

**NORTH CAROLINA
APPRAISAL BOARD**

**REGISTERED TRAINEE
APPLICATION**



**PUBLISHED BY:
North Carolina Appraisal Board
Effective July 1, 2022**

Introduction

This has been prepared and published by the North Carolina Appraisal Board for the purpose of providing information to interested persons regarding the process and procedures for becoming a Registered Trainee 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 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 these instructions that masculine terms have been used to refer to trainees 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

North Carolina Appraisers Act and Appraisal Board Rules

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

<http://ncappraisalboard.org/rules/NCAppraisers.htm>
and
http://www.ncappraisalboard.org/rules/board_rules.pdf

Use of Title

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.

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 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 registered.

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

Application Form

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

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

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

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

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

Application Fee

Your application must include the proper fee. The non-refundable application fee is \$200 and must be paid by Certified Check or Money Order made payable to the North Carolina Appraisal Board. The check or money order must be for exactly \$200. DO NOT SEND CASH OR PERSONAL CHECKS.

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

Application Filing

We will let you know if your application is not complete or if we need more information (please include your email address on page 1 of the application, as the Board may contact you via email). **If we request further information from you and you fail to send us the information within 90 days, your application will be voided, and the fee will not be refunded.**

Applicants who have completed all requirements for registration between May 1 and June 30 each year will have an option regarding the issue date of their registration. Applicants can choose to:

1. have a registration 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 until their registration 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.

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

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".

Prelicensing Course Hours

The required core curriculum follows:

Registered Trainee

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
The 15-Hour National USPAP Course or its equivalent	15 Hours
<i>Total Trainee Education Requirements</i>	<i>75 Hours</i>

In addition to completing the 75 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.

Please refer to the Qualifying Education tab on the Board's website for a list of Board approved sponsors and courses.

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.

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.

Character

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

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

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

All applicants shall obtain criminal record reports from Castle Branch at www.CastleBranch.com*. 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 trainee registration.

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

- (1) The level and seriousness of the crime.
- (2) The date of the crime.
- (3) The age of the person at the time of the crime.
- (4) The circumstances surrounding the commission of the crime, if known.

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

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

If your application is deferred, you may request a hearing before the Board to present additional evidence regarding your character and record. Following the hearing, if the Board denies your application based on your criminal history, the Board will make written findings specifying the factors that the Board deemed relevant and explaining the reasons for the denial. In the event the application is not approved following the hearing, pursuant to Chapter 150B-45 of the NC General Statutes, you may appeal the Board's decision to Superior Court within 30 days of receipt of the Board's decision.

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

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

Issuance and Display of Trainee Registration

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

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

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

National Appraiser Registry

Registered Trainees are ineligible to join the National Registry but may perform any task that their supervising appraiser is authorized to perform.

Late Renewal/Reinstatement

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

In the event you fail to renew your registration, 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 registration, will require the filing of the Application for Reinstatement.) Continuing education equivalent to that which would have been required had your registration been continually renewed must also have been completed. This includes the most recent 7-Hour USPAP Update course.

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

If you are found to have engaged in the business of real estate appraisal in North Carolina during the time your registration 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**



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

BOARD USE

EDUC _____
CHARACTER _____
NUMBER _____
DATE _____
Amt Rec _____ Trans # _____

1

PHOTOGRAPH

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

Application for Trainee Registration

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

Home
Address

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

4

Appraisal
Business
Address

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

5

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

6

Legal Resident of

State _____

7

Date of Birth

Mo _____	Day _____	Year _____
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8

Social Security #

9

Drivers License #

10

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

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

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 ever 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, **and a complete written explanation for each matter.***

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

	Yes	No
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"/>
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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

23 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.

24 Have you read the North Carolina Appraisers Act and Appraisal Board Rules
(available online at www.ncappraisalboard.org)?

Yes **No**

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

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

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

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

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

Contact information for the Employee Misclassification Section:

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

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 trainee registration 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 registration or to withhold renewal of or suspend or revoke a registration 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

Attach original certificates of course completion.

<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"/>	_____
15-Hr National USPAP or its Equivalent	15 <input type="checkbox"/>	_____
NC Supervisor/Trainee course ¹	4 <input type="checkbox"/>	_____

Equivalent Courses Requested*

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

¹Either the 4 or 7 hour course is acceptable and must be taken from a Board approved sponsor.

*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.