

WYOMING

**FOR
SALE**



**Real Estate
Appraisers
Program**

Candidate Handbook

Effective January 2011



APPLIED MEASUREMENT PROFESSIONALS, INC.



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QUESTIONS ABOUT LICENSING

For specific information about licensing procedures, contact the Wyoming Certified Real Estate Appraiser Board at the following address:

Wyoming Certified Real Estate Appraiser Board
2020 Carey Ave. Ste. 100
Cheyenne, WY 82002
Phone: 307/777-7141
Fax: 307/777-3796

HOW TO CONTACT AMP

For inquiries and general registration information write or call:

Candidate Support Center
AMP
18000 W. 105th Street
Olathe, KS 66061-7543
Phone: 800/345-6559
Fax: 913/895-4651
Website: www.goAMP.com



INTRODUCTION

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

The appraiser examinations are developed through a combined effort of appraisal experts and testing professionals. Real estate appraisers and educators write the questions. Experts in the fields of both real estate appraisal and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures. All questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate appraisal field.

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

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

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 Wyoming Certified Real Estate Appraiser Board administers the following Wyoming Real Estate Appraiser Licensing Examinations under a contract with AMP.

- Certified Residential Appraiser
- Certified General Appraiser

HOW THE EXAMINATION IS ADMINISTERED

The Wyoming Real Estate Appraiser Licensing Examinations are administered by computer at three AMP Assessment Centers in Cheyenne, Casper, and Green River, Wyoming. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m.

The examinations are given in two parts and must be taken on the same day.

■ 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: \$140

All examination fees may be included in one payment using credit card (VISA, MasterCard, American Express and Discover), certified check, cashier's check or money order made payable to AMP. Examination fees are not refundable or transferable and expire in 12 months.

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 an 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 select "Candidates."
 - Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

OR

2. **Telephone Scheduling:** Call AMP at 800/345-6559 to schedule an examination appointment. This option is available only for individuals paying the examination fee by credit card (VISA, MasterCard, American Express and Discover).

OR

3. **Mail your registration form.**

THIS IS A TWO-STEP PROCESS:

First, complete all sections of the registration form on page 10 and mail it to AMP with the examination fee (paid by cashier's check or money order) to the address indicated on the form. It will be returned if it is incomplete, illegible or submitted with an incorrect fee.

Second, to schedule an examination, call AMP at 800/345-6559 approximately 7 to 10 business days after mailing the registration form and fee. This toll free number is answered from 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.

If special accommodations are being requested, please submit the Request for Special Examination Accommodations form included on page 13 prior to contacting AMP at 800/345-6559 to schedule your examination.

When the call is made to schedule an appointment, please be prepared to confirm a date and location for testing and provide AMP your name and Test Code ID number. **Note:** The Test Code ID 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

After the appointment is made, you will be given a time to report to the Assessment Center. You will be admitted to take only the examination type for which the appointment has been made. No changes in examination type will be allowed at the Assessment Center. **Unscheduled candidates (walk-ins) will not be admitted to the Assessment Center.**

Special Arrangements for Candidates with Disabilities

AMP is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Please inform AMP of your need for special accommodations by completing the Request for Special Examination Accommodations form on page 13 of this handbook.

TELECOMMUNICATION DEVICES FOR THE DEAF

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

EXAMINATION APPOINTMENT CHANGES

You may reschedule an examination appointment at no charge once by calling AMP at 800/345-6559 at least **two business days prior to the scheduled examination appointment.** (See table below.) See page 1 for observed holidays.

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 date.
- 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.
- Failure to provide appropriate identification at the time of the examination is considered a missed appointment.

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. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

NO REFUNDS

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

If you arrive more than 15 minutes late for your appointment or fail to present the appropriate ID or required documentation, you will not be admitted, you will forfeit your examination fee, and you must reregister for the examination by contacting AMP.

EXAMINATION CONTENT

To begin your preparation in an informed and organized manner it is important to know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections. A detailed content outline is included in the back of this handbook.

■ Appraiser Examination Specifications

The examination specifications and the detailed content outline on the following pages have been established by the Appraiser Qualifications Board (AQB). The authority for the AQB to set standards and approve examination content was established by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

The Certified Residential and Certified General examinations are based upon 14 major content areas. Although the topics of the major content areas are the same for both of the examinations, the emphasis devoted to the content areas differs in each examination.

Each of the content areas is briefly described below and is followed by an outline of the topics it includes. In addition, the percentage of questions devoted to both examinations is indicated for each major content area. Please note that the Licensed Residential Appraiser Examination is not part of the Wyoming Real Estate Appraiser Licensing Program. The Certified Residential and the Certified General each

contain 150 questions. In addition to the items used to determine your score, the examinations may contain up to 15 questions that are being pretested for use in future versions of the examination. Pretest items are not identified and are not included in your score.

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

■ Sample Questions

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

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

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

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

Sale 2 sold for \$1,000,000. The buyer was not available for verification, but the seller was available. The seller had just built the structure after holding the lot for 10 years as an investment property. He paid \$140,000 for the lot and had earned 25% straight line annual return on his investment over the cost of the structure and its entrepreneurial profit.

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

What is the indicated value of the lot using the allocation approach?

- \$350,000
 - \$500,000
 - \$135,000
 - \$125,000
- During the research of a subject property an appraiser learns the occupants (parents) have been granted a life estate by their children. What interest do the children hold in the property?
 - Remainderman
 - Life tenant
 - Trustee
 - Trustor
 - An homeowner purchased two adjacent lots in a tract subdivision 20 years ago and built a single-unit residence entirely on one lot, utilizing the second lot as a side yard. The homeowner has decided to build a smaller home on the vacant side lot and retain the existing home as a rental. What term applies to the second yard?
 - Surplus land
 - Vacant site
 - Excess land
 - Underutilized site

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

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

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

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

To gain admission to the Assessment Center, you need to 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.

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

RULES FOR THE EXAMINATION

■ Security

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

The following security procedures apply during the examination:

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

■ Personal Belongings

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

allowed in the testing room except securely locked in the soft locker.

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

■ Practice Examination

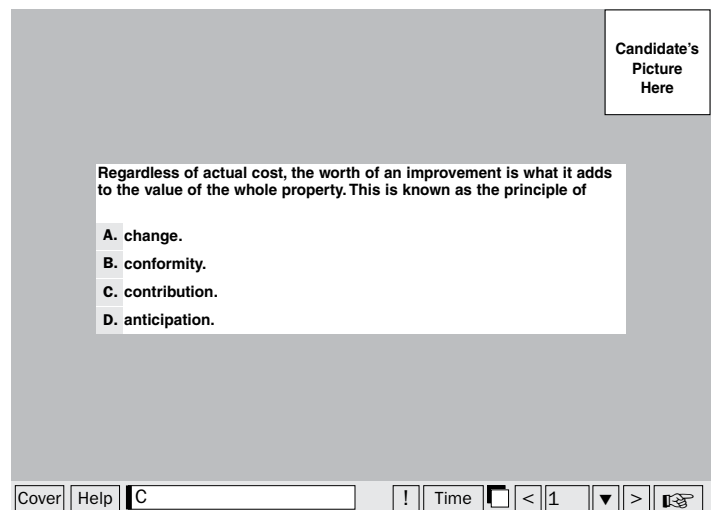
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

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

■ Timed Examination

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

Examination	Time Allotted
Certified Residential Appraiser	6 hours
Certified General Appraiser	8 hours



Candidate's Picture Here

Regardless of actual cost, the worth of an improvement is what it adds to the value of the whole property. This is known as the principle of

A. change.
B. conformity.
C. contribution.
D. anticipation.

Cover Help C ! Time 1 < > [mouse icon]

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.

FOLLOWING THE EXAMINATION

■ Your Score Report

After you have completed the examination, you will be instructed to report to the proctor to receive your score report.

If you pass the examination, you will receive an instant score report and the Wyoming Certified Real Estate Appraiser Board will send you an application for certification.

If you fail the examination, your score report will show your overall score for the examination and scores in the major content areas to help you identify your areas of strength and weakness.

If you fail the examination, you may reregister by calling AMP (if payment is made by credit card) or by submitting a new completed registration form (if payment is made by cashier's check or money order).

■ Score Averaging

It is important to keep in mind that your total score in the national portion is not the average of the subscores provided for each of the major content areas. This is because some content areas contain larger numbers of questions than others. Your total percentage score reflects the number of questions that you answered correctly divided by the total number of questions.

■ 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 11 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.



WYOMING REAL ESTATE APPRAISERS EXAMINATION REGISTRATION FORM

Instructions for Completing the Examination Registration Form

The numbered items correspond to the numbered blanks on the registration form (reverse side). Please type or print in ink all information.

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.
2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and enter your zip code.
3. **TELEPHONE NUMBER:** Please provide a telephone number at which you may be reached during normal business hours Monday through Friday. This number will be used by AMP only in the event you have failed to complete your registration form correctly or if there should be a last minute change in the test site location.
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. **SCHOOL CODE:** Enter the school code where you completed your real estate appraiser education.
7. **TYPE OF EXAMINATION:** Choose the appropriate box.
8. **EXAMINATION FEE:** The examination fee is \$140. This fee must be submitted with your registration form. Payment may be made by cashier's check or money order made payable to AMP, or by credit card. Contact AMP online at www.goAMP.com or by calling 800/345-6559 if payment is to be made by credit card. Payment by cash or personal check is not acceptable.
9. **SIGNATURE AND DATE:** Read the statement and sign your name as you would on a check or business letter.

WYOMING REAL ESTATE APPRAISER EXAMINATION REGISTRATION FORM

If you are paying your examination fee by certified check, cashier's check or money order, complete this form and mail it with the \$140 examination fee to: Wyoming Real Estate Appraiser Examination, Examination Services, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543. If payment is 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.

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

E-MAIL ADDRESS _____

4. **SOCIAL SECURITY NUMBER** _____ - _____ - _____

5. **BIRTH DATE** _____ - _____ - _____
Month Day Year

6. **SCHOOL CODE** _____

7. **TYPE OF EXAMINATION** Certified Residential Certified General

8. **EXAMINATION FEE** \$140
Your examination fee must be submitted with your registration form. Payment may be made by cashier's check or money order made payable to AMP. Payment by cash or personal check is not acceptable.

9. **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.

Signature: _____ Date: _____

DUPLICATE SCORE REPORT REQUEST FORM FOR WYOMING APPRAISER

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 Taken: Certified Residential Certified General

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
- Please specify below if other special accommodations are needed.

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 with your examination application and fee to:
Examination Services, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 888/519-9901.**



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 accommodations.

Professional Documentation

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

My Professional Title

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

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ E-mail Address: _____

Date: _____ License # (if applicable): _____

**Return this form with your examination application and fee to:
Examination Services, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Candidate Support Center at 888/519-9901.**



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