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
If space is available at the Test Center of your choice, you may be able to schedule your exam for the next business day. Have alternative exam appointment choices available.

Fee
Reactivation exam fee is $75.

Online Registration
1. Create an account with PSI at www.psiexams.com. 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 Mgr Reactivation) and enter your ID number (your license number).

3. When your record is found, you can pay 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 (800) 733-9267.

Phone Registration
Call (800) 733-9267 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 through Friday
8:00 a.m. to 2:30 p.m., Saturday and 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 www.psiexams.com.
• Call PSI at (800) 733-9267, 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 cancelation.

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.

**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**

**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 (800) 733-9267 or checking online at www.psiexams.com.

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

**Test Center Locations**

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.

**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.

**Calculator**

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

- Nonprogrammable.
- 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 [www.psiexams.com](http://www psiexams.com).

**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 relationships; contracts, including listing agreements, earnest money agreements, and options; nature of real property; forms of ownership.

**Real Estate Finance (9 questions)**

Questions include: government lending laws; financing instruments such as mortgages, trust deeds and land sales contracts; government financing programs; conventional financing; foreclosure; exchanging; appraisal of real property.

**Special Fields (3 questions)**

Questions include: Local, state and federal government land rights; Federal Fair Housing law; property management.

**License Laws (15 questions)**

Questions include: Oregon Revised Statute chapter 696 and Oregon Administrative Rules chapter 863, divisions 14 through 25.

**Control Laws (10 questions)**

Questions include: Assessment and taxation of real property; Oregon Veterans’ Farm and Home Loan Program; Residential Landlord and Tenant Law (ORS 90); Subdivisions and Partitions (ORS 92); Condominium Act (ORS 100); Oregon water rights; construction lien law (ORS 87); Oregon discrimination statute (ORS 659); Oregon Trust Deed Act (ORS 86); deed forms.

**Property Manager Reactivation**

**Real Estate License Law and Rules (17 questions)**
Questions include: License Law and Administrative Rules as they apply to property managers (Oregon Revised Statutes chapter 696 and Oregon Administrative Rule chapter 863 division 24 and 25), in particular, recordkeeping, clients’ trust accounts, and reconciliation.

B. Residential Landlord and Tenant Act (12 questions)

Questions include: Oregon Revised Statutes chapter 90, including rights and obligations of landlords and tenants, evictions, forcible entry and detainer procedures; anti-discrimination statutes, federal and state; and Fair Credit Reporting Act as applied to tenant selection.

C. Basic Real Property Law (5 questions)

Questions include: Types of estates and forms of ownership; nature of real property versus personal property; fixtures, emblements and water rights.

D. Real Estate Contracts (5 questions)

Questions include: Property management agreements; rental agreements; and leases.

E. Agency Relationships (5 questions)

Questions include: Law of agency and how it affects the relationship between property manager and owner; Duties of property managers as set out in ORS 696.890.

F. Transfer of Title (2 questions)

Questions include: Voluntary and involuntary transfers; encumbrances, including easements and liens; ways to legally describe real property.

G. Types of Leases (2 questions)

Questions include: Common lease clauses and types of leases.

The following summary describes the score reporting process:

**On Screen**

Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the exam.

**On Paper**

An unofficial score report (pass or fail) will be printed at the examination site. This report will include a diagnostic report indicating your strengths and weaknesses by examination topic. The unofficial score report is for your records. Do not send it to the Real Estate Agency.

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, than 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, consistently evaluate the examinations administered to ensure that the exam accurately measure 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@oregon.gov.