

**NORTH CAROLINA  
APPRAISAL BOARD**

**APPLICATION FOR  
LICENSED RESIDENTIAL  
OR  
CERTIFIED RESIDENTIAL  
THROUGH PAREA**



**PUBLISHED BY:  
North Carolina Appraisal Board  
Effective January 1, 2026**

## Introduction

This has been prepared and published by the North Carolina Appraisal Board (Board) for the purpose of providing information to interested persons regarding the process and procedures for becoming a Licensed or Certified Residential real estate appraiser in North Carolina through a Practical Applications of Real Estate Appraisal (PAREA) program. Although every effort has been made to consolidate into this single publication basic information concerning the major areas of interest to prospective appraiser licensees, 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 Board.

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

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

## Appraiser Licensure and Certification

On October 1, 1995, pursuant to legislation enacted by the North Carolina General Assembly, North Carolina appraiser licensure/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 Board. The Board administers the appraiser registration, licensure, and certification programs and the Board makes all decisions regarding qualification requirements, applicants' qualifications, and disciplinary matters. The Board also promulgates administrative rules, issues registrations, licenses and certificates, and provides administrative support through its staff.

For information concerning this program, contact:

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

## Use of Title

*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.

## Authorized Tasks

The AQB Real Property Appraiser Qualification Criteria states:

### Licensed Residential

- A. The Licensed Residential Real Property Appraiser Classification applies to the appraisal of non-complex one-to-four residential units having a transaction value less than \$1,000,000, and complex one-to-four residential units having a transaction value less than \$400,000.
- B. Complex one-to-four-unit residential property appraisal means one in which the property to be appraised, the form of ownership, or the market conditions are atypical.
- C. For non-federally related transaction appraisals, transaction value shall mean market value.
  1. The classification includes the appraisal of vacant or unimproved land that is utilized for one-to-four residential units, or for which the highest and best use is for one-to-four residential units.
  2. The classification does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary.
- D. All Licensed Residential Real Property Appraisers must comply with the COMPETENCY RULE of USPAP.

### Certified Residential

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

- B. All Certified Residential appraisers must comply with the COMPETENCY RULE of USPAP.

## Application Process

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

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

## Application Form

If you wish to become a Licensed or Certified real estate appraiser, you must complete and submit an original application to the Board. 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's website at the time of application.

The application form constitutes a sworn affidavit; therefore, **you must sign it before a Notary Public. By signing this application, you are certifying that every statement made in this application is in all respects true and correct to the best of your knowledge and belief. You are also acknowledging that making any fraudulent, misleading, or false statements on this application may be grounds to deny your application and could subject you to discipline by the Board if discovered after you are licensed 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;
  - Photo must be in color.
  - Photo must be taken within six months of application.

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

## North Carolina Appraisers Act and Appraisal Board Rules

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

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

## Application Fee

**Your application must include the proper fee. The non-refundable application fee for an appraiser 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. DO NOT SEND CASH OR PERSONAL CHECKS.**

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

## Application Filing

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

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

1. have a license or certification issued to them that will expire June 30 that year which must be renewed by paying a renewal fee before June 30; or
2. request a delay of the issuance and an 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 Licensed or Certified appraiser until their license or certification has been issued.

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

**Qualification Requirements**

*Basic Requirements*

To qualify for licensure or certification as a real estate appraiser, you must (1) be at least 18 years of age, (2) have a high school diploma for licensed residential or possess the required collegiate education for certified residential, (3) complete the required qualifying education courses, (4) have successfully completed the applicable approved PAREA program, (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 qualifying education requirement, all appraisal courses must be either (1) prescribed appraisal courses conducted by a school approved by the Board, (2) appraisal trade organization courses recognized by the 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 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 (except for the eight (8) hour course on Valuation Bias and Fair Housing Laws and Regulations); 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, number of classroom hours, and 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's website at [www.ncappraisalboard.org](http://www.ncappraisalboard.org), a list of approved schools conducting appraisal courses and a list of appraisal trade organizations courses that are recognized by the Board as being equivalent to Board prescribed North Carolina appraisal courses. Appraisal trade organizations must obtain formal recognition of their courses by the Board. Candidates who plan to use trade organization courses as qualifying education in North Carolina are encouraged to contact the Board to verify recognition of such courses before enrolling in the course.

**Qualifying Education Requirements**

Applicants must have completed the following required core curriculum (qualifying education) prior to beginning the PAREA program for the desired license or certification type.

*Licensed Residential*

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
Valuation Bias and Fair Housing Laws and Regulations	8 Hours*
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

*Total Licensed Residential Education 158 Hours*

*Certified Residential*

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
Valuation Bias and Fair Housing Laws and Regulations	8 Hours*
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	12 Hours

*Total Certified Residential Education 208 Hours*

Class hours may be obtained only where: (1) the minimum length of the educational offering is at least 15 hours (except for the eight (8) hour course on Valuation Bias and Fair Housing Laws and Regulations); and (2) the individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.

\*The 8-hour (7-hour, plus 1-hour exam) Valuation Bias and Fair Housing Laws and Regulations course is required to upgrade, if not taken previously.

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

**College Education Requirements**

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

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

Certified Residential – must meet one of the following:

1. Bachelor's degree in any field of study.
2. Associate's degree in a field of study related to:
  - a. Business Administration;
  - b. Accounting;
  - c. Finance;
  - d. Economics; or
  - e. Real Estate
3. 30 semester hours of college-level courses that cover **each** of the following topic areas and that each consist of 3 hours;
  - a. English Composition;
  - b. Microeconomics;
  - c. Macroeconomics;
  - d. Finance;
  - e. Algebra;
  - f. Statistics;
  - g. Computer Science;
  - h. Business or Real Estate Law; and
  - i. Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate.
4. Successful completion of at least 30 hours of College Level Examination Program (CLEP) examinations from each of the following subject matter areas:
  - a. College Algebra;
  - b. College Composition;
  - c. College Composition Modular;
  - d. College Mathematics;
  - e. Principles of Macroeconomics;
  - f. Principles of Microeconomics;
  - g. Introductory Business Law; and
  - h. Information Systems
5. Any combination of item 3 and 4 above that includes all of the topics and hours in item 3.
6. No college education required if the applicant has held a Licensed Residential credential for a minimum of five (5) years and has had no adverse, final, and non-appealable disciplinary action affecting the applicant's eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application.

**Required Appraisal Experience**

*Licensed Residential*

A valid completion certificate from an approved PAREA program for the licensed residential module.

*Certified Residential*

A valid completion certificate from an approved PAREA program for the certified residential module.

A minimum of 15 demonstration residential appraisal reports.

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**\*\*Information in this divided section applies only to those seeking a Certified Residential credential through PAREA.\*\***

### **Certified Residential Experience Log**

The certified residential credential allows an appraiser to work independently; therefore, it requires the appraiser to show appropriate appraisal experience before being certified. Each application must have a log that contains enough demonstration appraisal reports to meet the minimum requirements for the certified residential credential.

The required appraisal experience necessary in order to apply is calculated as appraisal reports, not hours. The required hours were accumulated through the PAREA program.

#### ***Instructions for Reporting Experience***

**It is required that all applicants for certified residential report the required number of demonstration appraisal reports to include all additional experience performed after successful completion of the certified residential PAREA program.** A PAREA experience log must be submitted to obtain the necessary additional experience; it must be maintained on a regular basis, and in chronological order according to the date of the report. The log must be legible.

The log may be submitted on the Board's approved PAREA Experience 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 reported experience.**

Each page of the PAREA experience log must be signed and dated by the applicant. Applicants are attesting to the fact that the information that they have signed is true and accurate.

#### ***Instructions for PAREA Experience Log***

**Report Date:** The date the report was signed.

**Subject Property Address:** Physical address of the subject property - must include the city and state. Appraisals on properties located 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 complied with all regulations in that state.

**Report Type:** Mark either Appraisal Report or Restricted Appraisal Report. You may also provide the type of form being used; for example, GPAR, 1004, 2055, etc.

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

#### ***Appraisal Experience Types***

Below are some examples of property types in the Residential category.

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

#### ***Acceptable Experience***

All qualifying experience must have been obtained by performing demonstration 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.

**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 reports should list the Board as the client with the intended use being "for experience credit."

#### ***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. An appraisal prepared in a manner that violates the North Carolina Appraisers Act, any other Statute, Board Rules, or USPAP.
7. Reports in which more than one person is listed as providing significant assistance.

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

File data including copies of written appraisal reports supporting your experience claimed should not be submitted with your application; however, you may be asked by the Board to verify your claimed experience. As part of the application process, you will be asked to provide a minimum of five appraisal reports to the Board for review for USPAP compliance, with two containing a complete workfile. Board staff will select the appraisals from your log and will notify you which reports/files to send to the Board office via email. **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 Board staff has evaluated your experience.

**\*\*End of divided section applicable only to the Certified Residential credential.\*\***

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### **Character**

Applicants for 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.

In its evaluation, the Board considers the information that you provide in the application process regarding your character. In the event the information is not adequate for 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 [DISA/Castle Branch](#)\*. The package code is NG97.** Applicants are required to pay the designated reporting service for the cost of these reports. **Applicants are required to submit the completed final report with their application.** This records check must be completed within 60 days of the date the completed application is received by the Board. In addition, the Board may investigate and consider whether you have had any disciplinary action taken against any other professional license in North Carolina or any other state or whether you have been convicted of or pleaded guilty to any criminal act. If the results of the investigation are satisfactory to the Board, and you are otherwise qualified, then the Board will grant the application and issue your appraiser license.

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

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

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

If your application is deferred, you may request a hearing before the Board to present additional evidence regarding your character and record. Following the hearing, if the Board denies your application based on your criminal history, the Board will make written findings specifying the factors that the Board deemed relevant and explaining the reasons for the denial. In the event the application is not approved following the



hearing, pursuant to Chapter 150B-45 of the NC General Statutes, you may appeal the Board's decision to Superior Court within 30 days of receipt of the Board's decision.

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

### **National Exam**

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

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

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

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

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

### **National Appraiser Registry**

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

### **Late Renewal/Reinstatement**

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

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

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

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

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

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

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



**BOARD USE**

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

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

**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 Licensed or Certified Residential through PAREA**

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

2	First	Middle	Last
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Legal Name

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

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

5	Which address do you prefer to use as your primary mailing address? <input type="checkbox"/> Home <input type="checkbox"/> 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 (attach sheet if needed):				11	Indicate the level you are applying for:	
	State	Trainee/Appraiser #	From (Mo/Yr)	To (Mo/Yr)		Licensed Residential	<input type="checkbox"/>
	State	Trainee/Appraiser #	From (Mo/Yr)	To (Mo/Yr)		Certified Residential	<input type="checkbox"/>

## RESIDENCE

**12**

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

*Street Address or Highway Number*

*City*

*State*

*From (Mo/Yr)*

*To (Mo/Yr)*

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.

*Name of Company*

*City*

*State*

*From (Mo/Yr)*

*To (Mo/Yr)*

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.***

**15**

Are you active military or a military veteran? Yes ☐ No ☐ Are you a military spouse? Yes ☐ No ☐

## HIGH SCHOOL EDUCATION

**16**

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 17 through 21 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
17	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"/>
18	Have you ever been denied any other professional license of any other type in any state?	<input type="checkbox"/>	<input type="checkbox"/>
19	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"/>
20	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"/>
21	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 22 and 23 are "yes", provide a copy of the court judgment, arrest warrant or bill of indictment, and include a release from probation or parole, if appropriate, **and a complete written explanation for each matter.**

### **ALL APPLICANTS MUST PROVIDE A CRIMINAL BACKGROUND CHECK OBTAINED FROM**

**[DISA/CASTLE BRANCH](#) PACKAGE CODE NG97**

		Yes	No
22	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.**

23	Are there currently any criminal charges now pending against you in North Carolina or in any other state?	<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 APPLICATION**

Retain a copy of this application and all attachments.

25 Have you read the North Carolina Appraisers Act and Appraisal Board Rules  
(available online at [www.ncappraisalboard.org](http://www.ncappraisalboard.org))?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

26 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

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

Contact information for the Employee Misclassification Section:

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

The undersigned, in making this application to the North Carolina Appraisal Board for licensure 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 licensure or certification after examination or to withhold renewal of or suspend or revoke a license issued by the Board.

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

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

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

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

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

(AFFIX SEAL)

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

### **REPORTING EXPERIENCE**

All applicants must attach a copy of their PAREA program certificate of completion. Applicants applying for certified residential status must also provide a PAREA experience log showing a minimum of 15 demonstration appraisals.

### **APPRAISAL EDUCATION**

Attach original certificates of course completion for any previously unreported course. Applicants applying for certified residential status must also attach a **transcript or certified letter** from an official of your accredited college or university verifying that you have met the college education requirements.

<b><u>Required Courses</u></b>	<b><u>Hours</u></b>	<b><u>License Type</u></b>	<b><u>Month/Day/Year Completion</u></b>
Basic Appraisal Principles	30	Licensed & Certified	_____
Basic Appraisal Procedures	30	Licensed & Certified	_____
Valuation Bias and Fair Housing Laws and Regulations	8	Licensed & Certified	_____
15-Hr National USPAP or its Equivalent	15	Licensed & Certified	_____
Residential Market Analysis & Highest & Best Use	15	Licensed & Certified	_____
Residential Appraiser Site Valuation & Cost Approach	15	Licensed & Certified	_____
Residential Sales Comparison & Income Approaches	30	Licensed & Certified	_____
Residential Report Writing & Case Studies	15	Licensed & Certified	_____
Statistics, Modeling and Finance	15	Certified	_____
Advanced Residential Applications and Case Studies	15	Certified	_____
Appraisal Subject Matter Electives	20	Certified	_____

**Equivalent Courses Requested** (must include documentation showing the equivalent course content covers the same subject matter of course requirement above for which equivalency is being sought.)

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