

OHIO

Division of Real Estate and Professional Licensing

Candidate Information Bulletin

For examinations on and after November 2, 2006

Register online at www.prometric.com/ohio



Providing License Examinations for the State of Ohio

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Introduction

Overview

The Ohio Division of Real Estate and Professional Licensing (Division) has contracted with Thomson Prometric to conduct its examination program.

Thomson Prometric provides computerized examinations through the multistate Prometric Testing Network of testing centers. A complete list of testing centers is available by visiting our Web site at www.prometric.com/ohio. A list of testing centers in Ohio is located on Page 7.

At a glance

Follow these main steps if you are interested in obtaining an Ohio Real Estate license.



To obtain your license

- 1** Complete your pre-examination education requirements. (See Page 2)
- 2** Submit your License Examination Application to the Division. (See Page 5)
If you are determined eligible to test, you will receive an examination Notice of Eligibility.
- 3** Contact Thomson Prometric to register and pay for your exam and to schedule an appointment to take it.
The easiest way to register is online at www.prometric.com/ohio. Phone, fax and mail options are also available. (See Page 5)
- 4** Take and pass both portions of the exam by the date printed on the Notice of Eligibility label. (See Page 5)
If you do not pass both portions of the exam, you need to retake only the failed portion, see Page 12.)



To get answers not provided in this bulletin

Direct all questions and requests for information about exams to:

Thomson Prometric

Phone: 800.894.9965

Fax: 800.347.9242

TDD User: 800.790.3926

Visit our Web site at www.prometric.com/ohio

Direct applications and questions about applications for licensure to:

Ohio Division of Real Estate and Professional Licensing

77 South High Street, 20th Floor

Columbus, OH 43215-6133

Phone: 614.466.4100

Visit the Division's Web site at www.com.state.oh.us/real

Understanding license requirements

To be eligible for licensure, candidates must meet qualifications established by Ohio Revised Code 4735 and Ohio Administrative Code 1301:5.

License requirements may vary depending on whether you are applying for a salesperson or broker license.

License requirements for real estate salespersons

Persons applying for a real estate salesperson license must:

1. Be honest, truthful and of good reputation.
2. Be at least 18 years old.
3. Be sponsored by an Ohio Broker.
4. Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a Court of law or violated any rules of the Ohio Division of Real Estate. In some circumstances, it is possible to have a conviction or violation disregarded, which would allow you to sit for the exam. The Division may only make a determination with respect to a conviction or violation if you file an application. For additional information on this process, contact the Division directly or review the additional information found on the Division's Web site.
5. Have a high school diploma or its equivalent as recognized by the Ohio Department of Education if you were born after 1950.
6. Any person who has not been licensed as a real estate salesperson or broker within a four-year period immediately preceding his/her current application for the salesperson's exam must have completed the following classroom instruction within a 10-year period immediately preceding the current salesperson application. This education must have been completed at an institution of higher education that awards a degree in at least a two-year program (i.e. an associate degree):

Education Requirements	Hours
Real Estate Principles and Practices	40 hours
Ohio Real Estate Law, including instruction in civil rights, housing discrimination and desegregation problems*	40 hours
Real Estate Appraisal	20 hours
Real Estate Finance	20 hours

**This course in real estate law is not required of an applicant admitted to the practice of law before the Supreme Court of Ohio.*

License requirements for real estate brokers

Persons applying for a real estate broker license must:

1. Be honest, truthful and of good reputation.
2. Be at least 18 years old.
3. Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a Court of law or violated any rules of the Ohio Division of Real Estate. In some circumstances, it is possible to have a conviction or violation disregarded, which would allow you to sit for the exam. The Division may only make a determination with respect to a conviction or violation if you file an

LICENSE REQUIREMENTS FOR REAL ESTATE BROKERS

application. For additional information on this process, contact the Division directly or review the additional information found on the Division’s Web site.

4. Based upon the date you were originally licensed as a salesperson, you are required to complete the following classroom instruction prior to taking the broker exam. These courses must have been completed at an institution of higher education that awards a degree in at least a two-year program (i.e. an associate degree):

Education Requirements if Licensed Prior to January 2, 1972	Hours
(No additional educational requirements are needed)	0 hours

Education Requirements if Licensed on or After January 2, 1972, but prior to January 3, 1984	Hours
Real Estate Principles and Practices	30 hours
Ohio Real Estate Law	30 hours
Real Estate Appraisal	30 hours
Real Estate Finance	30 hours

Education Requirements if Licensed on or After January 3, 1984, but prior to August 1, 2001	Hours
Real Estate Principles and Practices	30 hours*
Ohio Real Estate Law	30 hours*
Real Estate Appraisal	30 hours*
Real Estate Finance	30 hours*
Financial Management	30 hours*
Human Resource or Personnel Management	30 hours*
Applied Business Economics	30 hours*
Business Law	30 hours*
Minimum of Two Years of College**	

**Or three-quarter hours or its equivalent in semester hours.*

***The courses listed in this chart may be included in your two years of college.*

Education Requirements if Licensed on or After August 1, 2001	Hours
Real Estate Principles and Practices	40 hours
Ohio Real Estate Law	40 hours
Real Estate Appraisal	20 hours
Real Estate Finance	20 hours
Financial Management	30 hours
Human Resource or Personnel Management	30 hours
Applied Business Economics	30 hours
Business Law	30 hours
Minimum of Two Years of College*	

**The courses listed in this chart may be included in your two years of college.*

UNDERSTANDING LICENSE REQUIREMENTS

5 Experience:

- You must have been licensed as a broker or salesperson for at least two years.
- You must have worked as a broker or salesperson for an average of 30 hours per week for two of the last five years immediately preceding your application. If you have been licensed in another state, these years can be counted.
- You must have completed 20 real estate transactions or have such equivalent experience as defined by rules adopted by the Ohio Real Estate Commission.

Applying for your license

When you have completed all your education courses and any other licensing requirements, you must submit a License Examination Application to the Division at the address shown on Page 1 **before** scheduling an exam.

License Examination Applications can be obtained from prelicensing schools, offices of real estate brokers, local boards of Realtors® or from the Division's Web site at www.com.state.oh.us/real. The application must be typewritten with black ink. Photocopies of your transcripts or certificates of completion of the educational requirements must be included.



Note When submitting your application materials, be sure to include the appropriate license fee made payable to the Division of Real Estate and Professional Licensing. (Salesperson—\$49; Broker—\$69)

The Division will review the application and determine eligibility to test. The Division will notify Thomson Prometric of eligible candidates. Thomson Prometric will then send candidates an examination Notice of Eligibility — indicated by the inclusion of your address label affixed on the back page of the Candidate Information Bulletin.



Important Candidates must pass both portions of the exam within one year of the date of their initial examination Notice of Eligibility from Thomson Prometric. If you fail one or both portions of the exam, you will need to submit a retake application before retesting. (See the "Examination retakes" procedures on Page 12.) The eligibility start date and end date are printed on the label affixed to the back page of the Candidate Information Bulletin.

Registering and scheduling your exam appointment

Once you receive your examination Notice of Eligibility, you may register and schedule your exam. You are encouraged to register and schedule at one time using Thomson Prometric's Internet registration and scheduling system. Registration and scheduling is also available by phone. If you prefer, you can register by fax or by mail, which is a two-step process.

Holidays. Testing generally does not occur on the following holidays:

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

Additional state holidays may be observed in the state where you schedule your exam appointment.

Walk-in testing is offered on a space-available basis if Thomson Prometric has received your eligibility from the Division and if you have registered and paid the exam fees prior to arriving at the test center. Since seating is limited, it is recommended that an exam appointment be made in advance.

Accommodations. If you require ADA accommodation, see "Special test considerations" on Page 7 before registering.

On the Internet—register and schedule at one time

Register and schedule your exam online at any time using our Internet Registration Service. Just follow these steps.



To register and schedule an exam online

- 1 Access www.prometric.com/ohio.
- 2 Click on the link under **Real Estate**.
- 3 Click **Register for an Exam** and follow the prompts.
- 4 **Schedule** your exam appointment.

By phone—a one-step process

You may register and schedule your examination by calling 800.894.9965 between 8 a.m. and 9 p.m. (Eastern Time), Monday through Friday. Please have your exam registration form and your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

By fax or mail—a two-step process

You can register and schedule by fax or mail in two steps: (1) register by fax or mail and pay your exam fee and (2) schedule your exam appointment by phone.

You may fax your completed exam registration form (Page 19) to Thomson Prometric at 800.347.9242. You must include the Visa or MasterCard number and the cardholder's signature on the fax.

REGISTERING AND SCHEDULING YOUR EXAM APPOINTMENT

You may mail your completed exam registration form (Page 19) and the appropriate exam fee. When registering by mail, you may pay the exam fee by including a company check, cashier's check, money order, or Visa or MasterCard information.

Personal checks and cash are not accepted.

Faxed registrations are processed within 24 hours, or one business day, of receipt. Please allow four to eight days for mail delivery and processing. Once your registration has been processed, you can schedule an appointment by calling 800.894.9965. Please record and retain the number confirming your appointment.



Note Exam fees are valid for one year from the date processed by Thomson Prometric. After one year, your exam registration fees will expire without further notice and will be forfeited. **Fees are not refundable or transferable.**

Rescheduling your appointment

To avoid a rescheduling fee, you must contact Thomson Prometric at least **three full business days** before the day of your scheduled appointment. **Before you reschedule your exam**, refer to the following table to determine the **last day** you may reschedule without paying a \$40 rescheduling fee.

Last day to reschedule with no fee

If your exam is on:	Call by 9 p.m. (Eastern time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

If you do not allow at least three full business days to reschedule your appointment, you must pay a \$40 rescheduling fee before choosing another appointment. To pay this fee by Visa or MasterCard and reschedule your appointment, call Thomson Prometric at 800.894.9965. You may also pay the rescheduling fee by mailing a cashier's check, company check, money order or Visa or MasterCard information to Thomson Prometric.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you must pay a \$40 rescheduling fee before choosing another appointment. This fee will allow you to use your original exam registration.

If you are unable to attend your scheduled exam due to illness or emergency, call Thomson Prometric. Under certain circumstances, the fee to reschedule may be waived. Thomson Prometric reserves the right to request documentation to support any illness or emergency.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Thomson Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Thomson Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you must pay a \$40 rescheduling fee before choosing another appointment.

Special test considerations

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Thomson Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Candidates should submit professional documentation of the disability with their form to help us determine the necessary testing arrangements. Thirty days’ advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

Note to those for whom English is a second language: a language barrier is not considered a disability.

Testing centers

Ohio

Test center locations are subject to change. Test center locations in surrounding states are available online at www.prometric.com/ohio or by calling 800.853.5448.

Ohio Test Sites	Directions
<p>Cambridge 1750 Southgate Parkway Cambridge, OH 43725 740.432.6673</p>	<p>From I-77 (north or south): Take I-70 west (Exit 44) to Exit 178 (State Route 209). Turn right (north) onto Southgate Parkway (State Route 209). Continue north on Southgate Parkway approximately one-half mile. 1750 is located in a brick strip center on the left (west) side of Southgate Parkway.</p>
<p>Cincinnati 11353 Reed Hartman Highway Suite LL50 Cincinnati, OH 45241 513.671.7030</p>	<p>From I-275: Take Exit 47 (Reed Hartman Highway) and go south on Reed Hartman Highway to the stoplight at Cornell Park Drive. Turn right onto Cornell Park Drive. The testing center is in the Reed Hartman Tower.</p>
<p>Dayton 1205-F Lyons Road, Suite 1205 Governor’s Square Office Center Dayton, OH 45458 937.435.8417</p>	<p>From I-75: Take the I-675 north exit. Take Exit 2 (Miamisburg-Centerville) and turn right onto 725. Take a right at the second stoplight on to Lyons Road. The third right will be the Governor’s Square Office Center. From I-675 south: Take Exit 2 (Miamisburg-Centerville) and turn left at the first stoplight on to Yankee Street. Travel on Yankee Street to 725 and turn left. Take a right at the next stoplight, which is Lyons Road. Turn right into the Governor’s Square Office Center.</p>
<p>Groveport 4383 Professional Parkway Groveport, OH 43125 614.835.0112</p>	<p>I-270 to US Route 33 East: Take the Hamilton Road Exit and turn left onto Hamilton Road (going north). Turn right onto Professional Parkway (first stoplight on Hamilton). Turn right into first driveway past the stop sign (Winchester Crossing).</p>
<p>Maumee 1745 Indian Wood Circle Suite 110, Maumee, OH 43537 419.482.0508</p>	<p>From I-90: Take the Reynolds Road Exit toward Maumee. Turn right on Dussel Road. Take Dussel Road to Holland Road and turn right. Go to Hickory Point Road and turn left. Hickory Point Road dead ends into Indian Wood Circle. Turn right onto Indian Wood Circle. There will be a sign on the left that says 1745 Woodside; turn into that driveway. The building is labeled 1745 Woodside.</p>

<p>Mentor 8880 Mentor Avenue Mentor, OH 44060 440.255.0055</p>	<p>From I-90: Take Route 615 north to Mentor Avenue. Turn right (east) on Mentor Avenue and travel five blocks. The testing center is located in the Mentor Corners Plaza. Co-located with the Sylvan Learning Center.</p>
<p>Niles 950 Youngstown Warren Road Square One Center, Suite D Niles, OH 44446 330.652.1886</p>	<p>From I-80: Exit onto Route 422 (Youngstown Warren Road/Girard Route) and go west. Go 3.7 miles from the Girard Route Exit. The testing center is located east of Route 46 and west of Vienna Road in the Square One Center.</p>
<p>Seven Hills 6000 Lombardo Center Suite 220, Genesis Building Seven Hills, OH 44131 216.520.3287</p>	<p>From I-77: Exit at Rockside Road and travel west for one-half mile to Lombardo Center Road. Turn right on Lombardo Center Road. The testing center is in the second building on the left.</p>
<p>Stow/Akron 3500 Hudson Drive, Suite 4 Stow, OH 44224-2907 330.922.5587</p>	<p>From Route 8: Exit at Graham Road and go west. Turn right onto Hudson Drive. The testing center is located on left-hand side of the road. Co-located with the Sylvan Learning Center.</p>
<p>Strongsville 15201 Pearl Road Strongsville, OH 44136 440.238.0530</p>	<p>From I-71: Take Exit 231B (Route 82 west). Travel one and one-fourth mile to Pearl Road. Turn left onto Pearl Road. At the fourth traffic light, turn left into the Town Center shopping Center. The testing center is located within the shopping center. Co-located with the Sylvan Learning Center.</p>
<p>Troy 1516 West Main Street Trojan Village Shopping Center Troy, OH 45373 937.332.6743</p>	<p>From I-75: Take Exit 74 and travel east on Main Street. At the stoplight at Dorset Street, turn right into the Trojan Village Shopping Center. Park in the parking lot to the right.</p>
<p>Uniontown 3500 Massillon Road, Suite 330 Uniontown, OH 44685 330.899.0214</p>	<p>From I-77: Take Exit 118 (State Route 241) and turn north onto Massillon Road. Go to the second light and turn left (into parking lot). Park in the back of the parking lot. The testing center entrance is in the back of the building. Walk in and go down the stairs to Suite 330.</p>
<p>Worthington/Columbus 933 High Street, Suite 130B Worthington, OH 43085 614.431.2083</p>	<p>Take I-270 to State Route 23 South (High Street). Travel 1.25 miles. The testing center is on the right almost at the end of the block.</p>

Preparing for your exam

Planned preparation increases your likelihood of passing your exam. Use the following suggestions to help you prepare:

- Use the correct edition of the Bulletin.
- Select study materials that cover all the topics in the content outline.
- Maximize the effectiveness of your exam preparation. Study frequently and for periods of about 45 to 60 minutes in length.

Study materials

The exam content outlines in this Bulletin are the basis for the exams. The content outlines are updated periodically, and outdated study materials may not be consistent with them. Where such discrepancies exist, the outlines take precedence. **Make sure your study materials cover the topics in the outlines.** "Exam content outlines" can be found on Page 14.

Successful completion of the examination depends upon a thorough understanding of laws, accepted principles and practices of the real estate profession. Answers to exam questions are based on information found in one or more of the references listed in the content outlines section. This does not imply that you must own all of these books or that they are the only references that you might find valuable as study material. Neither the Division nor Thomson Prometric reviews or approves any study materials.



Hint Do not schedule your exam until you are familiar with all subject areas in the applicable content outline.

Sample salesperson exam questions

All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following samples may be useful to review for the type of questions that may be included in the salesperson exam.

- 1 Which of the following interests in property is held by a person who is granted lifetime use of a property that will be transferred to a third party upon the death of the lifetime-user?
 - a A life estate
 - b A remainder estate
 - c An estate for years
 - d A reversionary estate

- 2 Which of the following single-family residences would get the **MOST** accurate appraisal by applying the reproduction cost approach to value?
 - a A rental property
 - b A vacant property
 - c A new property
 - d An historic property

- 3 Which of the following statements **BEST** identifies the meaning of the term, "rescission of a contract"?
 - a A ratification of a contract by all parties
 - b A return of all parties to their condition before the contract was executed
 - c A transfer or assignment of a particular responsibility from one of the parties to another
 - d A review of the contract by the legal counsel of either party that may result in a cancellation without penalty or further obligation

- 4 How much cash **MUST** a buyer furnish in addition to a \$2,500 deposit if the lending institution grants a 90% loan on an \$80,000 property?
 - a \$ 5,500
 - b \$ 6,975
 - c \$ 7,450
 - d \$72,000

- 5 Which of the following clauses in a mortgage allows the lender to demand loan repayment if a borrower sells the property?
- a Defeasance
 - b Prepayment
 - c Acceleration
 - d Alienation

Answers to sample salesperson questions: 1-A; 2-C; 3-B; 4-A; 5-D.

Sample broker exam questions

All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following samples may be useful to review for the type of questions that may be included in the broker exam.

- 1 A financial arrangement by which a buyer purchases property using borrowed funds but does not actually receive title to the property until after the loan has been fully repaid is **BEST** referred to as a
- a leveraged sale.
 - b sale and leaseback.
 - c purchase money mortgage.
 - d land contract.
- 2 A lender is making a loan on a property and wants to make sure that a borrower will be legally obligated to pay off the entire unpaid loan balance if the borrower defaults on the payments. To require this, which of the following clauses should be included in the contract?
- a Defeasance
 - b Prepayment
 - c Acceleration
 - d Due-on-sale
- 3 A business property is valued at \$20,000. To earn 12% on the total investment, the property should return a monthly income of
- a \$200
 - b \$500
 - c \$1,200
 - d \$2,400
- 4 A real estate licensee acting solely as a seller's agent is **MOST** likely to be held liable for claims of misrepresentation by a buyer if the licensee committed which of the following acts in the course of the transaction?
- a Failed to provide previous purchase prices for the property
 - b Obeyed the seller's instructions to leave all discussions of property condition to the seller
 - c Continued to accept and present offers on the property after the seller accepted the buyer's offer
 - d Deposited the earnest money check in a personal account to clear before transferring it to the trust account

- 5 A lender wanting title insurance coverage on property pledged as collateral would ask for which of the following policies?
- a A mortgagee's policy
 - b An owner's policy
 - c An errors and omissions policy
 - d An extended homeowner's policy

Answers to sample broker questions: 1-D; 2-C; 3-A; 4-B; 5-A.

Taking your exam

Your exam will be given by computer at a Prometric testing center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

Arrival. You should arrive at least **15 minutes before** your scheduled exam appointment. This allows time for you to sign in, have your photo taken and for staff to verify your identification and supporting materials.

Documentation required. At the testing center, you **must** present a valid form of identification that:

- Is current and government-issued (e.g., driver's license, state-issued identification card or military identification card).
- Contains both a current photo and your signature.
- Has a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

If you cannot provide the identification listed above, contact Thomson Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in the disqualification of your examination. Thomson Prometric reserves the right to audiotape and videotape any examination session. All of the exams are **closed book**.

- References**
- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.
- Calculators**
- A calculator or slide rule is allowed. Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the test center.

Personal items

Thomson Prometric is not responsible for items left in the reception area of the testing center. While lockers are provided, it is recommended that personal items not be brought into the testing center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing room and must be powered off while stored in a locker.
- Pocket items—keys, wallet, etc.—must remain in your pocket or be stored in a locker during testing.
- Other personal items—digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed at the testing center.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the testing center.

Copyrighted questions. All test questions are the copyrighted property of Thomson Prometric. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Your exam results

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. A scaled score of 75 percent on each portion is required to pass. Examinations are scaled to ensure fairness, so that each candidate testing receives an exam of equal difficulty to every other candidate.

Thomson Prometric electronically transmits score report information to the Division daily (Monday through Friday). Candidates who have passed both the national and state-specific examinations will be issued a license by the Division.

If you did not pass the exam, the report will indicate your overall score and numerical percentage of questions answered correctly on each major section of the exam. These section scores are shown to guide you about areas requiring additional preparation before retesting. (This detail is not shown if you pass the exam.) Failing candidates will receive a retake application with their score report.

Examination retakes

Candidates who fail one or both portions of the examination must submit a retake application and appropriate fee to the Division. The retake application that must be submitted will be included with the failing score report at the test site. After the Division has notified Thomson Prometric of your eligibility, another Candidate Information Bulletin will be sent to you with a new examination Notice of Eligibility on the back page.



Important Salesperson and Broker candidates who pass one portion but fail the other portion need to register and schedule a retake exam only for the failed portion. You must apply and retake the failed portion by the date indicated on the label of your Notice of Eligibility.

Optional services

Duplicate score report. The fee is \$15 per examination score report. You may request a duplicate score report from Thomson Prometric by calling 800.894.9965 if paying with Visa or MasterCard information; or by sending a cashier’s check or money order made payable to Thomson Prometric. If the request is made in writing, include your name, identification number, name of the test and the date you tested.

Certificate of Achievement. After successful completion of your exam, you may purchase a Certificate of Achievement from Thomson Prometric. Certificates of Achievement are great for displaying on your office wall. There is a \$25 fee for each certificate ordered.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Our personnel will review your comments, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing.

Your appeal letter must provide your name and identification number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Thomson Prometric
ATTN: Appeals Committee
 1260 Energy Lane
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted** because an original signature is required.

Examination overview

The real estate examinations consist of two portions:

- 1** National portion: focuses on principles of practice; and
- 2** State-specific portion: focuses on Ohio law and practices.

First-time candidates must test on both portions (unless the national portion has been waived by the Superintendent; for instance, if a candidate is already licensed in another state). You must pass both to satisfy the requirements for licensure. If you pass one portion, you may retake only the portion failed. (See the “Examination retakes” procedures on Page 12.)

Each of the examinations includes five unscored pretest questions throughout the exam. Answers given to pretest questions will not affect the score results.

Exam content outlines

The following outlines are the basis of the real estate salesperson and broker exams. Examinations will include questions requiring general knowledge of real estate as well as knowledge of the specific topics listed in the outlines.

These are closed-book exams. You will need a minimum of 75% to pass each exam.

The percentages indicate the relative weight assigned to each section of the exam. For example, if a section has 10 percent assigned, 6 questions will be drawn from it on a 60-question exam, 10 on a 100-question exam, and 15 on a 150-question exam.

Ohio National Real Estate Salesperson Exam Content Outline

80 questions – Two-hour time limit

I. Business Practice and Ethics - 21%

- A. Professional Ethics
 1. Responsibility to the Public
 2. Unlawful Practice of Law
- B. Federal Requirements for Real Estate
 1. Fair Housing and Anti-Discrimination
 2. Violations of Sherman Antitrust Act
 3. Advertising
 4. RESPA
 5. Telemarketing Laws
- C. Risk Reduction
- D. Trust Accounts

II. Agency - 15%

- A. Principles of Agency
 1. Creating Agency
 2. Liabilities
 3. Types and Functions of Agency
 4. Roles and Responsibilities of Licensee
 5. Terminating Agency
- B. Listing Procedures
 1. Disclosing Agency Relationships
 2. Evaluating Property
 3. Disclosing of Property Conditions
 4. Fraud and Misrepresentations
- C. Listing Agreement
 1. Legal Requirements
 2. Fiduciary Duties and Representations
 3. Terminating Listing
 4. Types of Listings
- D. Buyer Representation
 1. Disclosing Agency Relationships
 2. Evaluating Property
 3. Disclosing Property Conditions
 4. Fraud and Misrepresentation

III. Property - 17%

- A. Characteristics of Property
 1. Legal Description of Property
 2. Interpreting Physical and Economic Characteristics of Property
 3. Real and Personal Property
- B. Ownership and Estates in Land
 1. Title
 2. Types of Ownership
 3. Types of Estates
- C. Government Restrictions
 1. Governmental Powers (Police, Eminent Domain, Escheat, Taxation)
 2. Environmental Regulations and Disclosures
 3. Water Rights

- D. Private Restrictions
 1. Voluntary and Involuntary Liens
 2. Covenants, Conditions, and Restrictions
 3. Other Encumbrances

IV. Property Valuation and the Appraisal Process - 6%

- A. Principles of Valuation
 1. Value, Price and Cost
 2. Characteristics of Property That Affect Value
 3. Principles of Value
- B. Determining Value
 1. Direct Sales Comparison (Market Data) Approach
 2. Cost Approach
 3. Income Approach
- C. Appraisal
 1. Purpose and Use of Appraisal
 2. Role of Appraiser
 3. Role of Licensee in Property Valuation

V. Real Estate Sales Contracts - 17%

- A. Purpose, Scope, and Elements of Real Estate Sales Contracts
- B. Offers and Counteroffers
 1. Purpose of Offer and Counteroffer
 2. Valid Methods of Communicating Offers
- C. Earnest Money
- D. Completion, Termination, and Breach

VI. Financing - 9%

- A. Essentials of Financing
 1. Mortgages, Deeds of Trust, and Their Provisions
- B. Lender Qualification Process
 1. Pre-qualifying Considerations
 2. Loan Repayment
- C. Types of Financing
 1. Loan Programs, Their Benefits, and Requirements
 2. Financing Methods
- D. Foreclosure and Alternatives
- E. Pertinent Laws and Regulations
 1. Truth-in-Lending Act/Regulation Z
 2. Equal Credit Opportunity Act
 3. Fair Credit Reporting Act

VII. Closing/Settlement and Transferring Title - 10%

- A. Settlement Statement and Other Critical Documents
- B. Closing/Settlement
 1. Purpose of Closing/Settlement
 2. Legal Requirements
- C. Transferring Title
 1. Methods of Transfer (Includes Deeds)
 2. Recording Title

- D. Title Insurance
 1. Purpose and Scope of Title Insurance
 2. Essentials of Title Insurance

VIII. Property Management - 5%

- A. Leases
- B. Property Manager and Owner Relationships
- C. Income Property Concepts
- D. Trust Accounts

References

1. *Agency Relationships in Real Estate*, Second Edition, 1994, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
2. *Doing the Right Thing: A Real Estate Practitioner's Guide to Ethical Decision Making*, Third Edition, 2001, South-Western Educational Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, ecatalog.thomsonlearning.com.
3. *Mastering Real Estate Math*, Seventh Edition, 2002, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
4. *Modern Real Estate Practice*, Sixteenth Edition, 2003, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
5. *Real Estate Ethics, Good Ethics = Good Business*, Third Edition, 1995, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
6. *Real Estate Law*, Fifth Edition, 2003, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
7. *Real Estate Principles*, Ninth Edition, 2003, South-Western Educational Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, ecatalog.thomsonlearning.com.
8. *The Essentials of Real Estate Finance*, Tenth Edition, 2000, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
9. *The Essentials of Practical Real Estate Law*, Third Edition, 2004, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
10. *The Language of Real Estate*, Fifth Edition, 2000, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.

**Ohio National Real Estate Broker
Exam Content Outline**

80 questions—Two-hour time limit

I. Business Practice and Ethics - 23%

- A. Professional Ethics
 1. Responsibility to the Public
 2. Unlawful Practice of Law

- B. Federal Requirements for Real Estate
 1. Fair Housing and Anti-Discrimination
 2. Violations of Sherman Antitrust Act
 3. Advertising
 4. RESPA
 5. Telemarketing Laws

- C. Risk Reduction
- D. Trust Accounts

II. Agency - 13%

- A. Principles of Agency
 1. Creating Agency
 2. Liabilities
 3. Types and Functions of Agency
 4. Roles and Responsibilities of Licensee
 5. Terminating Agency
- B. Listing Procedures
 1. Disclosing Agency Relationships
 2. Evaluating Property
 3. Disclosing of Property Conditions
 4. Fraud and Misrepresentations
- C. Listing Agreement
 1. Legal Requirements
 2. Fiduciary Duties and Representations
 3. Terminating Listing
 4. Types of Listings
- D. Buyer Representation
 1. Disclosing Agency Relationships
 2. Evaluating Property
 3. Disclosing Property Conditions
 4. Fraud and Misrepresentation

III. Property - 17%

- A. Characteristics of Property
 1. Legal Description of Property
 2. Interpreting Physical and Economic Characteristics of Property
 3. Real and Personal Property
- B. Ownership and Estates in Land
 1. Title
 2. Types of Ownership
 3. Types of Estates
- C. Government Restrictions
 1. Governmental Powers (Police, Eminent Domain, Escheat, Taxation)
 2. Environmental Regulations and Disclosures
 3. Water Rights
- D. Private Restrictions
 1. Voluntary and Involuntary Liens
 2. Covenants, Conditions, and Restrictions
 3. Other Encumbrances

IV. Property Valuation and the Appraisal Process - 6%

- A. Principles of Valuation
 1. Value, Price and Cost
 2. Characteristics of Property That Affect Value
 3. Principles of Value
- B. Determining Value
 1. Direct Sales Comparison (Market Data) Approach
 2. Cost Approach
 3. Income Approach
- C. Appraisal
 1. Purpose and Use of Appraisal
 2. Role of Appraiser
 3. Role of Licensee in Property Valuation

EXAM CONTENT OUTLINES

V. Real Estate Sales Contracts - 17%

- A. Purpose, Scope, and Elements of Real Estate Sales Contracts
- B. Offers and Counteroffers
 - 1. Purpose of Offer and Counteroffer
 - 2. Valid Methods of Communicating Offers
- C. Earnest Money
- D. Completion, Termination, and Breach

VI. Financing - 9%

- A. Essentials of Financing
 - 1. Mortgages, Deeds of Trust, and Their Provisions
- B. Lender Qualification Process
 - 1. Pre-Qualifying Considerations
 - 2. Loan Repayment
- C. Types of Financing
 - 1. Loan Programs, Their Benefits, and Requirements
 - 2. Financing Methods
- D. Foreclosure and Alternatives
- E. Pertinent Laws and Regulations
 - 1. Truth-in-Lending Act/Regulation Z
 - 2. Equal Credit Opportunity Act
 - 3. Fair Credit Reporting Act

VII. Closing/Settlement and Transferring Title - 10%

- A. Settlement Statement and Other Critical Documents
- B. Closing/Settlement
 - 1. Purpose of Closing/Settlement
 - 2. Legal Requirements
- C. Transferring Title
 - 1. Methods of Transfer (Includes Deeds)
 - 2. Recording Title
- D. Title Insurance
 - 1. Purpose and Scope of Title Insurance
 - 2. Essentials of Title Insurance

VIII. Property Management - 5%

- A. Leases
- B. Property Manager and Owner Relationships
- C. Income Property Concepts
- D. Trust Accounts

References

1. *Agency Relationships in Real Estate*, Second Edition, 1994, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
2. *Doing the Right Thing: A Real Estate Practitioner's Guide to Ethical Decision Making*, Third Edition, 2001, South-Western Educational Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, ecatalog.thomsonlearning.com.
3. *Mastering Real Estate Math*, Seventh Edition, 2002, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
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5. *Real Estate Ethics, Good Ethics = Good Business*, Third Edition, 1995, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
6. *Real Estate Law*, Fifth Edition, 2003, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
7. *Real Estate Principles*, Ninth Edition, 2003, South-Western Educational Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, ecatalog.thomsonlearning.com.
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9. *The Essentials of Practical Real Estate Law*, Third Edition, 2004, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
10. *The Language of Real Estate*, Fifth Edition, 2000, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.

Ohio State-Specific Real Estate Salesperson and Broker Exam Content Outline

40 questions – One-hour time limit

I. Duties and Powers of the Real Estate

Commission - 15%

- A. General Powers
- B. Audit of Records
- C. Investigations, Hearings and Appeals
- D. Sanctions/Violations (Fines/Susp./Revoc./Edu. Sanction/Reprimands)

II. Licensing Requirements - 15%

- A. Activities Requiring a License
- B. Types of Licenses
- C. Eligibility for Licensing
- D. License Renewal and Maintenance
- E. Change in License Status
- F. Education and Continuing Education

III. License Law and Rules of the Ohio Real Estate

Commission - 40%

- A. Advertising/Use of Business Name/Misrepresentation
- B. Broker/Salesperson Relationship
- C. Commissions
- D. Document Handling and Record Keeping (Includes Contracts and Listings)
- E. Handling of Monies/Considerations (Items of Value)
- F. Trust Accounts
- G. Listings (Includes Types and Rules)
- H. Offers, Counteroffers, Acceptance
- I. Office Operations and Business Practices
- J. Recovery Fund
- K. Ohio Broker Lien Law
- L. Unfair Inducements
- M. Ancillary Trustee
- N. Property Management (Includes Leases)
- O. Fair Housing Sign and Brokers License
- P. Unlawful Discriminatory Practice

**IV. Brokerage Representation
(Agency Law) - 30%**

- A. Creating Agency and Agency Contracts
- B. Roles, Responsibilities and Liabilities of Licensees
- C. Types of Duties to Parties
- D. Obligations to Parties
- E. Termination of Agency
- F. Limits of Confidentiality
- G. Disclosing Agency Relationships and Listing Information
- H. Handling of Own Properties
- I. Unauthorized Practice of Law
- J. False Representations
- K. Ethics

References

1. *Ohio Administrative Code*, 2005, Ohio Department of Commerce, Division of Real Estate & Professional Licensing, 77 South High Street, 20th Floor, Columbus, OH 43215-6133, www.com.state.oh.us/ODOC/real/remain.htm.
2. *Ohio Revised Code*, 2005, Ohio Department of Commerce, Division of Real Estate & Professional Licensing, 77 South High Street, 20th Floor, Columbus, OH 43215-6133, www.com.state.oh.us/ODOC/real/remain.htm.



Exam Registration Form

for Ohio Real Estate Examinations

Last Name	First Name	Middle Name
Residence Address (Your address of legal residence is required)		
City	State	ZIP Code
Employer	Date of Birth	
Daytime Phone Number (including area code)	Evening Phone Number (including area code)	Fax Number (including area code)
Identification Number (This is a 10-digit number, assigned by the Division, found on the address label attached to this bulletin.)		

This form is Page 19 of the OH Candidate Information Bulletin. It is recommended that you read the entire Bulletin.

Exam Title	Exam Fee	Total
Combined Real Estate Salesperson National and State-Specific	\$49	\$
Real Estate Salesperson National Retake	\$49	\$
Real Estate Salesperson State-Specific Retake	\$49	\$
Combined Real Estate Broker National and State-Specific	\$49	\$
Real Estate Broker National Retake	\$49	\$
Real Estate Broker State-Specific Retake	\$49	\$
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Phone: 614.466.4100
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STATE OF OHIO Department of Commerce NOTICE OF ELIGIBILITY

The State of Ohio has determined that you are eligible to take an examination for licensure in the Real Estate program. This is the ONLY notice of eligibility you will receive from the Division. We suggest that you retain it for your records. Your address label below contains the date your application for examination was approved; following that is the date by which you must pass both portions of your examination. Your identification number, assigned by the Division, is also included on the label. You will need this 10-digit number to register for and schedule your examination. You must pass your examination by the date specified on the label, or you will need to reapply with the Division.

This handbook is designed to provide you with information regarding examination procedures and content areas. To schedule your examination, please refer to the instructions in this handbook. Schedule your examination early to get your preferred test center location and date.

IMPORTANT NOTICE: *When you appear for your scheduled exam appointment, the name on the required identification you present at the test site must match the name on the label below or you will not be allowed to test and will forfeit your exam fee. If it does not match, contact the Ohio Division of Real Estate at 614.466.4100 before scheduling your exam appointment to make any necessary corrections. The eligibility start date and end date are printed on the label affixed below.*

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