

CHAPTER 3  
GENERAL PROVISIONS FOR EXAMINATIONS

**193F—3.1(543D) Examinations.** Applicants for a license from the board need to take the examination from the board-approved testing service.

[ARC 7839C, IAB 4/17/24, effective 5/22/24]

**193F—3.2(543D) Conduct of applicant.**

**3.2(1)** Any individual who subverts or attempts to subvert the examination process may, at the discretion of the board, have the individual's examination scores declared invalid for the purpose of certification in Iowa, be barred from the appraisal certification examinations in Iowa, or be subject to the imposition of other sanctions that the board deems appropriate.

**3.2(2)** Conduct that subverts or attempts to subvert the examination process includes, but is not limited to:

*a.* Conduct that violates the security of the examination materials, such as removing from the examination room any of the examination materials; reproducing or reconstructing any portion of the examination; aiding by any means in the reproduction or reconstruction of any portion of the examination; selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered examination.

*b.* Conduct that violates the standard of test administration, such as communicating with any other examination candidate during the administration of the examination; copying answers from another candidate or permitting one's answers to be copied by another candidate during the examination; or referencing any books, notes, written or printed materials or data of any kind, other than the examination materials distributed.

*c.* Conduct that violates the examination process, such as falsifying or misrepresenting educational credentials or other information needed for admission to the examination; impersonating an examination candidate or having an impersonator take the examination on one's behalf.

**3.2(3)** Any examination candidate who challenges a decision of the board under this rule may request a contested case hearing. The request for hearing will be in writing, will briefly describe the basis for the challenge, and will be filed in the board's office within 30 days of the date of the board decision that is being challenged.

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**193F—3.3(543D) Application for certification or registration.** Applicants for certification or registration have to successfully complete the appropriate examination.

**3.3(1)** All initial applications for certification or associate registration will be made through the board's online system. The board may deny an application as described in Iowa Code sections 543D.12 and 543D.17. The board may also deny an application based on disciplinary action pending or taken against an applicant consistent with Iowa Code section 272C.12.

**3.3(2)** Reserved.

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These rules are intended to implement Iowa Code section 543D.8.

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