

MEMORANDUM

DATE: February 2, 2012

TO: Washington Real Estate School Administrators

FROM: Larry Flint, Director of Operations

SUBJECT: AMP School Portal Participation

Enrollment forms for you to complete for participation in the electronic submission of student data via AMP's School Portal follow. Your participation ensures the integrity of the student's data.

Please return your completed Enrollment Form and User Information Sheet to AMP by fax, email or mail no later than March 16, 2012. If you have questions or need help completing these forms, please contact AMP at 800/345-6559 or by e-mail at AMPExamServices@goAMP.com.

BENEFITS

- The School Portal allows you or a designated program official to transmit course completion information directly to AMP. Electronic transmission of this data eliminates the need for your students to provide official proof of completion from your program at the testing center.
- Electronic submission of graduate data allows students to apply for an examination, pay the applicable fee and schedule an appointment following graduation in one online session via AMP's website, www.goAMP.com.

ENROLLMENT FORM

- This form must be properly executed by officials from your institution to guarantee accuracy of the student data received by AMP as this replaces their official CED.

USER INFORMATION SHEET

- This form authorizes up to three individuals from your institution to access the School Portal.

Once we receive your forms, you and those you authorize will be notified by e-mail of the instructions for accessing the School Portal. You will be required to submit new enrollment forms each year for continued access to the School Portal.

AMP is dedicated to providing you and your students the best service possible. Please contact our office if you have any questions about the School Portal or require assistance completing the required forms. We look forward to assisting you with this important task.

AMP School Portal Enrollment Form

To facilitate the applications for students of this institution, we elect to participate in the electronic transmission of student information to Applied Measurement Professionals, Inc. (AMP). Authorized program personnel will provide information regarding student completion of the real estate licensing courses provided by this institution via a secure area on AMP's website.

We acknowledge that no completion date shall be entered before an individual has officially completed the course. We authorize the individuals named on the attached User Information Sheet to provide data regarding course completion and acknowledge that entry of a respective User Personal Password in conjunction with the School Password issued by AMP constitutes a valid signature and authentication of completion from the program operated by this institution.

Real Estate School: _____

School Approval Number: _____

Please Print School Administrator Name

Title

School Administrator Signature

Date

Due date: March 16, 2012

Completed enrollment and user information forms may be submitted by:

- Facsimile to **913/895-4650**
- Scanned and emailed to AMPEXAMSERVICES@GOAMP.COM
- If you prefer to submit by mail, send to:

Examination Services Department
Applied Measurement Professionals
18000 W. 105th Street
Olathe, KS 66061-7543

**AMP School Portal
User Information Sheet**

Please print

Real Estate School: _____

School Approval Number: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

User #1 – School Administrator

Name: _____

Title: _____

Phone Number: _____

E-mail (**required**): _____

User #2 Name: _____

Title: _____

Phone Number: _____

E-mail (**required**): _____

User #3 Name: _____

Title: _____

Phone Number: _____

E-mail (**required**): _____