

**NORTH CAROLINA
APPRAISAL BOARD**

**INFORMATION
AND
APPLICATION**



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General Information

Introduction

This booklet 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 Registered Trainee or 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 appraiser trainees and 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 any level of licensure in North Carolina. READ IT CAREFULLY.

You will notice throughout this booklet that masculine terms have been used to refer to trainees, 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 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, certificate or temporary practice permit issued by the Appraisal Board. The Appraisal Board administers the appraisal qualification programs and the Board makes all decisions regarding qualification requirements, applicants' qualifications and disciplinary matters. The Board also promulgates administrative rules, issues registrations and certificates, and provides administrative support through its staff.

For information concerning this program, contact:

**North Carolina Appraisal Board
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Raleigh, NC 27609
Phone: 919-870-4854
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Email: ncab@ncab.org
Website: www.ncappraisalboard.org**

Appraiser Classifications

You may apply to become either a (1) Registered Trainee, (2) Certified Residential real estate appraiser, or (3) Certified General real estate appraiser. Note: Effective January 1, 2008 the North Carolina Appraisal Board no longer issues the Licensed Residential credential. Any licensee holding a residential license will retain their license providing the license is continually renewed.

Use of Titles

Registered Trainees must utilize either the title "registered trainee" or "trainee real estate appraiser". A licensed or certified real estate appraiser must actively and personally supervise them. Registered trainees may identify themselves to the public as holding such title.

Licensed Residential appraisers must utilize the title "Licensed Residential real estate appraiser" when appraising real estate and may identify themselves to the public as holding such title. Effective January 1, 2008 the Board stopped issuing this level of licensure due to legislation changes.

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.

Certified General appraisers must utilize the title "Certified General real estate appraiser" or the title "Certified Residential/General real estate appraiser" and may identify themselves to the public as holding either of these titles.

Authorized Tasks

The federal financial institutions' regulatory agencies (FDIC, Federal Reserve Board, OTS, OCC and NCUA) have determined that Certified real estate appraisers are authorized to perform those appraisal tasks indicated in the chart shown on page 12.

Application Process

Generally, candidates can expect the entire application process to require from four to six weeks. Factors that affect the processing time are the completeness of the application when filed, the time it takes a candidate to respond to the Board staff's request for copies of appraisal files to demonstrate appraisal experience, how soon an approved candidate is able to pass the appropriate examination, and the number and nature of

any character issues or questions with respect to fitness for licensure.

You cannot hold yourself out as or engage in the business of a Registered Trainee or Certified appraiser until your registration or certificate has been issued.

Application Form

If you wish to become a Registered Trainee or Certified real estate appraiser, you must complete and file with the Appraisal Board an original Application for Appraiser Registration or Certification. Use the same form to apply for an appraiser registration or certificate, but indicate the level you are applying for in the box on page one. 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.

The Application Form constitutes a sworn affidavit; therefore, **you must sign it before a Notary Public.** Any omissions, inaccuracies, or failure to make full disclosures in your application may be deemed sufficient reason to not grant you permission to take an examination, or to not approve the issuance of your appraiser registration or certificate if you are already Registered or Certified.

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;
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").

Application Fees

Your application for a real estate appraiser registration, or certificate must include the proper fee. **The non-refundable application fee for an appraiser registration or certificate is \$200 and must be paid by either Cashiers Check, Certified Check or Money Order made payable to the North Carolina Appraisal Board. The check or money order must be for exactly \$200, and you must submit a separate \$200 Cashiers Check, Certified Check or Money Order with each application.**

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 registration or certification 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 cancelled and the fee will not be refunded.**

Upon acceptance of your application, an approval form will be sent to you for the purpose of scheduling your examination.

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

1. have a registration or 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 until 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 Registered Trainee or Certified appraiser until their registration or certificate has been issued.

Qualification Requirements

Basic Requirements

To qualify for registration or certification as a real estate appraiser, you must (1) be at least 18 years of age, (2) have a high school diploma or equivalent, (3) possess good character, and (4) pass the appropriate registration or certification examination.

In addition, you must possess **the following appraisal education and experience:**

Segmented Approach (Education completed prior to January 1, 2008)

If you obtained your education using the Segmented Approach prior to January 1, 2008 then refer to the following education requirements and complete Schedule A of the Education Section on the application form.

Registered Trainee

90 classroom hours of real estate appraisal education (North Carolina R-1, R-2, R-3, and 15-Hour National USPAP courses or equivalent courses) within the five (5) year period immediately preceding the date of application.

Residential Certification

120 classroom hours of real estate appraisal education (North Carolina R-1, R-2, R-3, 15-Hour National USPAP and G-1 courses or equivalent courses) AND 2,500 hours of appraisal experience (300 experience points) acquired over a minimum period of two (2) calendar years. All qualifying education required to upgrade AND experience must have been acquired within the five (5) year period immediately preceding the date of application. At least 50 percent of the qualifying experience must be of one to four family residential properties in which the sales comparison approach was used. Applicants for residential certification must have been actively engaged in real estate appraising for at least 2 years prior to the date application is made.

An applicant who is not a trainee or a licensed residential real estate appraiser must have completed all required courses within the five-year period immediately preceding the date application is made to the Board.

An applicant who is a trainee or licensed residential real estate appraiser must have completed the required 30 classroom hour course in Introduction to Income Property Appraisal (G-1) and the 15-hour National USPAP within the five-year period immediately preceding the date application is made to the Board.

General Certification

180 classroom hours of real estate appraisal education (North Carolina R-1, R-2, R-3, 15-Hour National USPAP and G-1, G-2 and G-3 courses or equivalent courses) AND 3,000 hours of appraisal experience (360 experience points), at least 50 percent of which must have been in appraising complex properties or improved properties in which the income approach was used, acquired over a minimum period of two and one-half (2 ½) calendar years. All qualifying education required to upgrade, including the 15-hour National USPAP AND experience must have been acquired within the five (5) year period immediately preceding the date of application. Applicants for general certification must

have been actively engaged in real estate appraising for at least 2 ½ years prior to the date application is made.

An applicant who is not a trainee or a licensed or certified residential real estate appraiser must have completed all required courses within the five-year period immediately preceding the date application is made to the Board.

An applicant who is a trainee or licensed residential or certified residential real estate appraiser must have completed all courses required beyond those required for his current licensure or certification within the five-year period immediately preceding the date application is made to the Board.

Required Appraisal Education – Segmented Approach (Education completed prior to January 1, 2008)

The prescribed appraisal precertification/precertification courses that were available through approved North Carolina schools were:

Residential Courses

- Introduction to Real Estate Appraisal (R-1)
- Valuation Principles and Procedures (R-2)
- Applied Residential Property Valuation (R-3)
- 15-Hour National USPAP (R-4)

See the chart on page 11 for a summary of the education, experience, and examination requirements for the three appraiser classifications.

General Courses

- Introduction to Income Property Appraisal (G-1)
- Advanced Income Capitalization Procedures (G-2)
- Applied Income Property Valuation (G-3)

Prerequisite Requirement

R-1, R-2 and R-3 must have been taken in that order. USPAP may have been taken anytime after the completion of R-2. Licensed residential appraisers will be presumed to have completed the residential courses and have been eligible for enrollment in the G-1 course. Certified residential appraisers will be presumed to have completed the residential courses and the G-1 course, and have been eligible for enrollment in the G-2 course.

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.

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 or transcript issued by the appraisal trade organization. The certificate or transcript 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 office 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. This list is also available on the Board's website at www.ncappraisalboard.org. 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.

Restrictions on Course Recognition

The following restrictions apply to the recognition of appraisal courses:

1. You will not receive credit for any course involving "correspondence instruction" or "independent study" in lieu of classroom instruction, or for any course when "videotaped instruction" constitutes a significant portion of the instruction program.
2. You will not receive "dual credit" for "comparable courses" (i.e., courses which have the same or very similar content), even if you

completed the course through different schools or appraisal trade organizations.

3. Online courses are not acceptable for prelicensing purposes.

2008 Education Criteria

If you obtained your education using the current criteria beginning January 1, 2008 then refer to the following education requirements and fill out Schedule B of the Education Section on the application form.

On February 20, 2004, the Appraiser Qualifications Board of The Appraisal Foundation adopted changes to the *Real Property Appraiser Qualification Criteria* that became effective on January 1, 2008. These changes represent the minimum national requirements and include increased required qualifying education for certification. There are college-level course requirements for the certified residential and certified general classifications, and the required number of classroom hours in appraisal education has increased.

Classroom Hours

In addition to the college-level course requirements, the appraisal education classroom hour requirement has increased for certification. The registered trainee classification remains unchanged at 90 total classroom hours, although the actual courses have changed. The number of appraisal education classroom hours to become a certified residential appraiser has increased from 120 hours to 200 hours; and certified general has increased from 180 hours to 300 hours. The required core curriculum effective January 1, 2008 for each appraiser classification follows:

<i>Registered Trainee</i>	
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
<i>Total Trainee Education Requirements</i>	<i>90 Hours</i>

<i>Certified Residential</i>	
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 (May include hours over minimum shown above in other modules)	20 Hours
<i>Total Certified Residential Education</i>	<i>200 Hours</i>

Certified General

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
The 15-Hour National USPAP Course or its equivalent	15 Hours
General Appraiser Market Analysis and Highest and Best Use	30 Hours
Statistics, Modeling and Finance	15 Hours
General Appraiser Sales Comparison Approach	30 Hours
General Appraiser Site Valuation and Cost Approach	30 Hours
General Appraiser Income Approach	60 Hours
General Appraiser Report Writing and Case Studies	30 Hours
Appraisal Subject Matter Electives (May include hours over minimum shown above in other modules)	30 Hours
<i>Total Certified General Education</i>	<i>300 Hours</i>

College Course Requirements

For the first time, there are now college-level course requirements for the certified classifications. The Board requires that you include an original **transcript or certified letter** from an official of your accredited College or University along with your application (refer to the application Education section, Schedule B).

Certified Residential: Associate degree or higher. In lieu of the required degree, twenty-one (21) semester credit hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; and Business or Real Estate Law.

Certified General: Bachelors degree or higher. In lieu of the required degree thirty (30) semester credit hours covering the following subject matter courses: English Composition; Micro Economics; Macro Economics; Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; Business or Real Estate Law; and two (2) elective courses in accounting, geography; agricultural economics; business management; or real estate.

The Board requires that you include an original **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 (refer to education Schedule B of the application).

Upgrading a Credential

This section provides information for registered trainees and appraisers who were initially registered/licensed/certified under the Segmented Approach who wish to upgrade using the 2008 Criteria.

Starting in 2008, an appraiser must not only complete the additional number of hours required, but must also successfully satisfy all of the educational topics contained in the Appraiser Qualifications Board's (AQB's) Required Core Curriculum for the classification level. As a result, a simple mathematical calculation is no longer meaningful in determining the educational hours required. In addition to satisfying the Required Core Curriculum, starting in 2008 the Certified Residential classification requires candidates to possess an Associate's Degree and the Certified General classification requires candidates to possess a Bachelor's degree (or complete semester hours of specified college-level coursework as previously described under college course requirements). The following information is designed to identify those portions of the Required Core Curriculum that must be satisfied when changing from one classification level to another.

Certified Residential Real Property Appraiser

If you are a registered trainee or licensed residential appraiser and wish to upgrade to residential certification then you may satisfy the educational requirements for the Certified Residential credential by completing the following additional educational 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	<u>20 Hours</u>
<i>Total</i>	<i>125 Hours</i>

Certified General Real Property Appraiser

If you are a registered trainee or licensed residential appraiser and wish to upgrade to general certification then you may satisfy the educational requirements for the Certified General credential by completing the following additional educational hours:

General Appraiser Market Analysis and Highest and Best Use	30 Hours
Statistics, Modeling and Finance	15 Hours
General Appraiser Sales Comparison Approach	30 Hours
General Appraiser Site Valuation and Cost Approach	30 Hours
General Appraiser Income Approach	60 Hours
General Appraiser Report Writing and Case Studies	30 Hours
Appraisal Subject Matter Electives	<u>30 Hours</u>
<i>Total</i>	<i>225 Hours</i>

If you are a certified residential appraiser and wish to upgrade to general certification then you may satisfy the educational requirements for the Certified General credential by completing the following additional educational hours:

General Appraiser Market Analysis and Highest and Best Use	15 Hours
General Appraiser Sales Comparison Approach	15 Hours
General Appraiser Site Valuation and Cost Approach	15 Hours
General Appraiser Income Approach	45 Hours
General Appraiser Report Writing and Case Studies	<u>10 Hours</u>
<i>Total</i>	<i>100 Hours</i>

Required Appraisal Experience

Each of the two categories of licensure that allow an appraiser to work independently require the appraiser to show appropriate appraisal experience before being Certified Residential or Certified General. The minimum experience level suggested by the Appraiser Qualifications Board is 2,500 hours for Certified Residential, and 3,000 hours for Certified General. Applicants for residential certification must have acquired this experience over a minimum period of two (2) calendar years and within the five (5) year period immediately preceding the date of application. Applicants for general certification must have acquired this experience over a minimum period of two and one-half (2 1/2) calendar years and within the five (5) year period immediately preceding the date of application.

Experience Points System

To better assure consistency and fairness in evaluating appraisal experience, the Appraisal Board uses a "point

system" which will serve as a guideline for evaluating such experience. This point system takes into consideration the number of appraisals which you have performed, the types of appraisals performed, and the types of properties appraised.

Minimum Required Experience Points

Residential Certification:
300 points in either the residential or general category; 50% must be 1-4 unit single-family residential properties where the sales comparison approach was used.

General Certification:
360 points with at least 180 points in the general category.

At least 50% of the non-residential experience must have been of complex properties or of improved properties in which the income approach was utilized.

Appraisal Experience Points Schedule

Experience points obtained prior to January 1, 2008 will be awarded based on previous schedule. Points awarded after January 1, 2008 will be based on the following revised schedule.

Type of Property Appraised	Assigned Points
Residential Category:	
Residential Single-Family/with inspection	1
Residential Single-Family/Drive-By or Desktop	1/2
Residential Single-Family (Mega home – Greater than 5,000 SF)	1 1/2
Residential (1-4 Unit) Vacant Lot	1/2
2-4 Family Residential	2
Residential Tract (10-50 acres/improved)	2
General Category:	
<i>Land:</i>	
Undeveloped tracts, residential multi-family sites, commercial sites, agricultural tracts, industrial sites, land in transition, etc.	3
<i>Subdivision Analysis:</i>	6
<i>Residential Multi-Family (5-12 Units):</i>	
Apartments, condominiums, town-houses and mobile home parks	6
<i>Residential Multi-Family (13+ Units):</i>	
Apartments, condominiums, town-houses, and mobile home parks	8
<i>Commercial Single-Tenant:</i>	
Office building, retail store, restaurant, service station, bank, day care center,	

mini-storage, etc.	6
<i>Commercial Multi-Tenant:</i>	
Office building, shopping center, hotel, etc.	10
<i>Industrial:</i>	
Warehouse, manufacturing plant, etc.	8
<i>Institutional:</i>	
Rest home, nursing home, hospital, school, church, government building, etc.	8
<i>Miscellaneous:</i>	
Improved mixed use (residential/ Commercial)	8
Golf courses/recreational facilities	8
Improved agricultural tracts	6

NOTE: You may receive credit for appraisals of other types of real property not listed. The Appraisal Board will, on an individual basis, determine the amount of credit to be awarded for such appraisals based on information which you provide.

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) *standard appraisals*, (2) *review appraisals*, (3) *condemnation appraisals*, (4) *demonstration appraisals*, and (5) *proposed projects*.

1. *Standard Appraisals:* A *standard 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.

NOTE: The term "**field review**" means inspecting the subject and comparable properties to verify data, to determine the appropriateness of the comparables selected and adjustments made, and to assist in determining the credibility of the value estimate.

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 or file memorandum* 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 of USPAP. You will receive credit for a review appraisal as follows:

- a. If your review was limited to a review of the appraisal report and did NOT include a "field review," you will receive 20% of the points allotted for the type of property reviewed.
- b. If your review included BOTH a review of the appraisal report AND a "field review," you will receive 50% of the points allotted for the type of property appraised.

You will NOT receive credit for a review of an appraisal which you originally performed.

- c. 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.

3. *Condemnation Appraisals:* A *condemnation appraisal* is an appraisal of real property for condemnation purposes where a "partial taking" is involved and the appraiser must develop both a "before taking" value estimate and an "after taking" value estimate. The appraiser uses those methods commonly accepted by real estate appraisers as constituting the "appraisal process," including a field inspection *and preparation of a written appraisal report or file memorandum* describing the appraisal and reporting the "before and after" value estimates. If you performed a condemnation appraisal, you will receive an additional 50% of the points allotted for a "standard appraisal" of the type of property appraised provided both a "before value" and an "after value" was developed.

4. *Demonstration Appraisals:* No more than 20% 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.
5. *Proposed Projects:* If you performed a general category appraisal per plans and specifications, you will receive an additional 25% of the points allotted for a "standard appraisal" of the type of property appraised.

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").
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 is USPAP compliant.)
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 a "standard appraisal" or "condemnation appraisal."
7. Supervision of trainees.
8. An appraisal in a manner that violates the North Carolina Appraisers Act, any other Statute, Board Rules or USPAP.

Instructions for Reporting Experience

Use the "Appraisal Experience Log" in the "Application for Appraiser Licensing or Certification" form to report your experience. Although it is only necessary that you report sufficient experience to satisfy the minimum requirement, trainees and appraisers must keep a log of

ALL appraisals performed. It is required that applicants for residential and general certification report, at a minimum, all experience acquired within the previous two (2) years, even if your experience substantially exceeds the minimum requirement. The log must be maintained on a regular basis and in chronological order according to date of reports. **You must have file data to support all experience you report.**

Documentation/Verification 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 *licensed or certified*. As part of the application process, you will be asked to provide a minimum of three appraisal reports 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.

Character

Applicants for trainee registration or an appraiser certificate have the burden of proving that they are of good character and entitled to the high regard and confidence of the public.

The Board will not render a determination as to whether you possess the requisite character for an appraiser registration or certificate until you have successfully passed your registration or certification examination.

In its evaluation, the Board considers all information before it regarding your character and reputation. In the event the information is not adequate for 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 Carolina Investigative Research, Inc., and the website link to obtain a report is <http://www.cir-ncrec.com>. Applicants are required to pay the designated reporting service for the cost of these reports. In addition, the Board may investigate and consider whether the applicant has had any disciplinary action taken against any other professional license in North Carolina or any other state or whether the applicant has been convicted of or pleaded guilty to any criminal act. If the results of the investigation shall be satisfactory to the Board, and the applicant is

otherwise qualified, then the Board shall issue to the applicant a trainee registration or certificate authorizing the applicant to act as a registered trainee real estate appraiser or a certified real estate appraiser in this State.

If based upon information obtained from the application and/or from the Appraisal Board's inquiry, the Board determines that you do not possess the requisite character for registration or 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. In the event the application is not approved following the hearing, you may appeal the Board's ruling to Superior Court.

Registration and Certification

Issuance and Display of Appraiser Registrations and Certificates

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

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

Your appraiser registration or certificate must be prominently displayed in the office(s) at which you operate as a Registered Trainee or Certified real estate appraiser.

National Appraiser Registry

If you are qualified for enrollment on the National Registry of Licensed and Certified real estate appraisers and you wish to be enrolled, you must complete and return to the Board a form for this purpose together with the required fee. You must be enrolled on the National Registry to prepare reports for federally related transactions. The Board will send an enrollment form to you when your certification is issued. Trainees cannot be on the National Registry.

Renewal

Your real estate appraiser registration, license or certificate will expire on June 30 following the date of issuance unless you renew it. An Application Form to renew will be sent to you each year in May for you to

complete and return to the Board with your annual renewal fee. In addition, you must demonstrate completion of at least 28 classroom hours of Board-approved continuing education with 7 hours being the National USPAP Update. Continuing education is required to renew in the odd-numbered years. No more than 14 hours may be obtained online. Required continuing education must be completed by May 31st of every odd-numbered year – see Rule 57A.0204.

You may renew your appraiser registration, license or certificate during the one-year period following expiration by filing your renewal form, renewal fee and paying a late filing fee of \$10 per month for each month that your registration, license or certificate is expired; however, **you may not act or hold yourself out as a Registered Trainee, Licensed or Certified Appraiser while your registration, license or certificate is expired.**

You will be sent a pocket card each year upon renewal of your registration, license or certificate.

Reinstatement

In the event you fail to renew your registration or certificate within one year following expiration, and you wish to apply for reinstatement, you must file an application and fee within the next twelve-month period (Note: renewals between 12 and 24 months must be made by filing an application). Continuing education equivalent to that which would have been required had your registration or certification been continually renewed must also have been completed.

If you fail to renew your residential license within 12 months of expiration you may not reinstate or renew this classification.

In addition to providing all information required in an original application, you must include in your application a **detailed** description of your real estate appraisal education and experience during both the period of registration or certification and the period since your registration or certificate expired.

If the Appraisal Board finds that you possess sufficient real estate appraisal education and/or experience to reasonably assure that you possess a **current** knowledge of real estate appraisal principles and practices necessary to act as a real estate appraiser in a manner that protects the public interest, then it will reinstate your trainee registration or certificate. If not, then the Board will, prior to reinstatement, require that you complete a pre-licensing/pre-certification education program, and/or pass the appropriate examination.

After your registration or certificate has been expired for 2 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 trainee registration, license or certificate was expired; you will be subject to criminal prosecution for unlawfully holding yourself out as a real estate appraiser.

Applicants Certified in Another State

Applicants who are certified in another state and who are applying in North Carolina for the same level of certification as they hold in their state of certification shall not have to complete an experience log, take further education or take an examination provided the applicant's certification is current and is in good standing. The applicant shall file with the application a letter of good standing from the appraiser licensing board of that other state, which was issued under seal by that licensing board within 30 days of the date application is made in this state.

Applicants who are certified in another state and who are not residents of the State of North Carolina must consent to service of process in this state and file an affidavit of residency with the application. These forms may be downloaded from the Board's website: <http://www.ncappraisalboard.org/forms-html/forms.htm>

North Carolina Appraisers Act and Appraisal Board Rules

These two items are required reading by every applicant for trainee registration or certification. 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/NCAappraisers.htm>
and http://ncappraisalboard.org/rules/board_rules.pdf

**NORTH CAROLINA APPRAISAL BOARD
CLASSIFICATIONS and CRITERIA Completed
By December 31, 2007 (Segmented Approach)**

JANUARY 1, 2008 REQUIREMENTS

Category	Segmented Approach Qualifying Education	Current Experience	State Exam	Continuing Education ¹	1/1/08 Qualifying Education Requirements ²	1/1/08 College-Level Course Requirements ^{2, 3, 4}
Registered Trainee	90 hrs incl 15 hrs USPAP	None	Yes	28 hrs including 7 hr National USPAP Update in 2 yr CE cycle ending on May 31st of every odd numbered year	90 hrs	None
Certified Residential	120 hrs incl 15 hrs USPAP	300 pts min of 24 mos	Yes	28 hrs including 7 hr National USPAP Update in 2 yr CE cycle ending on May 31st of every odd numbered year	200 hours	Associate degree or higher. In lieu of the required degree, Twenty-one (21) semester credit hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra, Geometry or higher mathematics; Statistics; Introduction to Computers - Word Processing/Spreadsheets; and Business or Real Estate Law.
Certified General	180 hrs incl 15 hrs USPAP	360 pts min 30 mos with 180 pts being general	Yes	28 hrs including 7 hr National USPAP Update in 2 yr CE cycle ending on May 31st of every odd numbered year	300 hours	Bachelors degree or higher. In lieu of the required degree Thirty (30) semester credit hours covering the following subject matter courses: English Composition; Micro Economics; Macro Economics; Finance; Algebra, Geometry or higher mathematics; Statistics; Introduction to Computers – Word Processing/Spreadsheets; Business or Real Estate Law; and two (2) elective courses in accounting, geography, economics, business management, or real estate.

¹ Continuing Education Reminders:

- Only 14 of the required 28 hours of continuing education can be acquired from approved online courses.
- Registered trainees who were initially registered with the Board after January 1 of an odd numbered year will not be required to show continuing education credit for renewal of their registration in that odd numbered year.
- Continuing Education must be completed by May 31st of odd-numbered years. See Board Rule 57A.0204.

² Hours required include completion of the *15-hour National USPAP Course* (or its equivalent).

³ Hours required include specific core curriculum courses and hours – please see the *Real Property Appraiser Qualification Criteria* for details.

⁴ College-level courses and degrees must be obtained from an accredited college or university.

National Registry

If you are a licensed or certified appraiser who has joined the National Registry please refer to the following chart for authorized tasks for federally-related transactions. Note: Registered Trainees are ineligible to join the National Registry but may perform any task that their supervising appraiser is authorized to perform.

AUTHORIZED TASKS FOR FEDERALLY-RELATED TRANSACTIONS

Category	Tasks authorized by federal law and/or rules of federal agencies with regard to appraisals in federally-related transactions.
Registered Trainee	Appraisals that the supervising appraiser is authorized to perform.
Licensed Residential	"Non-complex" appraisals of residential 1-4 unit properties where transaction value is less than \$1,000,000; "complex" appraisals of residential 1-4 unit properties where transaction value is less than \$250,000; appraisal of non-residential 1-4 unit properties where transaction value is less than \$250,000.
Certified Residential	Appraisals of residential 1-4 unit properties without regard to transaction value or complexity of the appraisal; appraisals of non-residential 1-4 unit properties where transaction value is less than \$250,000.
Certified General	Appraisals of all types of real property without regard to transaction value or complexity of the appraisal.

BOARD USE



**NORTH CAROLINA
APPRAISAL BOARD**
5830 Six Forks Road
Raleigh, NC 27609
919-870-4854

NR _____
TYPE: <input type="checkbox"/> EXAM <input type="checkbox"/> REIN <input type="checkbox"/> NON RES
EDUC _____
EXP _____
EXM APRVL _____
EXAM DATE _____
CHAR: A N/A BY
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 Appraiser Registration or 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. (All other forms of payment will be returned.)

2 Full Name

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

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 to 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		
-------	----	-----	------	--	--

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:

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)

11 Indicate the level you are applying for:

Registered Trainee

Certified Residential

Certified General

RESIDENCE

12 List all places of residence during 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

13 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.					
g.					

U.S. CITIZENSHIP

14 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.

HIGH SCHOOL EDUCATION

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

Name of School City State Year

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.

- | | Yes | No |
|---|--------------------------|--------------------------|
| (16) Have you ever been denied a trainee registration, or an appraiser license or certificate in North Carolina or in any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
| (17) Have you even been denied any other professional license of any other type in any state? | <input type="checkbox"/> | <input type="checkbox"/> |
| (18) Have you ever had any disciplinary action taken against a trainee registration or appraiser license or certificate in North Carolina or any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
| (19) Have you ever had any disciplinary action taken against any other professional license you hold or ever held in North Carolina or any other state? Disciplinary action includes but is not limited to fines, reprimands, suspensions (active or inactive), and revocation. | <input type="checkbox"/> | <input type="checkbox"/> |
| (20) Are there currently any charges pending against you in connection with any professional license in North Carolina or any other state? | <input type="checkbox"/> | <input type="checkbox"/> |

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. All applicants must provide a criminal background check obtained from <http://cir-ncrec.com/>

- | | | |
|---|--------------------------|--------------------------|
| (21) Have you ever been convicted of or pleaded guilty or no contest to any criminal offense in North Carolina or in any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

"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.

- | | | |
|--|--------------------------|--------------------------|
| (22) Are there currently any criminal charges now pending against you in North Carolina or in any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
| (23) Have you ever been adjudged mentally incompetent by a court? | <input type="checkbox"/> | <input type="checkbox"/> |

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

- (24) Please list any names that you have used in the past: *(i.e., nicknames, maiden names, etc.)*

INSTRUCTIONS FOR COMPLETING AND FILING APPLICATIONS

- A. Applicants should carefully read the general information included with this Application for Appraiser Registration or Certification.
- B. Applicants may not file a second application for the same level of licensure while there is a pending application or until their application has been cancelled for a minimum of six months.
- C. Nonresident applicants for North Carolina appraiser certification must include the following items with their license applications: (1) Consent to Service Form (2) Affidavit of Residency; and (3) Letter of Good Standing or License History (if certified in another state).
- D. Retain a copy of this application and all attachments, including the Education Section (Schedule A or Schedule B) and your appraisal experience log.

- | | Yes | No |
|--|--------------------------|--------------------------|
| (25) Have you read the general information included with this application along with the North Carolina Appraisers Act and applicable Appraisal Board Rules (available online at www.ncappraisalboard.org)? | <input type="checkbox"/> | <input type="checkbox"/> |
| (26) Do you currently have another application for appraiser registration or certification pending before the Board? | <input type="checkbox"/> | <input type="checkbox"/> |
| (27) Have you previously filed an “Exam Only Application” for the level of licensure you are applying for? | <input type="checkbox"/> | <input type="checkbox"/> |
| (28) (Not applicable for registered trainee.) If yes, have you submitted your exam results to the Board? | <input type="checkbox"/> | <input type="checkbox"/> |
| (29) 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

(30) 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 registration or 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 registration or certification after examination or to withhold renewal of or suspend or revoke a registration or 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 _____

APPRAISAL EDUCATION

If you obtained your education using the Segmented Approach prior to January 1, 2008 then fill out Schedule A. If you obtained your education under the current criteria beginning January 1, 2008 then fill out Schedule B. If you are applying using a combination of current criteria courses taken after January 1, 2008 and requesting equivalency for other courses taken before and after January 2008 then use Schedule B.

REPORTING EXPERIENCE

Applicants for **residential certification** must have a minimum of 300 experience points acquired over a minimum of 2 years (from date of first appraisal to date of last appraisal). At least 150 points must be residential appraisals. Refer to Board Rule 57A.0201(d). Applicants for **general certification** must have a minimum of 360 experience points acquired over a minimum of 2 ½ years (from date of first appraisal to date of last appraisal). At least 180 experience points must be commercial appraisals. Refer to Board Rule 57A.0201(e).

SCHEDULE A

LIST BELOW ALL prelicensing/precertification courses you have completed. Do not list credits received by challenge examination or continuing education courses. Include any course(s) previously reported to the Board. **Attach original certificates of course completion for any previously unreported course.**

Course Title	Month/Day/Year Completion
R-1	
R-2	
R-3	
15-Hr USPAP	
G-1	
G-2	
G-3	

NOTE: Certificates of course completion are valid for 5 years from the date of course completion. Appropriate certificates of course completion must be attached in order to receive an examination approval form from the Board.

Current Level	Application for Exam	Required Certificates of Completion
Registered Trainee	Certified Residential	G-1
Registered Trainee	Certified General	G-1, G-2 & G-3
Licensed Residential	Certified Residential	G-1
Licensed Residential	Certified General	G-1, G-2 & G-3
Certified Residential	Certified General	G-2 & G-3

All applicants must have completed the 15-Hour National USPAP course within the previous 5 years of application date. Exams are valid for a period of two (2) years and must be taken over if older than two years.

SCHEDULE B

Certificates of course completion are valid for 5 years from the date of course completion. Appropriate original certificates of course completion must be attached in order to receive an examination approval form from the Board.

Registered Trainee

<u>Required Courses</u>	<u>Hours</u>		<u>Month/Day/Year Completion</u>
Basic Appraisal Principles	30	<input type="checkbox"/>	_____
Basic Appraisal Procedures	30	<input type="checkbox"/>	_____
Residential Market Analysis & Highest & Best Use	15	<input type="checkbox"/>	_____
15-Hr National USPAP or its Equivalent	15	<input type="checkbox"/>	_____

Equivalent Courses Requested*

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

*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.

Certified Residential Appraiser Program

Attach original certificates of course completion for any previously unreported course. In addition to certificates of course completion for appraisal education, **attach an original transcript or certified letter** from an official of your accredited college or university verifying that you have at a minimum a two-year Associate’s Degree.

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

Equivalent Courses Requested*

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

*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.

If you do not have an Associate Degree or higher and you are applying for residential certification based on completion of required curriculum courses then complete the following section regarding your college level subject matter courses. Attach verification from accredited college or university for each course.

<u>Curriculum</u>	<u>Title</u>	<u>College/University</u>	<u>Credit Hours</u>
English Composition	_____	_____	_____
Principles of Economics	_____	_____	_____
Finance	_____	_____	_____
Algebra	_____	_____	_____
Geometry (or higher math)	_____	_____	_____
Statistics	_____	_____	_____
Intro to Computers	_____	_____	_____
Business or Real Estate Law	_____	_____	_____
			TOTAL HOURS _____

Certified General Appraiser

Attach original certificates of course completion for any previously unreported course. In addition to certificates of course completion for appraisal education, **attach an original transcript or certified letter** from an official of your accredited college or university verifying that you have at a minimum a four-year degree.

<u>Required Courses</u>	<u>Hours</u>	<u>Month/Day/Year Completion</u>
Basic Appraisal Principles	30	<input type="checkbox"/> _____
Basic Appraisal Procedures	30	<input type="checkbox"/> _____
General Appraiser Market Analysis & Highest & Best Use	15	<input type="checkbox"/> _____
15-Hr National USPAP or its Equivalent	15	<input type="checkbox"/> _____
Statistics, Modeling & Finance	15	<input type="checkbox"/> _____

General Appraiser Sales Comparison Approach	30	<input type="checkbox"/>	_____
General Appraiser Site Valuation and Cost Approach	30	<input type="checkbox"/>	_____
General Appraiser Income Approach	60	<input type="checkbox"/>	_____
General Appraiser Report Writing & Case Studies	30	<input type="checkbox"/>	_____
Appraisal Subject Matter Electives	30	<input type="checkbox"/>	_____
Appraisal Subject Matter Electives	30	<input type="checkbox"/>	_____

Equivalent Courses Requested*

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

*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.

If you do not have a Bachelors Degree or higher and you are applying for general certification based on completion of required curriculum courses then complete the following section regarding your college level subject matter courses. Attach verification from accredited college or university for each course.

<u>Curriculum</u>	<u>Title</u>	<u>College/University</u>	<u>Credit Hours</u>
English Composition	_____	_____	_____
Micro Economics	_____	_____	_____
Macro Economics	_____	_____	_____
Finance	_____	_____	_____
Algebra, Geometry or Higher mathematics	_____	_____	_____
Statistics	_____	_____	_____
Intro to Computers	_____	_____	_____
Business or Real Estate Law	_____	_____	_____
2 Elective Courses (<i>accounting, geography, ag-economics, business management, or real estate</i>)	_____	_____	_____
	_____	_____	_____

TOTAL HOURS _____

APPRAISAL EXPERIENCE LOG

Instructions: REPRODUCE SEVERAL COPIES OF THIS BLANK LOG BEFORE YOU START YOUR LOG. Enter on this log the data requested for each appraisal for which points are claimed. The terms used to describe the "Type of Property Appraised" and the "Type of Appraisal Performed" should be those explained in the instructions in the general information. The supervising appraiser information is to be included for each property listed in this log, i.e., name, license or certification number and whether the supervising appraiser has inspected the property. Use as many copies of the log form as are needed. PLEASE TYPE OR PRINT LEGIBLY. Extra points claimed (condemnation, or proposed projects) must be indicated.

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	