

**NORTH CAROLINA  
APPRAISAL BOARD**

**CERTIFIED RESIDENTIAL  
APPLICATION**



**PUBLISHED BY:  
North Carolina Appraisal Board  
Effective November 1, 2024**

## Introduction

This has been prepared and published by the North Carolina Appraisal Board for the purpose of providing information to interested persons regarding the process and procedures for becoming a Certified real estate appraiser in North Carolina. Although every effort has been made to consolidate into this single publication basic information concerning the major areas of interest to prospective certificate holders, some questions may have been left unanswered. Therefore, if you desire more detailed information regarding specific points of concern, you are advised to contact the Appraisal Board.

**This publication is required reading for anyone making application for certified residential licensure through examination or reinstatement in North Carolina. READ IT CAREFULLY.**

You will notice throughout these instructions that masculine terms have been used to refer to appraisers and applicants. This has been done strictly for the purpose of clarity and is not intended to diminish in any way the prominent role of women in the appraisal industry.

## Appraiser Registration, Licensure and Certification

On October 1, 1995, pursuant to legislation enacted by the North Carolina General Assembly, North Carolina appraiser registration/certification became mandatory. Under this legislation it is unlawful to engage in the business of real estate appraisal without first obtaining a registration, license, certificate, or temporary practice permit issued by the Appraisal Board. The Appraisal Board administers the appraiser qualification programs and the Board makes all decisions regarding qualification requirements, applicants' qualifications, and disciplinary matters. The Board also promulgates administrative rules, issues registrations, licenses and certificates, and provides administrative support through its staff.

For information concerning this program, contact:

**North Carolina Appraisal Board**  
**5830 Six Forks Road**  
**Raleigh, NC 27609**  
**Phone: 919-870-4854**  
**Fax: 919-870-4859**  
**Email: [ncab@ncab.org](mailto:ncab@ncab.org)**  
**Website: [www.ncappraisalboard.org](http://www.ncappraisalboard.org)**

## Use of Title

*Certified Residential appraisers* must utilize the title "Certified Residential real estate appraiser" when appraising real estate and may identify themselves to the public as holding such title.

## Authorized Tasks

The AQB Real Property Appraiser Qualification Criteria states:

- A. The Certified Residential Real Property Appraiser Classification applies to the appraisal of one-to-four residential units without regard to value or complexity.
  1. The classification includes the appraisal of vacant or unimproved land that is utilized for one-to-four residential units, or for which the highest and best use is for one-to-four residential units.
  2. The classification does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary.
- B. All Certified Residential Real Property Appraisers must comply with the COMPETENCY RULE of USPAP.

## Application Process

Generally, candidates can expect the entire application review process to take four to six weeks. Factors that affect the processing time are the completeness of the application when filed and the number and nature of any character issues or questions with respect to fitness for licensure. An individual with a criminal history may petition the Board prior to submitting an application, for predetermination, of whether your criminal history may disqualify you from becoming certified.

You cannot hold yourself out as or engage in the business of a Certified appraiser until your certificate has been issued and only during the times that it is in an active status.

## Application Form

If you wish to become a Certified real estate appraiser, you must complete and file with the Appraisal Board an original application. The original application form or a duplicate copy may be used but no altered forms or reformatting of the application will be permitted or accepted. It is recommended that you use the **current version** of the application form from the Board website at the time of application.

The application form constitutes a sworn affidavit; therefore, **you must sign it before a Notary Public.**

**By signing this application, you are certifying that every statement made in this application is in all respects true and correct to the best of your knowledge and belief. You are also acknowledging that making any fraudulent, misleading, or false statements on this application may be grounds to deny your application and could subject you to discipline by the Board if discovered after you are licensed.**

You are cautioned to carefully read and follow the instructions on the application form. If you fail to properly complete this form, your application may be returned.

In addition to general biographical information, the application form calls for you to submit:

1. A recent photograph of yourself;
  - Photo must be in color.
  - Photo must be taken within six months of application.
  - Photo must be of head and shoulders and include a clear image of your face.
2. A list of your previous places of residence and employment;
3. Information pertaining to your character and reputation (See "Character");
4. Information pertaining to your appraisal education and/or experience (See "Appraiser Education/Experience"); and
5. The proper application fee (See "Application Fees").

### **North Carolina Appraisers Act and Appraisal Board Rules**

These two items are required reading by every applicant. Every applicant is responsible for this information and as part of the application process you will be asked to answer questions concerning the fact that you have read this information. The most updated version of the Appraisers Act and the Appraisal Board Rules are available on the Board website at

<http://ncappraisalboard.org/rules/NCAppraisers.htm>  
and  
[http://www.ncappraisalboard.org/rules/board\\_rules.pdf](http://www.ncappraisalboard.org/rules/board_rules.pdf)

### **Application Fee**

**Your application for a real estate appraiser certification must include the proper fee. The non-refundable application fee is \$200 and must be paid by Certified Check or Money Order made payable to the North Carolina Appraisal Board. The**

**check or money order must be for exactly \$200. DO NOT SEND CASH OR PERSONAL CHECKS.**

Once your application has been filed and processed, your fee will not be refunded UNLESS the Appraisal Board, in its discretion, determines that you did not affirmatively demonstrate minimum requirements on the face of the application.

### **Application Filing**

In order to schedule yourself for the examination, a properly completed application form and application fee must be received in the Board's office. We will let you know if your application is not complete or if we need more information (please include your email address on page 1 of the application, as the Board may contact you via email). **If we request further information from you and you fail to send us the information within 90 days, your application will be voided, and the fee will not be refunded.**

Applicants who have completed all requirements for certification between May 1 and June 30 each year will have an option regarding the issue date of their certification. Upon successful completion of the appropriate examination, these applicants can choose to:

1. have a certification issued to them that will expire June 30 that year and that must be renewed by paying a renewal fee before June 30; or
2. request a delay of the issuance and the effective date after July 1 and not be responsible for a renewal fee until the following renewal date.

In making this choice, applicants should remember that they cannot hold themselves out as or engage in the business of a Certified appraiser until their certificate has been issued.

All licenses expire annually on June 30<sup>th</sup> unless renewed.

### **Qualification Requirements**

#### *Basic Requirements*

To qualify for certification as a residential real estate appraiser, you must (1) be at least 18 years of age, (2) meet one of the six college-level course requirements, (3) complete the required qualifying education courses, (4) meet the minimum experience requirements, (5) possess good character, and (6) pass the appropriate examination.

You must possess **the following appraisal education and experience:**

*Qualifying Education Course Requirements*

In order to be credited toward the education requirement, all appraisal courses must be either (1) prescribed appraisal courses (previously described) conducted by a school approved by the Board, (2) appraisal trade organization courses recognized by the Appraisal Board as equivalent to Board-prescribed North Carolina appraisal courses, or (3) appraisal courses completed in another state (other than appraisal trade organization courses)\* that are approved by the appraiser licensing/certifying agency in that state and that are found by the Appraisal Board to be equivalent to prescribed North Carolina appraisal courses. Class hours may be obtained only where: (1) the minimum length of the educational offering is at least 15 hours; and (2) the individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.

If you have completed a prescribed appraisal course at a school approved by the Board, you must submit with your application the original "Certificate of Course Completion," which the school will provide you, to file with your application. DO NOT submit grade reports or certificates that may be provided by the school for framing or display purposes.

\*If you have completed an appraisal trade organization course which the Board has recognized as being equivalent to a prescribed North Carolina course, you must submit the original certificate issued by the appraisal trade organization. The certificate must include the course title, date of course completion, and number of classroom hours, and also must indicate that you attended the course AND obtained a passing grade for the course. Do NOT submit grade reports or certificates that may be provided by the appraisal trade organization for framing or display purposes.

The Board will NOT recognize courses for which you received credit by "challenge examination".

**NOTE:** You may obtain from the Board website at [www.ncappraisalboard.org](http://www.ncappraisalboard.org) a list of approved schools conducting appraisal courses and a list of appraisal trade organizations courses that are recognized by the Board as being equivalent to Board prescribed North Carolina appraisal courses. Appraisal trade organizations must obtain formal recognition of their courses by the Board. Candidates who plan to use trade organization courses as qualifying education in North Carolina are encouraged to contact the Board to verify recognition of such courses before enrolling in the course.

**Qualifying Education Requirements**

The required core curriculum follows:

*Certified Residential*

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
The 15-Hour National USPAP Course or its equivalent	15 Hours
Residential Market Analysis & Highest & Best Use	15 Hours
Residential Appraiser Site Valuation and Cost Approach	15 Hours
Residential Sales Comparison and Income Approaches	30 Hours
Residential Report Writing and Case Studies	15 Hours
Statistics, Modeling and Finance	15 Hours
Advanced Residential Applications and Case Studies	15 Hours
Appraisal Subject Matter Electives	20 Hours

*Total Certified Residential Education 200 Hours*

Class hours may be obtained only where: (1) the minimum length of the educational offering is at least 15 hours; and (2) the individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.

**All qualifying education courses taken to upgrade must have been taken after January 1, 2008.**

**Upgrading to Certified Residential**

Registered trainees who wish to upgrade to a residential certification, may satisfy the educational requirements for the credential by completing the following additional educational hours:

Residential Market Analysis and Highest and Best Use	15 Hours
Residential Appraiser Site Valuation and Cost Approach	15 Hours
Residential Sales Comparison and Income Approaches	30 Hours
Residential Report Writing and Case Studies	15 Hours
Statistics, Modeling and Finance	15 Hours
Advanced Residential Applications and Case Studies	15 Hours
Appraisal Subject Matter Electives	<u>20 Hours</u>
<i>Total</i>	<i>125 Hours</i>

Class hours may be obtained only where: (1) the minimum length of the educational offering is at least 15

hours; and (2) the individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.

Licensed Residential appraisers who wish to upgrade to residential certification, may satisfy the educational requirements for the credential by completing the following additional educational hours:

Statistics, Modeling and Finance	15 Hours
Advanced Residential Applications and Case Studies	15 Hours
Appraisal Subject Matter Electives	<u>20 Hours</u>
<i>Total</i>	<i>50 Hours</i>

Class hours may be obtained only where: (1) the minimum length of the educational offering is at least 15 hours; and (2) the individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.

### College Course Requirements

There are college-level course requirements for the certified classification. The Board requires that you include a **transcript or certified letter** from an official of your accredited College or University along with your application.

An accredited college or university is defined as being accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.

*Certified Residential – must meet one of the following:*

1. Bachelor's Degree in any field of study.
2. Associate's Degree in a field of study related to:
  - a. Business Administration;
  - b. Accounting;
  - c. Finance;
  - d. Economics; or
  - e. Real Estate
3. 30 semester hours of college-level courses that cover **each** of the following topic areas and that each consist of 3 hours:
  - a. English Composition;
  - b. Microeconomics;
  - c. Macroeconomics;
  - d. Finance;
  - e. Algebra;
  - f. Statistics;
  - g. Computer Science;
  - h. Business or Real Estate Law; and

- i. Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate.

4. Successful completion of at least 30 hours of College Level Examination Program (CLEP) examinations from each of the following subject matter areas:

- a. College Algebra;
- b. College Composition;
- c. College Composition Modular;
- d. College Mathematics;
- e. Principles of Macroeconomics;
- f. Principles of Microeconomics;
- g. Introductory Business Law; and
- h. Information Systems

5. Any combination of item 3 and 4 above that includes all of the topics and hours in item 3.

6. No college education required if the applicant has held a Licensed Residential credential for a minimum of five (5) years and has had no adverse, final, and non-appealable disciplinary action affecting the applicant's eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application to upgrade.

### Required Appraisal Experience

Experience time is counted from the first logged appraisal through the last logged appraisal. A Registered Trainee must work under a supervisor to receive credit for their experience hours and to comply with state law. The supervisor must declare the trainee using the supervisor declaration form. Receipt of this form must be acknowledged by the Board before a trainee can begin obtaining experience. All certified appraisers who wish to add a trainee to their supervision after January 1, 2015, must have completed the new Supervisor/Trainee course prior to adding a new trainee.

Each of the categories of licensure that allow an appraiser to work independently requires the appraiser to show appropriate appraisal experience before being Licensed Residential, Certified Residential, or Certified General. Each application must have a log that contains enough hours to meet the minimum requirements for the credential being applied for.

Applicants must meet the required experience time. Applicants for Certified Residential must demonstrate experience gained over a minimum period of twelve (12) months. The required experience time begins with the first logged appraisal performed and ends with the last logged appraisal that demonstrates that the minimum time requirement has been met. Experience credit that was not obtained under a valid registration or license will

not be counted. Trainees must be associated with their supervisor prior to obtaining creditable experience hours.

The required appraisal experience necessary in order to apply is calculated as actual hours. Actual hours represent the actual or genuine number of hours that the applicant worked on the assignment. Actual hours are obtained by working on appraisal and appraisal review assignments only and are not collected or reported for assignments that do not involve appraisal and appraisal review. Hours may include time spent gathering market information, analyzing data, and preparing the appraisal report, as well as drive time reviewing comparable sales within the market area and commute times of less than 30 minutes roundtrip. *Note: Driving or flying long distances to a subject property would not count as experience hours.*

Registered Trainees who wish to upgrade to Licensed Residential, Certified Residential or Certified General must participate in at least 75% of the assignment under the supervision of their supervisor in order to obtain experience credit hours.

Licensed Residential appraisers that wish to upgrade to Certified Residential or Certified General credential and Certified Residential appraisers that wish to upgrade to Certified General credential are not required to have a supervisor. The applicants are required, however, to participate in at least 75% of the assignment in which they request experience credit hours.

Verification that the applicant has participated in at least 75% of the assignment can be evidenced by: 1) Applicant will be noted as providing significant real property appraisal assistance within the report and accompanying certification or 2) Applicant will have signed the appraisal report. Applicants that have not either signed the appraisal report or applicants that have not been noted as providing significant real property appraisal assistance within the appraisal report and accompanying certification will not receive experience credit hours for the assignment.

The following is a breakdown of the specific requirements.

#### Residential Certification:

Applicants for residential certification must have acquired 1,500 hours of experience over a minimum period of twelve (12) months. All qualifying experience must comply with the edition of USPAP in force at the time of the appraisal.

#### *Instructions for Reporting Experience*

**It is required that all applicants for certification report the required number of hours to include all experience performed for the past two years, or**

**until first having declared a supervisory appraiser, even if your experience substantially exceeds the minimum requirement.** A log must be submitted for each supervisory appraiser in which you were actively performing appraisal-related work within the past two years. The log must be maintained on a regular basis and in chronological order according to the date of the report. The log must be legible.

The log may be submitted on the Board's approved Log form or may be submitted in some other format as long as all of the content in the Board's approved log form is present. **You must have file data to support all experience you report.**

Each page of the experience log must be signed by the applicant and the applicant's supervisor for trainees that are applying to upgrade. Applicants and their supervisors are attesting to the fact that the information that they have signed is true and accurate. Board Rules require the supervisor to examine the trainee's log every 30 days at a minimum.

#### *Instructions for Appraiser Experience Log*

**Report Date:** The date of the report is the date the report was signed and transmitted to the client.

**Subject Property Address:** Physical address of the subject property must include the city and state. Properties done outside of North Carolina can be included as long as they are USPAP compliant, the applicant was properly licensed or registered in that state, and the applicant and his/her supervisor complied with all regulations in that state.

**Report Type:** Appraisal Report or Restricted Appraisal Report or you may provide the type of form being used. For example, URAR, 1004D, etc. If using demonstration appraisal experience, put DEMO in this field.

**Property Type:** Provide a brief description of the property type. This can be as simple as "single family residence and lot" or "multi-tenant commercial improvements and site". There are several descriptions of property types outlined below.

**Client Name/Your File Number:** This box must contain the name of the client for whom the report was prepared. If you have a file numbering system, this number should be included so that we can reference it when requesting work samples. If using demonstration appraisal experience, put NCAB in this field.

**Supervisor Accompanied on Inspections Y/N:** Enter a "Y" if the supervisor did accompany the trainee on the inspection and enter an "N" if the supervisor did

not accompany on the inspection. North Carolina Board rules require that the supervisor accompany on the first 50 inspections or the first 1,500 hours of experience, whichever comes first, in which the trainee performed at least 75% of the work. Supervisors must also accompany trainees on any inspection where the subject property is more than 50 miles from the supervisor's primary business address. Applicants that apply with out of state experience must ensure that they have complied with the rules and laws pertaining to trainee supervision in the jurisdiction where the experience was obtained. Licensed or Certified Residential Appraisers upgrading their credential do not have to be accompanied so this item can be left blank.

**Grid detailing the assistance provided by the applicant and the supervisor's review:** This grid represents the typical segments of an appraisal assignment. An "x" should be placed in each block that the applicant provided professional assistance. If both the supervisor and applicant worked on a segment of the assignment there should be an "x" in each box, if only the supervisor or the applicant did the work then there should only be one "x" for that segment of the assignment. If a certain segment is not necessary to provide credible assignment results, and was not prepared, then it should be left blank. An "x" should be in each box indicating the areas in which the supervisor reviewed the applicant's work. Note: The number of "x"'s does not determine whether or not an applicant receives credit for the assignment.

It is also permissible for Applicants to indicate the number of actual hours that they are wishing to request for each segment of the assignment. If the applicant chooses to report their participation in this fashion, they must ensure that the actual hours they request for each segment equals the total hours requested for the assignment. In any case the applicant must have participated in at least 75% of the work done for the assignment, regardless of how many segments he/she participated in.

**General Hours:** The number of hours claimed for general experience for this property. This should be the actual number of hours spent completing the assignment. (Refer to the property types below to determine whether credit should be claimed in the general or residential category)

**Residential Hours:** The number of hours claimed for residential experience for this property. This should be the actual number of hours spent completing the assignment. (Refer to the property types below to determine whether credit should be claimed in the general or residential category)

NOTE: If you are unable to determine which category for which credit should be claimed, please contact the Board staff at 919-870-4854 or at [ncab@ncab.org](mailto:ncab@ncab.org).

**Hours Requested:** The total number of general and residential hours must be totaled for each page along with the cumulative total. This will assist the Board staff in determining whether you have achieved the appropriate number of experience hours. **Remember, you request to claim the actual hours spent completing the assignment.** Applicants should round their actual hours to the nearest quarter hour when necessary.

Applicants are responsible for providing sufficient evidence to substantiate the number of actual experience hours that they request for an assignment. **An applicant must be able to substantiate the number of hours spent on an assignment.**

### *Appraisal Experience Schedule*

Below are some examples of property types in Residential and General categories.

### **Type of Property Appraised**

Residential Category:

- Single-Family
- Single-Family/Drive-By or Desktop
- Condo/Townhouse
- Manufactured Home
- Single-Family Mega home (Greater than 5,000 SF)
- Vacant Lot
- 2-4 Family
- Duplex
- Residential Tract (10-50 acres/improved)

General Category:

*Land:*

Undeveloped tracts, residential multi-family sites, commercial sites, agricultural tracts, industrial sites, land in transition, etc.

*Subdivision Analysis:*

*Residential Multi-Family (5-12 Units):*

Apartments, condominiums, townhouses and mobile home parks

*Residential Multi-Family (13+ Units):*

Apartments, condominiums, townhouses, and mobile home parks

*Commercial Single-Tenant:*

Office building, retail store, restaurant, service station, bank, day care center, mini-storage, etc.

*Commercial Multi-Tenant:*

Office building, shopping center, hotel,

etc.

*Industrial:*

Warehouse, manufacturing plant, etc.

*Institutional:*

Rest home, nursing home, hospital,  
school, church, government building,  
etc.

*Miscellaneous:*

Improved mixed use (Residential/  
Commercial)  
Golf courses/recreational facilities  
Improved agricultural tracts

NOTE: The above reflects different property types. If there are complex properties such as: condemnation assignments (before & after), historic properties, foreclosures/short sales, and proposed construction (plans & specs), it may increase the number of hours.

### ***Acceptable Experience***

All qualifying experience must have been obtained by performing (or reviewing) appraisals using appraisal methods and processes that are commonly employed by real estate appraisers. Additionally, all qualifying experience must comply with the edition of USPAP in force at the time of the appraisal.

You may receive experience credit as described below for (1) *appraisals*, (2) *review appraisals* and (3) *demonstration appraisals*.

1. *Appraisals:* An *appraisal* is the process of developing an appraisal using those methods commonly accepted by real estate appraisers as constituting the appraisal process and *preparing a written appraisal report or file memorandum* describing the appraisal and reporting the estimate of value. *If you performed at least 75% of the work associated with an appraisal (including a field inspection and preparation of the appraisal report)* you will receive **full credit** for that appraisal. Except as provided in Paragraphs (2) and (3) below, no credit will be awarded if you performed less than 75% of the work on an appraisal.
2. *Review Appraisals:* A *review appraisal* is the process of critically reviewing an appraisal report prepared by another appraiser *and preparing a separate written report* setting forth the results of the review process. Basically, the review appraiser reviews the report and forms an opinion as to the adequacy of the report, the appropriateness of the methods used by the appraiser, and the reasonableness of the appraiser's conclusions. A review appraiser may

or may not perform a "field review." A review appraiser does NOT sign the appraisal report being reviewed and, therefore, does NOT assume full responsibility for such report. All review appraisals submitted for experience credit must conform to Standard 3 and 4 of USPAP. No more than 50% of an applicant's appraisal experience credit may be from review work. The other 50% must be from other experience as noted in the "Acceptable Experience" section listed in this information. You will NOT receive credit for a review of an appraisal which you originally performed.

3. *Demonstration Appraisals:* No more than 25% of your experience may be from demonstration appraisals. A demonstration appraisal is an appraisal performed without a client. The subject and all data used must be real, verifiable data and not fictional. Review reports are not permitted as demonstration appraisals. Demonstration appraisals done by a registered trainee must be signed and supervised by their declared supervisor.

### ***Unacceptable Experience***

You will NOT receive any credit toward satisfying the experience (or education) requirement for performing:

1. Market value estimates as a real estate licensee in connection with the listing and/or sale of real estate (i.e., a "comparative/competitive market analysis" or "BPO").
2. Mass appraisals of real estate for ad valorem tax purposes. (NOTE: Credit may be given for appraisals of individual parcels of real estate for ad valorem tax purposes that are compliant with USPAP Standards 1 and 2.)
3. Business appraisals. (NOTE: Credit may be given for appraisals of individual parcels of commercial real estate.)
4. Personal property appraisals.
5. A feasibility or market analysis, except to the extent that the "market value" of a proposed real estate project is being estimated.
6. Less than 75% of the work associated with an appraisal assignment.
7. Supervision of trainees.



8. An appraisal prepared in a manner that violates the North Carolina Appraisers Act, any other Statute, Board Rules or USPAP.
9. Assignments that are cancelled and no report is submitted to the client.
10. Reports in which more than one person is listed as providing significant assistance.

### ***Documentation/Verification of Experience***

File data including copies of written appraisal reports supporting your experience claim should not be submitted with your application; however, you may be asked by the Appraisal Board to verify your claimed experience even after you are certified. As part of the application process, you will be asked to provide a minimum of five appraisal reports with two containing a complete workfile to the Board. Board staff will select the appraisals from your log and will notify you by email to send those to the Board office. **Applicants should send copies only as these materials will not be returned.** Applicants may also provide electronic copies to the Board staff. You will receive directions on how best to deliver the documentation after the Board staff has evaluated your experience.

Once your work samples have been reviewed/accepted, an approval form will be emailed to you for the purpose of scheduling your examination with Pearson Vue. The approval form is valid for 24 months from the date of issuance and must be scheduled at least 30 days apart. The cost of the exam will be set and collected by PearsonVue.

Please send your test results to the Board via mail, email or fax. Failure to submit your passing exam results within 90 days of the expiration of your exam ticket will result in your application being cancelled. Cancelled applications, including course completion certificates and experience logs, will be retained at the Board office for 24 months before being destroyed in a secure manner.

### **Character**

Applicants for certification have the burden of proving that they are of good character and entitled to the high regard and confidence of the public.

In its evaluation, the Board considers the information that you provide in the application process regarding your character. In the event the information is not adequate for a determination, the Board may request additional references or information from you and/or conduct its own investigation.

To enable the Board to render its decision at the earliest possible time, you should submit with your application all the information required in the "Character" section of the application form.

**All applicants shall obtain criminal record reports from Castle Branch at [www.CastleBranch.com](http://www.CastleBranch.com). The package code is NG97.** Applicants are required to pay the designated reporting service for the cost of these reports. **Applicants are required to submit the completed final report with their application.** This records check must be completed within 60 days of the date the completed application is received by the Board. In addition, the Board may investigate and consider whether you have had any disciplinary action taken against any other professional license in North Carolina or any other state or whether you have been convicted of or pleaded guilty to any criminal act. If the results of the investigation are satisfactory to the Board, and you are otherwise qualified, then the Board will grant the application and issue your appraiser certification.

In considering an applicant's criminal history the Board may consider the following:

- (1) The level and seriousness of the crime.
- (2) The date of the crime.
- (3) The age of the person at the time of the crime.
- (4) The circumstances surrounding the commission of the crime, if known.
- (5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- (6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- (6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- (6b) A Certificate of Relief granted pursuant to G.S. 15A-173.2.
- (7) The subsequent commission of a crime by the applicant.
- (8) Any affidavits or other written documents, including character references.

If based upon information obtained from the application and/or from the Appraisal Board's inquiry it appears that you may not possess the requisite character for certification, then action on your application will be deferred.

If your application is deferred, you may request a hearing before the Board to present additional evidence regarding your character and record. Following the hearing, if the Board denies your application based on your criminal history, the Board will make written findings specifying the factors that the Board deemed relevant and explaining the reasons for the denial. In the

event the application is not approved following the hearing, pursuant to Chapter 150B-45 of the NC General Statutes, you may appeal the Board's decision to Superior Court within 30 days of receipt of the Board's decision.

\*If the applicant has had a background check performed within the past 60 days and it complies with the requirements in 57A .0202, the applicant may send in a copy of that criminal record report. If the applicant sends a criminal report check from another entity that is not equivalent to the one performed by Castle Branch, the applicant will be required to obtain a criminal record report from Castle Branch as noted above.

**Note that if there is a pending criminal charge or investigation pending against any professional license, your application will be tabled until the charges are resolved.**

### **Issuance and Display of Appraiser Certificate**

After you have filed a properly completed application, passed your examination, and satisfied to the Appraisal Board that you are of good character (See "Character"), you will be deemed qualified for certification. You will then be sent your appraiser certificate at the address shown on your application form.

**It is unlawful for you to act or hold yourself out as a Certified Appraiser before your certificate has been issued by the Appraisal Board.**

Your certificate must be prominently displayed in the office(s) at which you do business.

### **National Appraiser Registry**

Certified Residential appraisers are qualified for enrollment on the National Registry. If you wish to be enrolled, you may pay to join under the licensee login

section on the Board's website. You must be enrolled on the National Registry to prepare reports for federally related transactions. Note: Failure to join the National Registry will prevent an appraiser from performing appraisals on Federally Related Transactions in North Carolina, even if you are registered in other states, and a stamp will be affixed to your license indicating you are ineligible to perform Federally Related Transactions.

### **Late Renewal/Reinstatement**

Your certification will expire on June 30 following the date of issuance unless you meet the current continuing education requirements and renew your license.

In the event you fail to renew your certification, you may late renew by paying the renewal fee and the \$10 per month late fee within the first twelve months of expiration. (Note: renewals between twelve months and five years after expiration of your license, will require the filing of the Application for Reinstatement.) Continuing education equivalent to that which would have been required had your license been continually renewed must also have been completed. This includes the most recent 7-Hour USPAP Update course.

After your certification has been expired for five years, you must reapply and meet all the criteria for new applicants.

If you are found to have engaged in the business of real estate appraisal in North Carolina during the time your certificate was expired, you may be found in violation of the NC Appraisers Act.

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**PLEASE SEPARATE THESE INSTRUCTION PAGES FROM THE APPLICATION.**

**MAIL IN ONLY THE APPLICATION PORTION OF THIS PACKET, WITH APPROPRIATE FEE AND DOCUMENTS TO THE FOLLOWING ADDRESS:**

**5830 SIX FORKS ROAD  
RALEIGH, NC 27609**

**BOARD USE****NORTH CAROLINA APPRAISAL BOARD**

5830 Six Forks Road  
Raleigh, NC 27609  
919-870-4854

NR _____
EDUC _____
EXP _____
EXM APRVL _____
EXAM DATE _____
CHARACTER _____
NUMBER _____
DATE _____
Amt Rec _____ Trans # _____

**1****PHOTOGRAPH**

Attach a Clear Full-Face Photo (2" x 2") Of Head and Shoulders Taken Within Past 6 Months (Required With Each Application)

**Application for Certified Residential Certification**

**TYPE OR PRINT IN INK;** The application fee is **\$200**, NON-REFUNDABLE, and payable only by cashier or certified check or money order to the NC Appraisal Board. DO NOT SEND CASH.

**2**

First	Middle	Last
-------	--------	------

Legal Name

**3**

Home Address

Street Address		County	
City	State	Zip	
PO Box (if applicable)	City	State	Zip
Telephone	Fax	Email	

**4**

Appraisal Business Address

Business Name (if applicable)			
Street Address		County	
City	State	Zip	
PO Box (if applicable)	City	State	Zip
Telephone	Fax	Email	

**5**Which address do you prefer to use as your primary mailing address?  Home Business**6**

Legal Resident of

**7**

Date of Birth

**8**

Social Security #

**9**

Drivers License #

State
-------

Mo	Day	Year
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**10**

Indicate below if you have ever been registered as a trainee or licensed or certified as a real estate appraiser in North Carolina or any other State (attach sheet if needed):

State	Trainee/Appraiser #	From (Mo/Yr)	To (Mo/Yr)
State	Trainee/Appraiser #	From (Mo/Yr)	To (Mo/Yr)
State	Trainee/Appraiser #	From (Mo/Yr)	To (Mo/Yr)

**RESIDENCE**

**11** List all places of residence during the past **FIVE YEARS – list present address first** – (attach sheet if needed).

	<i>Street Address or Highway Number</i>	<i>City</i>	<i>State</i>	<i>From (Mo/Yr)</i>	<i>To (Mo/Yr)</i>
a.					
b.					
c.					
d.					
e.					

**EMPLOYMENT**

**12** Describe **all** employment during the past **FIVE YEARS – list present employment first** – (attach sheet if needed). Applicants must account for the full five years – time as unemployed or as a student during that time must be listed.

	<i>Name of Company</i>	<i>City</i>	<i>State</i>	<i>From (Mo/Yr)</i>	<i>To (Mo/Yr)</i>
a.					
b.					
c.					
d.					
e.					
f.					

**U.S. CITIZENSHIP**

**13** Are you a citizen of the United States of America (either born or naturalized)? Yes  No   
 If you are not a US citizen, **attach an explanation as to your status and copies of supporting documentation.**

**14** Are you active military or a military veteran? Yes  No  Are you a military spouse? Yes  No

**HIGH SCHOOL EDUCATION**

**15** Do you have a High School Diploma or its equivalent? Yes  No

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Name of School	City	State	Year
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CHARACTER

Regarding Professional Licenses

If any of the answers in Questions 16 through 20 are "yes", provide a copy of the licensing agency's order, any other documentation regarding the case, and a complete written explanation for each matter. Failure to disclose prior disciplinary action may result in your application being deferred and possibly denied.

Table with 3 columns: Question Number, Question Text, Yes, No. Contains questions 16-20 regarding professional licenses.

Regarding Criminal Offenses

If any of the answers to Questions 21 and 22 are "yes", provide a copy of the court judgment, arrest warrant or bill of indictment, and include a release from probation or parole, if appropriate, and a complete written explanation for each matter.

ALL APPLICANTS MUST PROVIDE A CRIMINAL BACKGROUND CHECK OBTAINED FROM WWW.CASTLEBRANCH.COM. PACKAGE CODE NG97.

Table with 3 columns: Question Number, Question Text, Yes, No. Contains question 21 regarding criminal offenses.

"Criminal charges" and criminal offenses include all criminal matters except speeding or parking violations. It DOES include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from your record or expunged, you must check with the appropriate court to make sure this has happened.

Table with 3 columns: Question Number, Question Text, Yes, No. Contains question 22 regarding criminal charges.

An inquiry may be made to provide information concerning character and fitness for licensure. This inquiry may include an investigative consumer report and a check of criminal records and driver's license history. I agree that such information may be released to the Appraisal Board. I also agree to furnish, at the Board's request, fingerprints for the purpose of retrieving any criminal history information.

Signature of applicant

Street or PO Box

County

Name (printed)

City

State

Zip

Table with 3 columns: Question Number, Question Text, Yes, No. Contains question 23 regarding names used in the past.

Blank lines for providing names used in the past.

**INSTRUCTIONS FOR COMPLETING AND FILING APPLICATION**

Retain a copy of this application and all attachments.

**Yes No**

**24**

Have you read the North Carolina Appraisers Act and Appraisal Board Rules

(available online at [www.ncappraisalboard.org](http://www.ncappraisalboard.org))?

**25**

If you have ever filed an application of any type with the North Carolina Appraisal Board indicate the type and the month and year application(s) was filed

Type	Month	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

**26**

**PUBLIC NOTICE STATEMENT required by N.C. Gen. Stat. §143-764(a)(5), effective December 31, 2017**

Any worker who is defined as an employee by N.C. Gen. Stat. §§95-25.2(4) (NC Department Of Labor), 143-762(a)(3) (Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2) (Workers' Compensation Act), or 105-163.1(4) (Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor.

Employee misclassification is defined as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105 or 143 of the General Statutes by misclassifying an employee as an independent contractor. Employees who believe that they have been misclassified as an independent contractor by an employer may report the suspected misclassification to the Employee Classification Section within the Industrial Commission. In making such a report, the employee shall provide the physical location, mailing address, telephone number, and e-mail address where the alleged incidents of employee misclassification occurred. The report shall be sent to the Employee Misclassification Section within the Industrial Commission.

Contact information for the Employee Misclassification Section:

**Employee Classification Section  
North Carolina Industrial Commission  
1233 Mail Service Center  
Raleigh, NC 27699-1233  
E-mail: [emp.classification@ic.nc.gov](mailto:emp.classification@ic.nc.gov)  
Telephone: (919) 807-2582  
Fax: (919) 715-0282**

**27**

**THIS AFFIDAVIT IS TO BE EXECUTED BY APPLICANT BEFORE A NOTARY PUBLIC:**

The undersigned, in making this application to the North Carolina Appraisal Board for appraiser certification under the provisions of Chapter 93E of the General Statutes of North Carolina swears (or affirms) that he (or she) is the applicant named herein and that all information provided in connection with this application including required attachments is true to the best of his (or her) knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny permission to take an examination or to deny certification after examination or to withhold renewal of or suspend or revoke a certificate issued by the Board.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Name of Notary Public, please print)

\_\_\_\_\_  
(Signature of Notary Public)

My Commission expires \_\_\_\_\_

(AFFIX SEAL)

County \_\_\_\_\_ State \_\_\_\_\_

**REPORTING EXPERIENCE**

Applicants for **residential certification** must have a minimum of 1,500 hours acquired over a minimum of twelve (12) months (from date of first appraisal to date of last appraisal).

**APPRAISAL EDUCATION**

Attach original certificates of course completion for any previously unreported course. In addition to certificates of course completion for appraisal education, **attach a transcript or certified letter** from an official of your accredited college or university verifying that you have met the college education requirements.

<b><u>Required Courses</u></b>	<b><u>Hours</u></b>	<b><u>Month/Day/Year Completion</u></b>
Basic Appraisal Principles	30	_____
Basic Appraisal Procedures	30	_____
15-Hr National USPAP or its Equivalent	15	_____
Residential Market Analysis & Highest & Best Use	15	_____
Residential Appraiser Site Valuation & Cost Approach	15	_____
Residential Sales Comparison & Income Approaches	30	_____
Residential Report Writing & Case Studies	15	_____
Statistics, Modeling & Finance	15	_____
Advanced Residential Applications & Case Studies	15	_____
Appraisal Subject Matter Electives	20	_____

**Equivalent Courses Requested\*\***

<b><u>Title</u></b>	<b><u>Hours</u></b>	<b><u>Month/Day/Year Completion</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*These courses must be requested for each of the required courses listed above with documentation that the content covers the same subject matter as the required courses.

A. If you do not have an Associate’s, Bachelor’s Degree or higher and you are applying for residential certification based on completion of 30 semester hours of college-level courses that cover each of the following topic areas and that each consist of three (3) hours, attach verification from the accredited college or university for each course.

<b><u>Curriculum</u></b>	<b><u>Title</u></b>	<b><u>College/University</u></b>	<b><u>Credit Hours</u></b>
English Composition	_____	_____	_____
Microeconomics	_____	_____	_____
Macroeconomics	_____	_____	_____
Finance	_____	_____	_____
Algebra	_____	_____	_____
Statistics	_____	_____	_____

Computer Science	_____
Business or Real Estate Law	_____
Elective Course	_____
Elective Course	_____
	<b>TOTAL HOURS</b> _____

B. If you do not have an Associate’s, Bachelor’s Degree or higher and you are applying for residential certification based on completion of at least 30 semester hours of College Level Examination Program (CLEP) examinations from each of the following subject matter areas, attach verification from the accredited college or university for each course.

<b><u>Curriculum</u></b>	<b><u>Title</u></b>	<b><u>College/University</u></b>	<b><u>Credit Hours</u></b>
College Algebra	_____	_____	_____
College Composition	_____	_____	_____
College Composition Modular	_____	_____	_____
College Mathematics	_____	_____	_____
Principles in Macroeconomics	_____	_____	_____
Principles in Microeconomics	_____	_____	_____
Introductory Business Law	_____	_____	_____
Information Systems	_____	_____	_____
			<b>TOTAL HOURS</b> _____

C. Any combination of items A and B above that includes all of the topics and hours in item A.

D. No college education required if the applicant has held a Licensed Residential credential for a minimum of five (5) years and has had no adverse, final, and non-appealable disciplinary action affecting the applicant’s eligibility to engage in appraisal practice within five (5) years immediately preceding the date of application to upgrade.

## APPRAISAL EXPERIENCE LOG

### IMPORTANT

Please fill in the [Experience Log](#) and attach to your application before mailing. It can also be accessed via the forms page of our website.