

Oregon Real Estate Agency's Reactivation Exam Information

Who Needs to Take the Reactivation Exam?

You need to take and pass the reactivation to activate your license if your license has been inactive for two or more consecutive years.

EXAM PROVIDER

PSI Examination Services (PSI) is contracted to provide real estate exams at testing centers in Oregon.

Applicants must register, schedule, pay and take the exam with PSI. Detailed exam procedures are provided in the [Candidate Information Bulletin](#).

How to Register for the Exam

Register for the reactivation exam by sending an email to orea.info@rea.oregon.gov. Include your full licensed name, license number, type of license, email address, and date of birth. PSI will notify you by email when you are eligible to schedule and pay for the re-activation exam.

Fee

Reactivation exam fee is \$75.

Online Scheduling

1. Find your account with PSI at <https://test-takers.psiexams.com/orre>. Enter your email address and first and last name as it is listed with the Agency. Be sure to check the box that says, "Check here to attempt to locate existing records for you in the system."
2. Next, select the exam you need (Broker Reactivation or Property Manager Reactivation) and enter your ID number (your license number).
3. When your record is found, you can pay for and schedule your exam. Enter your zip code for a list of the closest exam sites. Once you chose the exam site, available dates will appear.

If you have problems, contact PSI at (833) 892-5441.

Phone Registration

Call (833) 892-5441 to register by phone. The automated phone system is available 24 hours a day.

Customer service representatives are available the following Pacific Time hours:

4:30 a.m. to 7:00 p.m., Monday - Friday

8:00 a.m. to 2:30 p.m., Saturday - Sunday

Canceling and Rescheduling an Exam

You may cancel and reschedule an exam appointment without forfeiting the exam fee if your cancellation notice is received 2 full business days before the scheduled examination date.

To cancel and reschedule an exam appointment, you may:

- Go online at <https://test-takers.psiexams.com/orre>; or
- Call PSI at (833) 892-5441, Monday through Friday, 4:30 a.m. to 7:00 p.m., and Saturday and Sunday, 8:00 a.m. to 2:30 p.m., Pacific Time.

Please note: A voice mail message is NOT an acceptable form of cancellation.

Missed Appointment or Late Cancellation

You will forfeit the examination fee and must schedule and pay for another exam if you:

- Do not cancel an exam appointment 2 full business days before the scheduled examination date;
- Do not appear for your scheduled exam appointment;
- Arrive after the scheduled examination start time; or
- Do not present proper identification upon arrival at the Test Center.

ALTERNATIVE EXAM ARRANGEMENTS

All PSI Test Centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs.

A candidate wishing to request test accommodations must [submit a request to PSI](#).

TIPS FOR PREPARING FOR YOUR EXAM

The emphasis of the examination is on *basic* concepts of real estate and on *current* laws, including administrative rules and regulations. Prior to examination, applicants should thoroughly review their knowledge of real estate practice, Oregon real estate laws and rules, and real estate finance.

Study of the following material before taking the exam will be helpful:

- Oregon Real Estate License Law (ORS chapter 696) and Oregon Administrative Rules chapter 863.

- Real estate textbooks in Law, Finance, Practices and Property Management. It is advisable to review the textbooks or other material you studied to obtain your license, paying special attention to basic concepts.

Textbooks and materials on real estate are available from libraries, private real estate schools, community college and university bookstores, and directly from publishing companies.



TEST CENTER INFORMATION

Reactivation examinations are administered at PSI Test Centers in:

- Baker City
- Bend
- Eugene
- Independence
- Medford
- Portland

Specific locations and driving directions will be provided by PSI.

PSI also has an option for remote online test proctoring. Please visit <https://test-takers.psiexams.com/orre> for more information on the registration and reporting process.

Reporting to the Test Center

On the day of the exam, you must arrive at least 30 minutes before your scheduled examination appointment time. This extra time is for sign-in, identification, and becoming familiar with the examination process.

If you do not arrive at your scheduled exam appointment time, you may not be admitted to the Test Center and will forfeit your examination fee. You would then need to register and pay for another exam.

Required Identification at Test Center

You must provide valid photo identification at the Test Center. The identification must include:

- A photograph,
- The name under which you registered for the exam, and

- Your signature.

Examples of acceptable photo identification are a driver's license, a passport, a military ID, or an employee identification card.

If you do not possess photo identification you may apply to the Department of Motor Vehicles for a "non-driver identification card."

Please note: If you recently changed your name (e.g. married, divorced), or if your last name includes a generation indicator (e.g. Jr., III), be sure that the name that appears on your photo identification is the same name you registered for the exam.

If you cannot provide the required identification, you must call PSI at (800) 733-9267 at least 3 weeks prior to your scheduled exam appointment to arrange a way to meet this security requirement. *Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.* You would need to register and pay for another exam.

Test Center Closing for an Emergency

In the event that severe weather or another emergency forces the closure of a Test Center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling PSI at (833) 892-5441 or checking online at <https://test-takers.psiexams.com/orre>.

PSI will make every effort to reschedule your examination at a convenient time as soon as possible.

Test Center Locations Calculator

Applicants can only bring a calculator that has all of the following features.

- Silent.
- Battery-operated.
- Does not have paper tape printing capabilities.
- Does not have a keyboard containing the alphabet.

Security Procedures

The examinations are closed book. You will not be allowed to bring any reference materials to the Test Center.

The following security procedures will apply during the examination:

- All examinations are CLOSED book.
- PSI test sites do not provide drinking water. You can bring a bottle of water to the site; however, it must be left with the proctor during testing. The examination time does not stop for any breaks taken.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
 - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
 - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be

asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.



TAKING THE EXAMINATION

Detailed exam procedures are provided in the Candidate Information Bulletin available from PSI's website at <https://test-takers.psiexams.com/orre>.



DESCRIPTION OF EXAMS

Exam Time Limit

You have 120 minutes to take the reactivation exam.

Number of Questions

Each reactivation exam consists of 48 multiple-choice questions. A score of 75% (36 questions correct) is required to pass.

In addition to the number of examination items specified, a small number of "experimental" questions may be administered to candidates during the exams. These questions will not be scored, and the time taken to answer them will not count against exam time. The administration of such non-scored experimental questions is an essential step in developing future exams.

Exam Content

The following are the major content areas and the number questions that will be in each area.

Broker Reactivation

General Real Estate Law (11 questions)

Questions include: Agency duties; Contract provisions; Easements; Listing agreements; Offers to purchase; Options; and Property rights and ownership.

Oregon Real Estate License Law (15 questions)

Questions include: Broker/principal broker relationships; Principal broker responsibilities; Clients' trust accounts; Earnest money rules; Required disclosures; License law violations; and Unlicensed assistants.

Real Estate Finance (9 questions)

Questions include: Acceleration clauses; Area calculations; Federal lending laws; FHA; Foreclosure; Mortgage and price calculations; and Types of mortgages.

Special Fields (3 questions)

Questions include: Fair housing; Property management; and Landlord responsibilities.

Control Laws (10 questions)

Questions include: Condominium Act (ORS 100); Construction liens; Oregon Trust Deed Act (ORS 86); Oregon water rights; Oregon Residential Landlord and Tenant Act (ORS 90); Statute of Frauds; Subdivisions and partitions (ORS 92); and Tax assessments and liens.

Property Manager Reactivation

Basic Real Estate Law (5 questions)

Questions include: Real property vs. personal property; and Types of estates and tenancies.

Oregon License Law and Rules (6 questions)

Questions include: Property manager needs a license; Deliver copies of documents; Finders' fees; Required receipts; Statute of Frauds, and Unlicensed resident manager.

Oregon Residential Landlord and Tenant Act (5 questions)

Questions include: Disclosures to tenants; Distraint; Essential services; Fair housing; Forcible entry and detainer; Lockouts; Rent due date; Retaining security deposit; Scope of Landlord and Tenant Act; and Tenant rules.

Clients' Trust Funds (9 questions)

Questions include: Reports and reconciliations; Tenant ledger; Tenant security deposit; Time to deposit trust monies; Transferring trust funds; and Trust account rules.

Real Estate Contracts and Agency (12 questions)

Questions include: Agency duties; Definition of contract terms; Dual agency; Property management agreement requirements; Requirements for valid lease; Termination of property management agreement; Disclosure of monetary interests; and Voidable contracts.

Transfer of Title (2 questions)

Questions include: Deed validity; Easements; and Provisions of different lease types.



AFTER THE EXAM

Score Reporting

A score of 75% or better is required to pass the reactivation examinations.

Passing scores are only good one year from the date of the exam. You must complete all your reactivation requirements by that time or you will be required to retake the examination.

Your score will be given to you immediately following completion of the examination. Your score results are

sent electronically to the Real Estate Agency within 3 business days.

If you do not pass, you can retake the exam by contacting PSI to schedule an appointment and paying the appropriate fee.

If you pass:

- Complete your required continuing education.
- Log in to eLicense and select "Reactivate My License." Be sure to pay the required reactivation fee.
- Have your new principal broker or property manager associate you with their Registered Business Name within 30 days. If you fail to get associated with a business in 30 days, then you will have to log in to eLicense and pay the reactivation fee again.

Comments about Exams

PSI, in cooperation with the Oregon Real Estate Agency, evaluates the examinations administered to ensure that the exam accurately measures competency in the required knowledge areas.

While taking the examination, examinees will have the opportunity to provide comments on any questions by clicking on the comments button.

These comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed.

This is the only review of examination questions available to candidates.

MORE INFORMATION

Contact the Agency at (503) 378-4170 or orea.info@rea.oregon.gov for more information on reactivating your license.

Contact PSI at (833) 892-5441 for more information about registering and taking the reactivation exam.

View Oregon Real Estate License Laws and associated laws and rules at www.oregon.gov/rea/Pages/laws_rules.aspx.