



**STATE OF IDAHO**

# **REAL ESTATE CANDIDATE HANDBOOK**

**NOVEMBER 2010**

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# QUICK REFERENCE

## STATE LICENSING INFORMATION

Candidates may contact the state's real estate division with questions about obtaining or maintaining a license after the examination has been passed.

**For the application forms directory, see the inside back cover.**

### Idaho Real Estate Commission

633 N. 4th Street  
PO Box 83720  
Boise, ID 83720-0077

**Phone:** (208) 334-3285  
or toll-free from Idaho  
only: (866) 447-5411

**Web:** [www.irec.idaho.gov](http://www.irec.idaho.gov)

## EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

**Pearson VUE**  
Idaho Real Estate  
PO Box 8588  
Philadelphia, PA 19101-8588

**Phone:** (877) 540-5833  
**Web:** [www.pearsonvue.com](http://www.pearsonvue.com)

## RESERVATIONS

### Before making an exam reservation

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

### Making an exam reservation

Candidates may make a reservation with Pearson VUE by:

- Calling Pearson VUE at (877) 540-5833
- Faxing the *Fax Reservation Form* (from Appendix) to (888) 204-6291
- Visiting the website ([www.pearsonvue.com](http://www.pearsonvue.com))

Candidates may make a reservation by phone up to and including the day of the desired examination date or by fax or on the Web at least four (4) business days before the desired examination date. **Walk-in examinations are not available.**

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## SCHEDULES & FEES

### Test centers

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and schedules.

### Exam fees

The examination fee must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment will not be accepted at the test center. Examination fees are non-refundable and non-transferable except as detailed in the *Change/Cancel Policy*.**

## EXAM DAY

### What to bring to the exam

Candidates should bring to the examination the confirmation number they received when they made the examination reservation, proper identification, and other materials listed in *What to Bring* (page 6).

### Exam procedures

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

## FINGERPRINTS

Idaho requires all license candidates to submit fingerprints for a background check. Electronic fingerprinting services are available through Pearson VUE at select test centers, as detailed on page 7.

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## **The candidate handbook is a useful tool in preparing for an examination.**

It is highly recommended that the Idaho Real Estate Candidate Handbook be reviewed, with special attention given to the content outlines, before taking the examination. (*Content outlines begin on page 11 of this handbook.*)

## **Individuals who wish to obtain a real estate license must:**

### **1. Complete precensing education requirements.**

Before applying for a license, candidates must complete all precensing education requirements. A list of approved schools is on the back cover. Contact the Idaho Real Estate Commission and see the *License Application Forms Directory* on the inside back cover.

### **2. Make a reservation and pay examination fee.**

Make a reservation (by phone, by fax, or online) with Pearson VUE for the examination. (*See page 2.*)

### **3. Go to the test center.**

Go to the test center on the day of the examination, bringing along all required materials. (*See page 6.*)

### **4. Pass the exam and complete the fingerprinting process.**

### **5. Apply for a license.**

After passing the examination and receiving notice of fingerprint approval, candidates must submit their application forms and fees to the Idaho Real Estate Commission in accordance with Idaho license law and policies.

## CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination, or they may contact the Idaho Real Estate Commission with questions about obtaining or maintaining a license.

### Pearson VUE

Idaho Real Estate  
PO Box 8588  
Philadelphia, PA 19101-8588

Phone: (877) 540-5833

### Website

[www.pearsonvue.com](http://www.pearsonvue.com)

### Idaho Real Estate Commission

633 N. 4th Street  
PO Box 83720  
Boise, ID 83720-0077

Phone: (208) 334-3285  
or toll-free from Idaho only: (866) 447-5411

### Website

[www.irec.idaho.gov](http://www.irec.idaho.gov)

## THE LICENSURE PROCESS

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

The State of Idaho has retained the services of Pearson VUE to develop and administer its real estate examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

## IDAHO REAL ESTATE LICENSING REQUIREMENTS

The Idaho Real Estate Commission has established the requirements for qualification for a sales associate or broker license. Applicants should read this candidate handbook and any other information provided by the Idaho Real Estate Commission before applying for any licensing examination. A list of license application forms is included on the inside back cover of this handbook.

## PRACTICE TESTS

Practice tests are offered exclusively online at [www.pearsonvue.com](http://www.pearsonvue.com), giving candidates even more opportunity to succeed on the examination. Our practice tests will help prepare candidates for the types of questions they will see on the licensure exam and also familiarize them with taking computer-based examinations.

Pearson VUE offers online practice tests for both salespersons and brokers that allow candidates to measure their knowledge in content areas such as real property, property valuation, and contracts and finance. The tests closely reflect the format of the licensure examination, can be scored instantly, and provide immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase practice tests anytime at [www.pearsonvue.com](http://www.pearsonvue.com).

# EXAM RESERVATIONS

## \*TELECOMMUNICATION DEVICES FOR THE DEAF

Pearson VUE is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available from 8:00 a.m. to 5:00 p.m. (EST) Monday through Friday, toll-free at (866) 274-4777.

This TDD phone option is for individuals equipped with compatible TDD machinery.

## PHONE RESERVATIONS

**Walk-in examinations are not available.** Candidates may call (877) 540-5833\* to make a reservation.

CALL CENTER HOURS	
Monday–Friday	6 a.m. – 9 p.m.
Saturday	6 a.m. – 3 p.m.
Sunday	8 a.m. – 2 p.m.

*Mountain Time*

### When calling, candidates should have the following:

- Legal name, address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list appears on the back cover of this handbook)
- A failing score report (if retaking the examination)
- School name and code number (if neither the school name nor the school code is available at the time of reservation, please request to use “8888” as the school code)

A representative will help candidates select a convenient examination date and location and will answer questions. A reservation will be made based on the next available examination date.

Candidates may make a reservation by phone up to and including the day of the desired examination date.

## ONLINE RESERVATIONS

Candidates may make an examination reservation online by visiting the website at [www.pearsonvue.com](http://www.pearsonvue.com). First-time users must obtain a check-in code and will be asked to provide their name, email address, and phone number, as well as a personal password. Candidates will receive a check-in code immediately upon submitting the requested information.

Candidates will be prompted with step-by-step instructions on completing the online *Reservation Request Form*. Once the online request has been submitted, Pearson VUE will send via email a confirmation of the examination date, time, and location, or will contact candidates whose choices are not available. Candidates may also review, change, or even cancel an existing reservation after the *Reservation Request Form* has been submitted by following the online instructions.

Candidates who wish to make an online reservation should do so at least four (4) business days before the desired examination date.

## FAX RESERVATIONS

Candidates may fax the *Fax Reservation Form* (found in the back of this handbook) to Pearson VUE at (888) 204-6291, 24 hours a day, 7 days a week. The completed form should be faxed at least four (4) business days before the desired examination date. A confirmation of the reservation will be returned by fax within twenty-four (24) hours of receipt of the faxed request.

## CONFIRMATION NUMBER

Candidates will receive a confirmation number, which they should write down in the space provided below. This number should be used for any contact with Pearson VUE.

Confirmation Number:
Examination Date:
Test Center:
Representative:

## EXAM FEES

The exam fee is \$85\*. **Payment will not be accepted at the test center.** Examination fees are non-refundable and non-transferable except as detailed in the *Change/Cancel Policy*.

### Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Routing number
- Social Security number, state-ID number or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

### Vouchers

Candidates may prepay examination fees and receive a voucher to use when they contact Pearson VUE to make an examination reservation. The number listed on the voucher will be accepted by Pearson VUE as payment for the examination fee. Vouchers may be purchased for one fee or many; therefore, companies may buy vouchers in bulk and distribute them to candidates as desired.

Those who wish to purchase a voucher should send a *Voucher Request Form* (found in the back of this handbook) to Pearson VUE, along with proper payment. Pearson VUE will process voucher requests within one (1) week of receipt. Vouchers are valid for one (1) year from the issue date, and they may be renewed or refunded.

## CHANGE/CANCEL POLICY

Candidates should call (877) 540-5833 at least two (2) business days before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer their fees to a new reservation or request a refund. **Candidates who change or cancel a reservation without proper notice will forfeit the examination fee.**

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

## ABSENCE/LATENESS POLICY

Candidates who are late to or absent from an examination may be excused for the following reasons:

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

**Candidates who are absent from or late to an examination and have not changed the reservation according to the *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee.** Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

## WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Candidates should call (800) 274-2615 for details on delays and cancellations during severe weather.

## SPECIAL EXAM ACCOMMODATIONS

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

Candidates who require special arrangements due to impaired sensory, manual, or speaking skills or other disabilities should fax the *Special Accommodations Request Form* (found in the back of this handbook) to Pearson VUE.

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Pearson VUE will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by Pearson VUE.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **must** be submitted to Pearson VUE before any special examination arrangements can be finalized.

Pearson VUE will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake an examination should notify Pearson VUE that special arrangements were used for the previous examination.

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

### **NON-SATURDAY RESERVATIONS**

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

Pearson VUE Special Accommodations  
3 Bala Plaza West  
Suite 300  
Bala Cynwyd, PA 19004

Non-Saturday examinations are available **only** on a prearranged basis.

## REQUIRED ITEMS

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

## WHAT TO BRING

### Required Materials

All candidates are required to bring identification that is deemed acceptable, listed under *Acceptable Forms of Candidate Identification*, to the test center on the day of examination.

Candidates who are requesting to waive the general portion of the examination must also bring the *Original Certificate of Waiver* from the Idaho Real Estate Commission. **Without a waiver, candidates must take the full exam. Waivers cannot be issued after the fact.**

**Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.**

### Suggested Materials

- Failing score report (if the candidate is retaking an examination)
- Confirmation number provided at the time of reservation.
- **Personal calculator (it is recommended that candidates bring their own calculator to the test center; for details see page 9).**

### Acceptable Forms of Candidate Identification

Candidate must present **two (2)** forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

#### Primary ID (with photograph and signature, not expired)

- Government-issued Driver's license
- U.S. Dept. of State Driver's license
- U.S. learner's permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport cards
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

#### Secondary ID (with signature, not expired)

- U.S. Social Security card
- Debit/(ATM) card
- Any form of ID on the Primary list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. (Candidates should allow themselves sufficient time to find the test center.) The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as prohibiting candidates from retaking the examination or denying licensure.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. Candidates will be given four (4) hours to complete the examination. The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official scores in hand.

## SCORE REPORTING

When candidates complete the examination, they will receive a score report marked "pass" or "fail." Candidates who pass the examination will receive a score report that includes information on how to apply for a license.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the general portion of the examination, as well as information about reexamination.

## FINGERPRINTING REQUIREMENT

**NEW:** Effective June 1, 2009, all candidates who need to be fingerprinted must request and pay for this service by making a fingerprint reservation through Pearson VUE. IREC will no longer accept or process fingerprint cards; cards and fees mailed to IREC will be returned unprocessed.

Fingerprints will be taken at all Idaho test centers, as well as the Spokane, Washington; Reno and Las Vegas Nevada; and Midvale, Utah locations; however, a reservation and advance payment are required. Fingerprint appointments can be made online at [www.pearsonvue.com](http://www.pearsonvue.com) or by calling Pearson VUE at 877-540-5833.

If you are testing at any other test center, special fingerprinting instructions apply. Please visit [www.pearsonvue.com](http://www.pearsonvue.com) or <http://www.irec.idaho.gov/forms/ree011.pdf> for fingerprint instructions for out-of-state candidates.

**NEW:** The fingerprint fee is \$49.25, which includes the \$29.25 background check processing fee. Fingerprints will be sent electronically from the test centers noted above to law enforcement agencies. IREC will notify applicants of fingerprint results by mail. IREC will not give fingerprint results over the phone or by email.

### RETKING AN EXAMINATION

Candidates should contact Pearson VUE to make a reservation to retake the examination, and should have their failing score report available when they call.

### PLEASE NOTE

Fingerprint results are valid for six (6) months only.

## RETAKE THE EXAM

The examination is divided into two sections: general and state law. Candidates who pass one section of the exam and fail the other will need to retake only the section they failed, as long as they retake the failed section within one (1) year of the date of the passed section. The exam fee is required each time a candidate tests. A candidate must pass both sections of the exam and submit a completed application for licensure within one (1) year of the date of the first passed exam section. Otherwise, the candidate must retake both sections of the exam.

*Example:* A candidate who takes the examination January 15, 2001, and passes the state section but not the general section will need to retake only the general section, but must do so on or before January 14, 2002. If the candidate does not pass the general section and submit his license application on or before January 14, 2002, he/she would be required to retake the entire examination.

There is no limit to how many times a candidate may retake the examination, as long as both sections are passed within one (1) year of applying for licensure. **Reservations for reexamination cannot be made at the test center, and candidates must wait twenty-four (24) hours before making one. The examination fee must be paid each time a candidate takes an exam, even if the candidate is retaking only one section.**

## REVIEW OF EXAMS

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

## SCORE EXPLANATION

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

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

## DUPLICATE SCORE REPORTS

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

## TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers/ personal digital assistants (PDAs) or other electronic devices, pagers,

watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.

- **Calculators are permitted only if they are silent, hand-held, nonprinting, and without an alphabetic key pad.** Financial calculators are not permitted. Calculator malfunctions are not grounds for challenging examination results or requesting additional examination time. **NOTE: Calculators are NOT provided by the test center staff.**
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise his/her hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, he/she will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary— for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including, but not limited to, cellular phones, PDAs, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

# PREPARING FOR THE EXAM

## NOTE

The entire question pool for both the general and state law portions of the examinations, each form of the examination, and any materials used to administer the examination are copyrighted by and are the property of Pearson VUE.

Any distribution of examination material or other reproduction is strictly prohibited and punishable by law.

## EXAM CONTENT

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

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

## MATH CALCULATIONS

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

- 43,560 square feet = 1 acre
- 5,280 feet = 1 mile
- Round off calculations (where applicable)

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

This information will be available for reference during the examination.

# General Exam Content Outline For Salespersons and Brokers

*Effective January 1, 2009*

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

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

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

## **I. Real property characteristics, definitions, ownership, restrictions, and transfer (Salesperson 16, Broker 12)**

- A. Definitions, descriptions, and ways to hold title
  - 1. Elements of real and personal property
  - 2. Property description and area calculations
  - 3. Estates in real property
  - 4. Forms of ownership, rights, interests, and obligations
- B. Land use controls and restrictions
  - 1. Government controls
  - 2. Private controls – non-monetary
  - 3. Private controls – mortgage (deed of trust) and liens
- C. Transfer/alienation of title to real property
  - 1. Voluntary
  - 2. Involuntary
  - 3. Protections
  - 4. Partition/severance (voluntary or involuntary)
  - 5. Deeds and warranties: validity, types, covenants
  - 6. Title and title insurance

## **II. Property valuation and appraisal (Salesperson 6, Broker 6)**

- A. Principles, types, and estimates of property value
  - 1. Valuation definition, purpose, and process
  - 2. Characteristics
  - 3. Valuation principles
  - 4. Approaches to value
  - 5. Depreciation/obsolescence
  - 6. Value
  - 7. Appraisals and list price
  - 8. Math
  - 9. Influences on property value
- B. Investment analysis
  - 1. Application of principles
  - 2. Math calculations

## **III. Contracts and relationships with buyers and sellers (Salesperson 18, Broker 20)**

- A. Contract elements
  - 1. Validity
  - 2. Void/voidable
  - 3. Enforceable/unenforceable (Statute of Frauds)
  - 4. Unilateral/bilateral
  - 5. Executory/executed
- B. Listing contracts
  - 1. General purpose/definition of listing
  - 2. Types
  - 3. Required elements
  - 4. Establishing listing price
  - 5. Responsibilities
- C. Commission agreements
  - 1. Negotiation of commission
  - 2. Who may collect
  - 3. Other compensation arrangements
  - 4. Math: licensee compensation/commission
- D. Sales contracts
  - 1. Terminology
  - 2. Procedures
  - 3. Standard parts
  - 4. Contingencies and misc. provisions
  - 5. Contractual rights and obligation
  - 6. Disputes and dispute resolution terms
- E. Option contracts
- F. Licensee-client relationships and responsibilities
  - 1. Types of relationships – terminology
  - 2. Relationship powers and obligations

## **IV. Property conditions and disclosures (Salesperson 7, Broker 7)**

- A. Federal environmental regulations
  - 1. Lead-based paint
  - 2. CERCLA
  - 3. Asbestos
  - 4. Wetlands and flood plains

- B. Environmental issues
  1. Mold
  2. Radon
  3. Protected species
  4. Other
- C. Material and other property disclosures
- D. Liability considerations

**V. Federal laws governing real estate activities (Salesperson 8, Broker 9)**

- A. Civil Rights Acts/Fair Housing Acts
  1. Provisions
  2. Violations
  3. Enforcement/penalties
  4. Exceptions
  5. Advertising
  6. Required poster
- B. Americans with Disabilities Act (ADA)
- C. Antitrust – (Sherman Act, etc.)
- D. Marketing and financial controls
  1. Truth in Lending Act (TILA—Regulation Z)
  2. Real Estate Settlement Procedures Act (RESPA)
  3. Equal Credit Opportunity Act (ECOA)
  4. Equal Employment Opportunity Commission (EEOC)
  5. UCC/Interstate/Securities (Broker only)
  6. Do Not Call/Privacy Act

**VI. Financing the transaction and settlement (Salesperson 17, Broker 13)**

- A. Financing components
  1. Financing instruments
  2. Financing sources (primary and secondary mortgage markets, seller financing)
  3. Types of loans
  4. Financing clauses, terminology, and cost of money (calculation)
  5. Lending issues
- B. Lender requirements and obligations
  1. Private mortgage insurance (PMI)
  2. FHA requirements
  3. VA requirements
  4. Escrow/impound account
  5. Credit report
  6. Assumption requirements
  7. Appraisal requirements
  8. Hazard and flood insurance
  9. Federal financing and credit regulation

- C. Settlement/Closing
  1. Procedures and forms
  2. Closing costs and calculations
  3. Documents, title, and recording

**VII. Leases, rents, and property management (Salesperson 5, Broker 6)**

- A. Types and elements of leases
  1. Leasehold estates
  2. Types of leases
  3. Lease clauses and provisions
- B. Lessor and lessee rights, responsibilities, liabilities, and recourse
  1. Owned and leased inclusions
  2. Reversionary rights of owners
  3. Rental related discriminatory laws
  4. Unit-related disclosures
  5. Effect of sale/transfer/foreclosure
  6. Evictions
  7. Tenant improvements
  8. Termination of a lease
  9. Breach
- C. Property management contracts and obligations of parties
  1. Contracts and contractual relationships
  2. Manager's obligations, duties, liabilities
  3. Owner's obligations, duties, liabilities
  4. Management/owner math calculations

**VIII. Brokerage operations (Salesperson 3, Broker 7)**

- A. Broker management of funds
  1. Earnest money
  2. Commingling
  3. Conversion of funds
- B. Broker-salesperson relationship
- C. Advertising
- D. Ethical and legal business practices
  1. Misrepresentation
  2. Implied duty of good faith
  3. Due diligence
  4. Unauthorized practice of law
  5. Marketing practices
- E. Forms of business ownership
  1. Corporation
  2. Partnership (general and limited)
  3. Limited liability company
  4. Sole proprietorship
- F. Independent contractors vs. employee

## Idaho State Exam Content Outline For Salesperson and Broker Examinations

*Effective January 7, 2008*

The state-specific examination is made up of forty (40) scored questions for salesperson candidates and fifty (50) scored questions for broker candidates.

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

The following examination content outline is applicable to both real estate sales associates and real estate brokers.

- I. Duties and powers of the Real Estate Commission (Salesperson 5%, Brokers 5%)**
  - A. General powers
  - B. Audit of records
  - C. Investigations, hearings, and appeals
  - D. Sanctions
    - 1. Fines
    - 2. License suspension and revocation
- II. Licensing requirements (Salesperson 5%, Broker 5%)**
  - A. Activities requiring a license
  - B. Types of licenses
  - C. Eligibility for licensing
  - D. License renewal
  - E. Change in license/status
  - F. Education
- III. License Law and Rules of the Idaho Real Estate Commission (Salesperson 30%, Broker 35%)**
  - A. Advertising/Use of business name
  - B. Broker-salesperson relationship
  - C. Commissions
  - D. Document handling and record keeping
  - E. Handling of monies/Consideration (items of value)
  - F. Trust accounts
  - G. Listings
  - H. Offers, counteroffers, acceptance (including leases)
  - I. Office operations and business practices
  - J. Brokerage management (Broker only)
  - K. Closing statement
  - L. Recovery Fund
  - M. Prohibited conduct
- IV. Brokerage representation (agency law) (Salesperson 20%, Broker 20%)**
  - A. Agency contracts
  - B. Types
  - C. Obligations to parties
  - D. Termination of agency
  - E. Limits of confidentiality
  - F. Disclosing agency relationships
- V. Calculations and closing costs (Salesperson 10%, Broker 8%)**
- VI. Idaho principles and practices (Salesperson 30%, Broker 27%)**
  - A. Financing
    - 1. Trust deeds, notes, mortgages, contract for deed
    - 2. Foreclosure
  - B. Ownership/Possession
    - 1. Community property
    - 2. Adverse possession
  - C. Real estate valuation
    - 1. Property description
    - 2. Property taxes/assessed value
      - a. Homeowner's exemption
      - b. Tax liens
      - c. Circuit breaker
  - D. Homestead
  - E. Mechanic's liens/other liens
  - F. Recording
  - G. Mobile homes/manufactured housing
  - H. Water rights
    - I. Land use controls
      - 1. Zoning
      - 2. Subdivisions
  - J. Idaho Fair Housing

Effective April 1, 2011

## Idaho State Exam Content Outline For Salesperson and Broker Examinations

*Effective April 1, 2011*

The state-specific examination is made up of forty (40) scored questions for salesperson candidates and fifty (50) scored questions for broker candidates.

The salesperson and broker examinations also contain five to ten (5-10) pretest items. The pretest items are not identified and will not affect a candidate's score in any way. Because pretest items look exactly like scored items, candidates should answer all the items on the examination.

The following examination content outline is applicable to both real estate salespersons and real estate brokers.

- |  |  |
|--|--|
| <p><b>I. Duties and powers of the Real Estate Commission (Salesperson 5%, Broker 5%)</b></p> <ul style="list-style-type: none"><li>A. General powers</li><li>B. Audit of records</li><li>C. Investigations, hearings, and appeals</li><li>D. Sanctions<ul style="list-style-type: none"><li>1. Fines</li><li>2. License suspension and revocation</li></ul></li></ul> <p><b>II. Licensing requirements (Salesperson 105%, Broker 5%)</b></p> <ul style="list-style-type: none"><li>A. Activities requiring a license</li><li>B. Types of licenses</li><li>C. Eligibility for licensing</li><li>D. License renewal</li><li>E. Change in license/status</li><li>F. Education</li></ul> <p><b>III. License Law and Rules of the Idaho Real Estate Commission (Salesperson 30%, Broker 35%)</b></p> <ul style="list-style-type: none"><li>A. Advertising/Use of business name</li><li>B. Broker-salesperson relationship</li><li>C. Commissions</li><li>D. Document handling and record keeping</li><li>E. Handling of monies/Consideration (items of value)</li><li>F. Trust accounts</li><li>G. Listings</li><li>H. Offers, counteroffers, acceptance (including leases)<ul style="list-style-type: none"><li>I. Office operations and business practices</li></ul></li><li>J. Brokerage management (Broker only)</li><li>K. Closing statement</li><li>L. Recovery Fund</li><li>M. Prohibited conduct</li></ul> <p><b>IV. Brokerage representation (agency law) (Salesperson 20%, Broker 20%)</b></p> <ul style="list-style-type: none"><li>A. Agency contracts</li><li>B. Types</li></ul> | <ul style="list-style-type: none"><li>C. Obligations to parties</li><li>D. Termination of agency</li><li>E. Limits of confidentiality</li><li>F. Disclosing agency relationships</li></ul> <p><b>V. Calculations and closing costs (Salesperson 105%, Broker 8%)</b></p> <p><b>VI. Idaho principles and practices (Salesperson 30%, Broker 27%)</b></p> <ul style="list-style-type: none"><li>A. Financing<ul style="list-style-type: none"><li>1. Trust deeds, notes, mortgages, contract for deed</li><li>2. Foreclosure</li></ul></li><li>B. Ownership/Possession<ul style="list-style-type: none"><li>1. Community property</li><li>2. Adverse possession</li></ul></li><li>C. Real estate valuation<ul style="list-style-type: none"><li>1. Property description</li><li>2. Property taxes/assessed value<ul style="list-style-type: none"><li>a. Homeowner's exemption</li><li>b. Tax liens</li><li>c. Circuit breaker</li></ul></li></ul></li><li>D. Homestead</li><li>E. Mechanic's liens/other liens</li><li>F. Recording</li><li>G. Mobile homes/manufactured housing</li><li>H. Water rights<ul style="list-style-type: none"><li>I. Land use controls<ul style="list-style-type: none"><li>1. Zoning</li><li>2. Subdivisions</li></ul></li></ul></li><li>J. Idaho Fair Housing</li></ul> |
|--|--|

# SPECIAL ACCOMMODATIONS REQUEST FORM



Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.

Candidates who wish to request special accommodations for ADA should fax this form to Pearson VUE at (610) 617-9397. Certain documentation must be faxed along with this form, as detailed on page 4.

**All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.**

## PLEASE PRINT CLEARLY

Date:			
Last Name:			
First Name:		M.I.:	
Address:			
City:		State:	Zip:
Daytime Telephone:		Email address:	
Description of Disability:			
<input type="checkbox"/> Large-print written exam <input type="checkbox"/> Marker <input type="checkbox"/> Additional time <input type="checkbox"/> Reader <input type="checkbox"/> Separate testing room <input type="checkbox"/> Sign language interpreter			
<input type="checkbox"/> Other equipment or accommodation (please explain):			
Accommodations previously provided to you ( <i>list accommodation and purpose, such as "sign language interpreter for SAT examination"</i> ):			
<b>Candidates should contact Pearson VUE with questions about special accommodations.</b> Pearson VUE Special Accommodations • 3 Bala Plaza West, Suite 300 • Bala Cynwyd, PA 19004 Phone (800) 274-3707 • TDD (800) 274-2617 • Fax (610) 617-9397			

*Note: Only candidates who require special examination accommodations should use this form.*



# FAX RESERVATION FORM

Today's Date:		Time of Day:	
Last Name:			
First Name:			
Date of Birth:		Social Security Number:	
Address:			
City:		State:	Zip:
Telephone (Daytime):		Telephone (Evening):	
Your Fax Number:		Licensure State:	
Candidate Signature:			
School name:		School code:	
<b>Check here to make a fingerprint reservation, for an additional fee of \$49.25.</b>			
Test Center Code:		Examination Name:	
1st Exam Choice:	Date:	Exam Session: a.m. p.m.	
2nd Exam Choice:	Date:	Exam Session: a.m. p.m.	
May we register you for the next available exam date if your two choices are taken? Yes No			
<b>Credit Card Payments:</b>		<b>Electronic Check Payments:</b>	
MasterCard Visa AmExpress Discover		Bank Name:	
Card #:		Account #:	
Expiration Date:		Routing #:	
Signature:		Name/Address on Account (if different from above):	
<b>FOR PEARSON VUE USE ONLY</b>			
Pearson VUE ID# Assigned:			
Confirmation #:			
Reservation Date:		Time:	TC #:

**Fax this form to Pearson VUE at (888) 204-6291.**  
**A reservation confirmation will be sent to you.**

# DUPLICATE SCORE REQUEST FORM



**DIRECTIONS:** You may use this form to request that Pearson VUE send a duplicate copy of your real estate examination score report to you. Please print all information on this form.

Please enclose a certified check or money order made payable to "Pearson VUE." Write your confirmation number or Social Security number on your payment. **DO NOT SEND CASH.**

**FEE:** For scores less than one year old there is a \$10.00 charge.  
For scores more than one year old there is a \$25.00 charge.

**SEND TO:** **Idaho Real Estate Program**  
Duplicate Score Request  
Pearson VUE  
PO Box 8588  
Philadelphia, PA 19101-8588

**Amount Enclosed:** \$ \_\_\_\_\_

I hereby authorize Pearson VUE to send a duplicate of my score report to me at the address below.

Signature (required):	Date:
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Please complete the following with your current name and address.

Name:		
Address:		
City:	State:	Zip:
Telephone:		

Exam Taken: <input type="checkbox"/> Salesperson <input type="checkbox"/> Broker	
State in which examination was taken:	Date Taken:
Date of Birth:	Confirmation Number:

If the above information was different at the time you tested, please indicate original information.

Name:		
Address:		
City:	State:	Zip:
Telephone:		

# VOUCHER REQUEST FORM



## PLEASE PRINT CLEARLY

Date:		
Last Name:		
First Name:		M.I.:
Address:		
City:		State:
		Zip:
Daytime Phone:		Evening Phone:
Email Address (if you would like Pearson VUE to email the voucher number):		

### CHOOSE THE SERVICES FOR WHICH YOU WILL PAY.

Name of Examination:	<input type="checkbox"/> Sales Associate	<input type="checkbox"/> Broker	
<input type="checkbox"/> Examination – <b>\$85</b>			
<input type="checkbox"/> Fingerprinting – \$49.25			
Payment Type:	<input type="checkbox"/> Money Order	<input type="checkbox"/> Company Check	<input type="checkbox"/> Cashier's Check

**Make all checks payable to Pearson VUE and mail this form to:**

Pearson VUE, c/o AP Voucher Program, PO Box 41508, Philadelphia, PA 19101-1508

**Overnight address:**

Pearson VUE, c/o AP Voucher Program, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004

**Please allow Pearson VUE seven (7) business days to process your request. You will receive your voucher by standard mail, or by email if you provided an email address above.**

# IDAHO REAL ESTATE LICENSE APPLICATION FORMS DIRECTORY

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## FINGERPRINTS

All license applicants must submit fingerprints and get fingerprint approval PRIOR TO submitting a license application.

- Fingerprint Instructions — <http://www.irec.idaho.gov/forms/ree011.pdf>

## SALES ASSOCIATE LICENSE

- Application plus all required attachments — <http://www.irec.idaho.gov/forms/ree040.pdf>
- If you plan to purchase the Commission's group E&O Insurance:  
<http://www.irec.idaho.gov/publcs/errors-omissions-overview.pdf>  
<http://www.irec.idaho.gov/publcs/errors-omissions-individual-enrollment-packet.pdf>
- If you have independent E&O coverage:  
<http://www.irec.idaho.gov/forms/ree141.pdf>

## ASSOCIATE BROKER LICENSE

- Application plus all required attachments — <http://www.irec.idaho.gov/forms/ree041.pdf>
- If you plan to purchase the Commission's group E&O Insurance:  
<http://www.irec.idaho.gov/publcs/errors-omissions-overview.pdf>  
<http://www.irec.idaho.gov/publcs/errors-omissions-individual-enrollment-packet.pdf>
- If you have independent E&O coverage:  
<http://www.irec.idaho.gov/forms/ree141.pdf>

## DESIGNATED BROKER LICENSE

- Application plus all required attachments — <http://www.irec.idaho.gov/forms/ree041.pdf>
- Trust Account Notification Form — <http://www.irec.idaho.gov/forms/ree088.pdf>
- Company Application **with all required attachments** - choose one of the following:  
Sole Proprietorship — <http://www.irec.idaho.gov/forms/ree150.pdf>  
Corporation — <http://www.irec.idaho.gov/forms/ree058.pdf>  
Limited Liability Company — <http://www.irec.idaho.gov/forms/ree147.pdf>  
Limited Liability Partnership — <http://www.irec.idaho.gov/forms/ree116.pdf>  
Limited Partnership — <http://www.irec.idaho.gov/forms/ree148.pdf>  
Partnership — <http://www.irec.idaho.gov/forms/ree149.pdf>

**NOTE:** All business entities other than Sole Proprietorship must carry separate Firm E&O insurance.

- If you plan to purchase the Commission's group E&O Insurance:  
<http://www.irec.idaho.gov/publcs/errors-omissions-overview.pdf>  
<http://www.irec.idaho.gov/publcs/errors-omissions-individual-enrollment-packet.pdf>
- If you have independent E&O coverage:  
<http://www.irec.idaho.gov/forms/ree141.pdf>

If you plan to register an assumed business name (d/b/a) or authority for your out-of-state entity to do business in Idaho, please contact the Idaho Secretary of State for forms and instructions at [www.sos.idaho.gov](http://www.sos.idaho.gov). If applicable, the Idaho Real Estate Commission requires file-stamped copies of these documents.

# PRELICENSE PROVIDER CODE LIST

CODE	PROVIDER NAME	PHONE
0003	Boise State University College of Business and Economics	(208) 426-3356
0038	Boise State University BSU Center for Workforce Training	(208) 426-1974
0019	College of Southern Idaho Continuing Education	(208) 733-9554 ext. 2234
0010	Eastern Idaho Technical College	(208) 524-3000 ext. 3381
0087	EnVision Real Estate School and Consulting	(208) 639-5707
0055	Executrain of Idaho	(208) 327-0768
0065	Genesis Training Group	(208) 573-0979
0078	Idaho Career Institute	(208) 287-8443
0062	Idaho Real Estate School	(208) 685-6711
0004	Idaho REALTORS® Institute	(208) 342-3585
0017	Idaho State University College of Technology	(208) 282-3372
0012	Lewis-Clark State College Workforce Training	(208) 792-2442
0007	North Idaho College Professional—Technical Education	(208) 769-3444
0070	North Idaho Real Estate Academy	(208) 664-1898
0045	Professional Real Estate School	(208) 380-3505
0013	University of Idaho Independent Study Office	(208) 885-6641
8888	School unknown	
9999	Out of state	

## GENERAL INFORMATION

**CANDIDATES MAY CALL (877) 540-5833 TO MAKE AN EXAM RESERVATION.**

TEST CENTERS		
CODE	LOCATION*	SCHEDULE*
1320	Boise, ID	Tuesday, Thursday, Friday, Saturday
1321	Coeur d'Alene, ID	2nd & 4th Saturday of the month
1322	Pocatello, ID	Wednesday and Saturday
2914	Las Vegas, NV	Tuesday through Saturday
2915	Reno, NV	Twice a week
4517	Midvale, UT	Tuesday through Saturday
4817	Spokane, WA	Tuesday through Saturday

*\*Locations and schedules are subject to change.*

### When calling, candidates should have the following:

- Legal name, address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list appears above)
- A failing score report (if retaking the examination)
- School name and code number (if neither the school name nor the school code is available at the time of reservation, please request to use "8888" as the school code)

### PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving Day	

