMATION

The Illinois Real Estate Instructor Licensing Examination is administered by AMP under a contract with the Illinois Department of Financial and Professional Regulation.

This booklet contains general information regarding the examination and the examination process. For specific information about licensing procedures, contact the Illinois Department of Financial and Professional Regulation.

QUALIFICATIONS FOR LICENSURE AS AN APPROVED PRE-LICENSING INSTRUCTOR

To qualify as an Illinois Real Estate Instructor, you must (except as provided in #4) achieve a passing score on the examination approved by the Illinois Department of Financial and Professional Regulation and meet the following requirements:

1. For a pre-license instructor, pass an instructor examination with a minimum score of 75 percent

AND

Have an active broker license (without discipline) for at least the last three years and have been actively engaged in the real estate profession or determined to be qualified by the Department.

AND

2. Have an active Illinois registration (without discipline) as an attorney for at least three years and have been engaged in a practice related to the real estate profession or determined to be qualified by the Coordinator of Real Estate or the Real Estate Education Advisory Council.

OR

Have a minimum of three years experience in teaching/training including, but not limited to a teaching certificate issued by the State Board of Education. This experience may include participation, other than a student, in real estate related program development and preparation of textbooks, articles and other instructional materials or determined to be qualified by the Coordinator of Real Estate or the Real Estate Education Advisory Council.

3. Have a license or certificate to engage in the business of appraisal, finance and/or related real estate occupation and be a member of a nationally recognized association in that field.
4. In the judgment of the Coordinator of Real Estate, you are qualified by experience or education, or both, to supervise a course of study pursuant to the provisions of this section. In determining whether a person is qualified to supervise a course of study under this section, the Coordinator shall consider:
 - A. The individual's teaching experience;
 - B. The individual's real estate experience;
 - C. Any real estate, business or legal education of the individual; and
 - D. The results of a personal interview with the individual.
 - E. The recommendation of the Advisory Council.

No approved instructor shall be seated for either the salesperson or broker licensure examination except for the purpose of securing a salesperson or broker license.

HOW THE EXAMINATION IS ADMINISTERED

The Illinois Real Estate Instructor Licensing Examination is administered by computer at 14 AMP Assessment Centers throughout Illinois. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m.

■ Holidays

Examinations will not be offered on the following holidays:

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

EXAMINATION FEE

Examination Fee: \$46

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check or money order made payable to AMP. Examination fees are not refundable or transferable and expire within 90 days.

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

SCHEDULING AN EXAMINATION APPOINTMENT

You may register for the examination by one of the following methods.

1. **Online Scheduling:** You may schedule an examination appointment online at www.goAMP.com. To use this service on our website, follow these easy steps:

- Go to www.goAMP.com and choose an examination.
- Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

OR

2. **Telephone Scheduling:** Call AMP at 800/345-6559 to schedule an examination appointment. This 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. **Fax your registration form**

Complete the registration form included in this handbook and fax it to AMP at the number included on the form. All sections of this form must be completed. Within 24 hours of receiving your faxed registration form, AMP will fax you a notice that it has been received. This option is available only for individuals paying the examination fee by credit card.

OR

4. **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 at least 7-10 business days after mailing your registration form to schedule an examination appointment.

If special accommodations are being requested, please submit the Request for Special Examination Accommodations Form included on page 15 prior to contacting AMP at 800/345-6559 to schedule your examination.

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 contact 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. 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

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 using the form included on page 15 of this handbook.

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

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 your examination appointment at no charge once online at www.goAMP.com or by calling AMP at 800/345-6559 at least two business days prior to the scheduled testing session.

If your examination is scheduled on...	You must contact AMP 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

You will forfeit the application and all fees paid to take the examination under the following circumstances.

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled examination session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.
- You fail to present the required documents (proper ID, transcripts, etc.) on the day of the examination.
- You refuse to provide a fingerprint scan.

A complete application and examination fee are required to reapply for the examination.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

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

You may visit AMP's website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted where you left off and you may continue the examination. The responses provided up to that point will be intact, but for security reasons the questions will be scrambled.

NO REFUNDS

If you fail to arrive at the Assessment Center on the date and time you are scheduled for an examination you will not be refunded any portion of your examination fee and must reregister by contacting AMP; examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for an appointment, fail to present the appropriate identification or required documentation, or refuse to provide a fingerprint scan you will not be admitted, will forfeit your examination fee, and must reregister for the examination 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

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 you to complete the entire examination by working quickly and efficiently.

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

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the Instructor examination you will be taking is presented in the following sections.

The Illinois Real Estate Instructor Licensing Examination consists of two parts:

- (1) National Real Estate Examination (national portion)
- (2) Illinois Real Estate State Examination (state portion)

The questions on these examinations are designed to measure your ability to understand and apply the fundamental principles of real estate. There are two general types of questions. The first is based on general information about real estate; the second, on the ability to apply fundamental real estate laws, principles and methods to familiar problems. Both types of questions require knowledge of real estate laws, principles and methods. Comprehension of basic real estate mathematical computations is necessary for each examination. The total time allowed for both portions of the examination is 3½ hours.

■ National Portion

The examination is based upon six major content areas. Each of the content areas is briefly described on the next page. A detailed outline is included in the back of this handbook. In addition, the number of questions devoted to each is indicated for each major content area. The National portion of the examination is composed of 100 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 these

examinations. These pretest questions are not identified, and your answers to them do not affect your score. At least 10 percent of the questions in each examination require mathematical calculations.

Real Estate Examination Program National Examination Content Outline

	<u>Number of Questions</u> <u>Instructor</u>
1. Listing Property	31
2. Selling Property	21
3. Property Management	14
4. Settlement/Transfer of Ownership	14
5. Financing	10
6. Professional Responsibilities/ Fair Practice/Administration	10

■ State Portion

The content outline for the state portion of the examination has been approved by the Illinois Department of Financial and Professional Regulation. This portion tests knowledge areas that are required specifically for the Illinois real estate professional. There are 40 questions in this portion of the examination 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 these examinations. These pretest questions are not identified, and your answers to them do not affect your score.

■ Sample Questions

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

INSTRUCTOR EXAMINATION SAMPLE QUESTIONS

- All of the following must be considered when using the sales comparison approach **EXCEPT**
 - original purchase price.
 - date of sale of comparable properties.
 - condition of comparable properties.
 - financial terms of comparable sales.
- An investor is considering the purchase of a shopping center. An estimate of the value of the real property should be
 - inversely proportional to the property’s remaining physical life.
 - based on the depreciated cost of improvements plus the land value.
 - proportional to the location of the building.
 - based on the capitalization of projected future net income.
- A residential lease would be terminated by which of the following?
 - the lessor becomes incompetent
 - death of the lessor
 - sale of the property
 - a bilateral agreement
- In a deed, the clause that conveys the title is known as the
 - alienation clause.
 - granting clause.
 - dedication clause.
 - habendum clause.
- A buyer who is confined to a wheelchair wishes to purchase a property a broker advertised for sale in a newspaper. The broker honestly believes the buyer may have access problems with the property. To save the buyer trouble, the broker does not show the advertised property. Which of the following best describes the broker’s actions?
 - The broker is in violation of the law.
 - The broker’s actions were warranted since he acted in good faith.
 - The broker was within his rights since the buyer was not aware of the access problem.
 - The broker is in violation unless a comparable barrier-free home is available.

6. Carr used her VA guarantee to purchase a home. Later Carr sold this home, paid off the mortgage, and made an offer on another, more expensive home. Which statement about the financing of this second home is true?
- Carr may use a full, new VA guarantee to finance the home because she has repaid the first loan.
 - Carr must wait to use a VA-guaranteed loan because she bought and sold the first house within a five-year period.
 - Carr may use only one-half of her VA entitlement because VA loans on second homes are guaranteed for one-half of the original entitlement.
 - Carr may not use a VA-guaranteed loan because they are available only for mortgage loans on first homes.

Answer Key		
Question #	Key	Topic
1.	A	1C1
2.	D	1C2
3.	D	3B1
4.	B	4C8
5.	A	6A2
6.	A	5B3

TAKING THE EXAMINATION

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled examination time. Look for signs indicating AMP Assessment Center Check-in. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED EXAMINATION TIME, YOU WILL NOT BE ADMITTED.**

■ Identification and Fingerprinting

To gain admission to the Assessment Center you must present proper identification and provide a fingerprint scan prior to beginning your examination. You must present two forms of identification, one with a current photograph. Both forms of identification must be valid and include your current name and signature. You will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as

the primary form of identification, but may be used as secondary identification if they include your name and signature.

During your examination process, you will be required to provide biometric verification of your identity. Biometric identification may include photography, fingerprint scan, or other. Your examination session is also subject to video surveillance. If you do not agree to these conditions, you will not be able to test and will be excused from the Assessment Center. Your examination fee will NOT be refunded.

YOU MUST HAVE PROPER IDENTIFICATION AND PROVIDE A VALID FINGERPRINT SCAN TO GAIN ADMISSION TO THE ASSESSMENT CENTER. Failure to provide appropriate identification and fingerprint scan at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

RULES FOR THE EXAMINATION

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

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

■ Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- cell phones or personal communication devices

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

If any personal items are observed in the testing room after the examination is started, the administration will be forfeited.

■ Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

■ Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular phones, PDAs;
- talk or participate in conversation with other examination candidates;
- give or receive help or is suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

■ Copyrighted Examination Questions

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

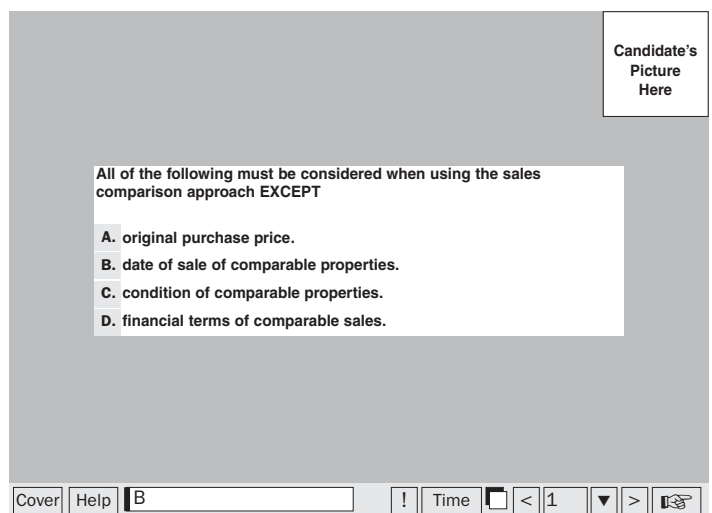
■ Practice Examination

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 be prompted to provide a fingerprint scan and take your photograph. Your photograph 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. You will be allotted 3½ hours to complete the 140-question examination.



The screenshot shows a computer monitor displaying an examination question. In the top right corner, there is a box labeled "Candidate's Picture Here". The question text reads: "All of the following must be considered when using the sales comparison approach EXCEPT". Below the question are four multiple-choice options: A. original purchase price, B. date of sale of comparable properties, C. condition of comparable properties, and D. financial terms of comparable sales. At the bottom of the screen, there is a control bar with buttons for "Cover", "Help", a text input field containing "B", an exclamation mark icon, a "Time" label, a clock icon, and navigation arrows. A digital clock shows "1" with a dropdown arrow and a right arrow.

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 questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

■ Candidate Comments

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

FOLLOWING THE EXAMINATION

After you finish the examination, you will be required to answer the following candidate screening questions. You must answer these questions and provide any required documentation when applying for a license.

1. Are you a high school graduate or have you received your GED?
2. Have you been convicted in any state or federal jurisdiction, including military courts, of a felony, or any crime of which an essential element is dishonesty

(other than a minor traffic violation)? *If yes, submit documentation for each conviction detailing the facts of the offense, date and terms of sentence, providing a minimum of the case number, jurisdiction of conviction and a copy of the judgment order.*

3. Have you ever held a real estate salesperson or broker license in Illinois?
4. Have you ever held, or do you currently hold, a real estate license or any other state/jurisdiction? *If yes, submit an official licensing certification (licensure history with the state seal) from each licensing authority. You may use the Certification of License Agency/ Board Form found in the candidate handbook.*
5. Have you been denied a professional license or permit or the privilege of taking an examination? *If yes, submit a copy of the denial letter and/or statement of discipline.*
6. Have you ever had a professional license or permit disciplined by any licensing authority in Illinois or any other state/jurisdiction? *If yes, submit a copy of the denial letter and/or statement of discipline.*
7. Have you ever been discharged from the armed services, other than honorable, or from a city, county, state or federal position? *If yes, submit a DD-214 if discharged other than honorably from the armed services, a city, county, state or federal position; submit all documentation regarding discipline.*
8. Are you more than 30 days in arrears on any court-ordered child support payments? *If yes, submit a statement concerning your arrearage, an official court docket which shows the payment schedule or any change in the original court order, and/or an official copy of any order issued by the Illinois Department of Public Aid concerning your arrearage which would outline a payment agreement.*
9. Are you in arrears on any state taxes due to the Illinois Department of Revenue? *If yes, submit a statement concerning your arrearage and an official document issued by the Illinois Department of Revenue concerning your arrearage and your payment agreement.*
10. Are you in arrears on any student loan acquired through the Illinois Student Assistance Commission? *If yes, submit a statement concerning your arrearage and an official document issued by the Illinois Student Assistance Commission concerning your arrearage and your payment agreement.*

You will also be asked to answer a short series of questions regarding the Assessment Center facilities.



■ Your Score Report

After you have completed the examination, you will be instructed to report to the proctor to receive your score report. To pass the Illinois Real Estate Instructor Examination, you must attain a score of at least 75 percent on the examination.

If you pass the examination, you will receive a passing score report. Your score report will provide instructions for applying for a license.

If you fail the examination, you will receive a failing score report. To reregister for the examination, visit www.goAMP.com (if payment is made by credit card) or call AMP at 800/345-6559 or submit a new completed registration form (if payment is made by cashier's check or money order).

■ Duplicate Score Report

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to AMP, in writing, within 12 months after the examination. Complete the request form on page 13 of this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

LICENSE APPLICATION INSTRUCTIONS

After you have passed the Illinois Real Estate Instructor Examination, you must follow the directions provided on your passing score report. The licensure process cannot begin until you have passed the examination and received a passing score report from AMP. To obtain an application for licensure as an Instructor, please visit the following website <http://www.idfpr.com/dpr/re/Forms/REFORMS.asp>. Licensure application materials must be submitted to:

Illinois Department of Financial
and Professional Regulation
320 West Washington St.
Springfield, IL 62786

ILLINOIS REAL ESTATE INSTRUCTOR EXAMINATION REGISTRATION FORM

Instructions for Completing the Examination Registration Form

The numbered questions 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 include your zip code.
3. **TELEPHONE AND FAX NUMBER:** Please provide a telephone number at which you may be reached during normal business hours Monday through Friday. Provide your fax number if you are faxing your registration form to AMP.
4. **SOCIAL SECURITY NUMBER:** Enter your Social Security number. YOUR SOCIAL SECURITY NUMBER WILL BE USED AS YOUR IDENTIFICATION NUMBER FOR THIS EXAMINATION. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!
5. **BIRTH DATE:** Enter the month, day and year of your birth.
6. **SIGNATURE AND DATE:** Read the statement and sign your name as you would on a check or business letter.

ILLINOIS REAL ESTATE INSTRUCTOR EXAMINATION REGISTRATION FORM

Submit this form ONLY if you are paying your \$46 examination fee by cashier's check or money order. If payment is to be made by credit card, visit www.goAMP.com or call AMP at 800/345-6559 to schedule your appointment, and do not submit this form. 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 or by credit card. Payment by cash or personal check is not acceptable.

Using the instructions on the previous page, complete this form, and mail it with the appropriate examination fee to:

AMP
P.O. Box 8557
Springfield, IL 62791-8557
Fax: 217/522-0446

1. **NAME**

Last Name First Name M.I.

2. **MAILING ADDRESS**

Number, Street and Apartment Number

City State Zip Code

3. **TELEPHONE NUMBER**

(_____) _____ - _____
Daytime Telephone

FAX NUMBER (_____) _____ - _____
(Complete only if you are faxing this form to AMP.)

4. **SOCIAL SECURITY NUMBER**

_____ - _____ - _____

5. **BIRTH DATE**

____/____/____
Month Day Year

6. **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.

Yes No

Signature: _____ Date: _____

DUPLICATE SCORE REPORT REQUEST FORM FOR ILLINOIS INSTRUCTOR

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 payable to AMP for \$25 per copy. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

Name: _____ Social Security #: _____

Address: _____

_____ Daytime Phone: _____

Examination Date: _____ Assessment Center: _____

I hereby authorize AMP to send me a duplicate of my examination results.

Signature: _____ Date: _____

Applied Measurement Professionals, Inc.
18000 W. 105th Street
Olathe, KS 66061



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Social Security # _____ - _____ - _____ Requested Assessment Center: _____

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

Mailing Address

City State Zip Code

Daytime Telephone Number

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Other special accommodations (Please specify.)

Comments: _____

PLEASE READ AND SIGN:

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

Signature: _____ Date: _____

Return this form to:

**Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543, Fax 913/895-4650.
If you have questions, call the Candidate Support Center at 800/345-6559.**



DOCUMENTATION OF DISABILITY-RELATED NEEDS

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

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

Professional Title

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

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ E-mail Address: _____

Date: _____ License # (if applicable): _____

Submit this form to:
Candidate Support Center, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 800/345-6559, Fax: 913/895-4650.

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. Terms of contract between salesperson and broker (for example, employee, independent contractor)
2. Trust accounts
3. Complete and accurate records of business transactions
4. Required notifications and reports to real estate regulatory agency
5. Company policies, procedures, and standards
6. Market trends, availability of financing, rates, and conditions of obtaining credit
7. Resolving misunderstandings among parties to real estate transactions
8. Sales force training
9. Sales force supervision
10. Commissions from sales of real estate
11. Appropriate distribution of commissions
12. Accounting procedures in the office

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.

Level	Definition	Broker
Recall (1)	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.	23
Application (2)	Requires interpretation, classification, or manipulation of limited concepts or data, in which the response or outcome is situationally dependent, but not overly complex.	59
Analysis (3)	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).	18

Illinois State Examination Outline

1. Licensing Requirements
 - A. License exemptions
 - B. Activities requiring a license
 - C. Types of licenses
 1. Salesperson
 2. Broker
 3. Leasing Agent
 - D. Personal assistants
 - E. Eligibility for licensing, including sponsor card
 - F. Examination
 - G. License renewal
 - H. Continuing education
 - I. Change in licensee information
 - J. Reciprocity
 - K. Real Estate Recovery Fund
2. Laws and Rules Regulating Real Estate Practice
 - A. Purpose of license law
 - B. Advertising (other than disclosure)
 - C. Broker/salesperson relationship
 - D. Commissions
 1. Finder's fee/referral fee
 2. Rental finding services
 - E. Ownership issues
 1. Land trust
 2. Homestead
 3. Land Sales Registration Act/Time share
 - F. Handling of monies
 1. Special accounts
 2. Security deposits
 - G. Handling of documents
 - H. Performing activities exceeding scope of real estate licensing
 1. Law
 2. Securities
 - I. Transfer tax stamps/affordable housing
 - J. Intestacy
 - K. Legal description/Plat Act
 - L. Real estate taxes and exemptions
 - M. Illinois Human Rights Act
 - N. Interference with contracts or listings
3. Disclosures
 - A. Agency
 1. Designated agencies
 - a. seller
 - b. buyer
 - c. dual
 - B. Ministerial activities
 - C. Advertising
 - D. Property disclosures
 1. Residential Real Property Disclosure Act
 2. AIDS (HIV)
 3. Stigmatized property
 4. Material defects
4. Broker Topics
 - A. Broker responsibilities
 - B. Special accounts
 - C. Examination of records
 - D. Corporation/partnership/limited liability company licensure
 - E. Commercial Broker Lien Act

**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 Illinois Department of Financial and Professional Regulation. Computer software is also available from several publishing companies, but it is not listed here.

- Armbrust, Betty J.; Bradley, Hugh H. and Armbrust, John W. Practical Real Estate Math. Thompson South-Western.
- Burgess, Russell W. Real Estate Home Inspection. Chicago: Dearborn Real Estate Education.
- Cortesi, Gerald. Mastering Real Estate Principles. Chicago: Dearborn Real Estate Education.
- Gaddy, Wade E., Jr. and Hart, Robert E. Real Estate Fundamentals. Chicago: Dearborn Real Estate Education.
- Galaty, Fillmore W.; Allaway, Wellington J. and Kyle, Robert C. Modern Real Estate Practice. Chicago: Dearborn Real Estate Education.
- Geschwender, Arlyne. Real Estate Principles and Practices. Thompson South-Western.
- Gibson, Frank; Karp, James and Klayman, Elliot. Real Estate Law. Chicago: Dearborn Real Estate Education.
- Jacobus, Charles J. Real Estate: An Introduction to the Profession. Thompson South-Western.
- Jacobus, Charles J. Real Estate Law. Thompson South-Western.
- Kyle, Robert C.; Baird, Floyd M. and Kyle, C. Donald. Property Management. Chicago: Dearborn Real Estate Education.
- Lindeman, Bruce. Real Estate Brokerage Management. Thompson South-Western.
- Palmer, Ralph. Real Estate Principles and Practices. Thompson South-Western.
- Realtors® National Marketing Institute. Real Estate Office Management: People, Functions, Systems. Chicago: Author.
- Reilly, John W. The Language of Real Estate. Chicago: Dearborn Real Estate Education.
- Rice, Tim and Palmer, Ralph A. Illinois Real Estate Principles and Practices. Uppersaddle River, NJ: Prentice-Hall.
- Shilling, James D. Real Estate. Thompson South-Western.
- Sirota, David. Essentials of Real Estate Finance. Chicago: Dearborn Real Estate Education.
- Sirota, David. Essentials of Real Estate Investment. Chicago: Dearborn Real Estate Education.
- 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.
- Wiedemer, John P. Real Estate Finance. Thompson South-Western.



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