

**NORTH CAROLINA
APPRAISAL BOARD**

**INFORMATION
FOR
APPLICATION**



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North Carolina Appraisal Board
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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 Licensed 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, licensees, 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, 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
Website: www.ncappraisalboard.org**

Appraiser Classifications

You may apply to become either a (1) Registered Trainee, (2) Licensed Residential real estate appraiser, (3) Certified Residential real estate appraiser, or (4) Certified General real estate appraiser.

Use of Titles

Registered Trainees must utilize either the title "registered trainee" or "trainee real estate appraiser". They must be actively supervised by a certified real estate appraiser.

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.

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" when appraising real estate and may identify themselves to the public as holding such title.

Authorized Tasks

The federal financial institutions' regulatory agencies (FDIC, FHFA, Federal Reserve Board, HUD, OCC, NCUA and CFPB) have determined that Licensed and 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, Licensed or Certified appraiser until your registration, license or certificate has been issued.

Application Form

If you wish to become a Registered Trainee or a Licensed or Certified real estate appraiser, you must complete and file with the Appraisal Board an original Application for Appraiser Registration, Licensure, or Certification. 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**. 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, license, or certificate if you are already Registered, Licensed, 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").

North Carolina Appraisers Act and Appraisal Board Rules

These two items are required reading by every applicant for trainee registration, licensure, 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/NCAppraisers.htm>
and
http://www.ncappraisalboard.org/rules/board_rules.pdf

Application Fees

Your application for a real estate appraiser registration, licensure or certification must include the proper fee. **The non-refundable application fee for an appraiser registration, license or certificate 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, and you must submit a separate \$200 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 license 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 emailed to you for the purpose of scheduling your examination. Please send your test results to the Board via mail, email or fax.

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

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

All licenses expire annually on June 30th unless renewed.

Qualification Requirements

Basic Requirements

To qualify for registration as a real estate appraiser trainee, you must (1) be at least 18 years of age, (2) have a high school diploma or equivalent, (3) complete the required qualifying education courses, and (4) possess good character. There is no state examination to become a trainee.

To qualify for licensure as a real estate appraiser, you must (1) be at least 18 years of age, (2) have a two year college degree, (3) complete the required qualifying education courses, (4) meet the minimum experience requirements, (5) possess good character, and (6) pass the appropriate examination.

To qualify for certification as a residential or general real estate appraiser, you must (1) be at least 18 years of age, (2) have a four year college degree, (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 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.

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.

Classroom Hours

The required core curriculum for each appraiser classification follows:

Registered Trainee

| | |
|--------------------------------------------------------|-----------|
| 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 OR | 15 Hours* |
| General Market Analysis & Highest & Best Use | 30 Hours* |

Total Trainee Education Requirements 90 Hours

***Note: These courses cannot be taken online.**

In addition to completing the 90 hours of prelicensing education, applicants for Registered Trainee must complete the NC Supervisor/Trainee class before registration will be granted. Also, the Trainee's supervisor must have completed the NC Supervisor/Trainee class since January 1, 2015 in order to add a new trainee. Either a 4 or 7 hour course is acceptable, however the course must be taken from a Board approved sponsor.

Courses for registered trainee shall have been completed within the 5 year period immediately preceding the date the application was made.

A Registered Trainee may remain a Registered Trainee as long as the required continuing education is satisfied, and renewal fees are paid. There is no requirement to upgrade. Please carefully review the information contained herein to upgrade from Registered Trainee to the license level you are seeking and note the rule on experience time being within 8 years of application date.

Licensed/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 Licensed/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.

*Note: These courses cannot be taken online. All other courses may be taken online or in a classroom setting.

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 | 30 Hours |
| <i>Total Certified General Education</i> | <i>300 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.

*Note: These courses cannot be taken online. All other courses may be taken online or in a classroom setting.

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

College Course Requirements

There are college-level course requirements for the licensed and 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.

Licensed Residential: Associate's degree or higher.

Certified Residential or Certified General: Bachelor's degree or higher.

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.

Qualifying Education Requirements

Licensed Residential or Certified Residential Real Property Appraiser

If you are a registered trainee and wish to upgrade to a licensed or residential certification then you may satisfy the educational requirements for the credential by completing the following additional educational 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>110 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.

If you are a licensed residential appraiser prior to January 1, 2015, 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:

| | |
|----------------------------------------------------|-----------------|
| 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.

Certified General Real Property Appraiser

If you are a registered trainee 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> |

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 are a licensed residential appraiser prior to January 1, 2015, 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 |
| Statistics, Modeling and Finance | 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 | 15 Hours |
| Appraisal Subject Matter Electives | <u>30 Hours</u> |
| <i>Total</i> | <i>150 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.

If you are a licensed residential appraiser after January 1, 2015 or 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> |

**NOTE: These classes may not be offered in the increments listed above. It will probably be necessary for an applicant to take additional hours in order to meet the minimum curriculum requirements for the credential they are upgrading to.

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 in order 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 NC Supervisor/Trainee course effective January 1, 2015 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 Licensed Residential and Certified Residential must demonstrate experience gained over a minimum of twenty-four (24) months. Applicants for Certified General licensure must obtain their experience over a minimum of thirty (30) 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 to the subject and comparable sales within the market area. *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 categories of licensure 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 for each of the license categories.

Licensed Residential:
2500 hours in either the residential or general category; 50% must be 1-4 unit single-family residential properties where the sales comparison approach was used. Applicants for licensed residential must have acquired this experience over a minimum period of two (2) calendar years and within the eight (8) year period immediately preceding the date of application.

Residential Certification:

2500 hours in either the residential or general category; 50% must be 1-4 unit single-family residential properties where the sales comparison approach was used. Applicants for residential certification must have acquired this experience over a minimum period of two (2) calendar years and within the eight (8) year period immediately preceding the date of application.

General Certification:

3000 hours with at least 1500 hours 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. Applicants for general certification must have acquired this experience over a minimum period of two and one-half (2 ½) calendar years and within the eight (8) year period immediately preceding the date of application.

Instructions for Reporting Experience

Use the "Appraisal Experience Log" in the "Application for Licensure" 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 all applicants for licensure or certification report, at a minimum, all appraisals performed 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. The log must be legible. The log may be submitted on the Board's approved Trainee 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 those 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 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, Land, Condo, etc.

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 in the chart on page 8.

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.

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 1500 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 insure 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: 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. 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 insure 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.

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. **You must document your work file 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:

- Residential Single-Family/with inspection
- Residential Single-Family/Drive-By or Desktop
- Residential Single-Family (Mega home – Greater than 5,000 SF)
- Residential (1-4 Unit) Vacant Lot
- 2-4 Family Residential
- 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 chart 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.

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. 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 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. Demonstration appraisals done by a registered trainee must be signed and supervised by a 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 a "standard appraisal" or "condemnation appraisal."
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.

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 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. **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.

Character

Applicants for trainee registration, licensure, or certification 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 a license or certificate until you have successfully passed your 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 Castle Branch and the website link to obtain a report is www.CastleBranch.com* The package code is NG97. Applicants are required to pay the designated reporting service for the cost of these reports. You will need to submit the completed final report with your 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 trainee or appraiser certificate.

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, licensure 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.

*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.

Registration and Certification **Issuance and Display of Appraiser Registrations, Licenses, and Certificates**

After you have filed a properly completed application, passed your examination, and satisfied the Appraisal Board that you are of good character (See "Character"), you will be deemed qualified for registration, licensure, or certification. You will then be sent your trainee registration or appraiser license 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 a Licensed or Certified Appraiser before your registration, license, or certificate has been issued by the Appraisal Board.

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

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.

Reinstatement

In the event you fail to renew your registration, license, or certificate within one year following expiration, and you wish to apply for reinstatement, you must file an application for renewal, renewal fee, and late 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, license, or certification been continually renewed must also have been completed. Trainees must also have

completed the NC Supervisor/Trainee course since January 1, 2015.

forms may be downloaded from the Board's website: <http://www.ncappraisalboard.org/forms-html/forms.htm>.

After your registration, license, 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 Licensed or 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. **If your Certified license was issued on or after May 1, 2018, please contact the Board office.**

Applicants who are licensed in another state and who are applying in North Carolina for the same level of licensure as they hold in their state of licensure shall not have to take the license examination provided the applicant's license is current and in good standing. They must, however, satisfy the following:

- (1) Completing the following three courses:
 - a. Fifteen hours in Statistics, Modeling, and Finance;
 - b. Fifteen hours in Advanced Residential Applicants and Case Studies; and
 - c. Twenty hours of appraisal subject matter electives.
- (2) Possessing a two-year associate's degree or higher from an accredited college, community college, or university.
- (3) Submitting a log that shows 2500 hours of appraisal experience obtained over a minimum of two calendar years.

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 licensed or 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

NORTH CAROLINA APPRAISAL BOARD CLASSIFICATIONS and CRITERIA

| Category | Current Experience | State Exam | Continuing Education ¹ | Qualifying Education Requirements ^{2, 3,4} | College-Level Course Requirements ⁵ |
|------------------------------|-----------------------------------------------------|------------|---------------------------------------------|-----------------------------------------------------|------------------------------------------------|
| Registered Trainee | None | No | 28 hrs including 7 hr National USPAP Update | 90 hrs | None |
| Licensed Residential | 2500 hours min 24 mos | Yes | 28 hrs including 7 hr National USPAP Update | 200 hours | Associate degree |
| Certified Residential | 2500 hours min 24 mos | Yes | 28 hrs including 7 hr National USPAP Update | 200 hours | Bachelor's degree |
| Certified General | 3000 hours min 30 mos with 1500 hours being general | Yes | 28 hrs including 7 hr National USPAP Update | 300 hours | Bachelor's degree |

¹ Continuing Education Reminders:

- You may receive continuing education credit for qualifying courses taken after your original license has been issued, but you must request it. See Board Rule 57B .0604.
- 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.
- USPAP is revised every even numbered year. You must take the 7-Hour USPAP Update course for the new edition by May 31 of each even numbered year.
- The remaining 21 hours of 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 In addition to completing the 90 hours of prelicensing education, applicants for trainee registration must take the NC Supervisor/Trainee course. Either a 4 or 7 hour course is acceptable, however the course must be taken from a Board approved sponsor.

⁴ Hours required include specific core curriculum courses and hours – please see the *Real Property Appraiser Qualification Criteria* for details.

⁵ College 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. |