

NORTH CAROLINA APPRAISAL BOARD

APPLICATION FOR LICENSURE OR CERTIFICATION BY RECIPROCITY



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

General Information

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

Appraiser Registration, Licensure and Certification

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

For information concerning this program, contact:

North Carolina Appraisal Board
5830 Six Forks Road
Raleigh, NC 27609
Phone: 919-870-4854
Fax: 919-870-4859
Email: ncab@ncab.org
Website: www.ncappraisalboard.org

Applicants Licensed or Certified in Another State

Applicants who are licensed or certified in another state and who are applying in North Carolina for the same level of licensure or certification as they hold in their state shall not have to complete an experience log, take further education or take an examination provided the applicant's license or certification is current and is in good standing.

If the applicant is not active on the Appraisal Subcommittee's National Registry, 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.

Appraiser Classifications

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

Use of Titles

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 AQB Real Property Appraiser Qualification Criteria states:

- 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 \$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.

Application Process

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

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

Application Form

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

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

discipline by the Board if discovered after you are licensed.

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

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

1. A recent photograph of yourself;
 - Photo must be in color.
 - Photo must be taken within three 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").

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

Application Fees

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 licensure or certification between May 1 and June 30 each year will have an option regarding the issue date of their license or certification. These applicants can choose to:

1. have a 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 Licensed or Certified appraiser until their license or certificate has been issued.

All licenses expire annually on June 30th unless renewed.

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 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 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. **Applicants are required to submit the completed final report with their application.** This records check must be completed within 60 days of the date the completed application is received by the Board. In addition, the Board may investigate and consider whether you have had any disciplinary action taken against any other professional license in North Carolina or any other state or whether you have been convicted of or pleaded guilty to any criminal act. If the results of the investigation are satisfactory to the Board, and you are otherwise

qualified, then the Board will grant the application and issue your appraiser certification.

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

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

If based upon information obtained from the application and/or from the Appraisal Board's inquiry it appears that you may not possess the requisite character for 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. Following the hearing, if the Board denies your application based on your criminal history, the Board will make written findings specifying the factors that the Board deemed relevant and explaining the reasons for the denial. In the event the application is not approved following the hearing, pursuant to Chapter 150B-45 of the NC General Statutes, you may appeal the Board's decision to Superior Court within 30 days of receipt of the Board's decision.

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

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

Issuance and Display of Appraiser Licenses and Certificates

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 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 Appraiser before your license or certificate has been issued by the Appraisal Board.

Your 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 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

Your real estate appraiser 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 or certification.

In the event you fail to renew your license or certification, you may late renew by paying the renewal fee and \$10 per month late fee within the first twelve months of expiration. 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 Update course.

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.

NOTE:
**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

NR _____	DATE _____
STATE(S) _____	
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 Licensure or Certification by Reciprocity

TYPE OR PRINT IN INK; The application fee is **\$200**, NON-REFUNDABLE, and payable only by cashier or certified check or money order to the NC Appraisal Board. (All other forms of payment will be returned.)

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

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 to prefer to use as your primary mailing address? ☐ Home ☐ Business

6	Legal Resident of	7	Date of Birth	8	Social Security #	9	Drivers License #
	State		Mo Day Year				

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

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

11

Indicate the level you are applying for:

Licensed Residential ☐
 Certified Residential ☐
 Certified General ☐

RESIDENCE

12

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

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

EMPLOYMENT

13

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

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

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 ☐

CHARACTER

Regarding Professional Licenses

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

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

Regarding Criminal Offenses

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

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

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 <u>DOES</u> 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"/>

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

- A. Applicants must include the following items with their application: (1) Letter of Good Standing or License History (if you are not active on the Appraisal Subcommittee's National Registry), and (2) a criminal background check. All nonresident applicants must also submit a Consent to Service Form and Affidavit of Residency.
- B. 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

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

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

SIGNATURE OF APPLICANT: _____

Sworn and subscribed to before me this _____ day of _____ 20_____

(Name of Notary Public, please print)

(Signature of Notary Public)

My Commission expires _____

(AFFIX SEAL)

County _____ State _____



NORTH CAROLINA APPRAISAL BOARD

5830 Six Forks Road, Raleigh, NC 27609

Telephone: 919-870-4854

Website: www.ncappraisalboard.org

AFFIDAVIT OF RESIDENCY

Name: _____

1. I am a legal resident of the State of _____,

and I have resided in said state since _____.

(Month)

(Year)

2. I declare my residence at _____

(Street Address)

(City)

(State)

(Zip)

to be my one true, fixed, and permanent home (place of domicile) to which I intend to return after any absence or after temporarily residing elsewhere. (Applicant may have only one legal residence.)

Signature: _____

Sworn and subscribed to before me this _____ day of _____, 20_____.

(Name of Notary Public)

(Signature of Notary Public)

(Affix Seal)

My Commission expires _____

County _____ State _____



NORTH CAROLINA APPRAISAL BOARD

5830 Six Forks Road, Raleigh, NC 27609

Phone: 919-870-4854

Website: www.ncappraisalboard.org

CONSENT TO SERVICE OF PROCESS AND PLEADINGS

Know all men by these presents:

Pursuant to the requirements of Chapter 93E of the General Statutes of North Carolina, the undersigned individual _____ does

Print Name of Applicant

hereby irrevocably consent, stipulate and agree that suits, actions, and administrative proceedings may be commenced against such applicant in the courts and agencies of this State, by the service of any process or pleading authorized by the laws of this State on the Executive Director of the North Carolina Appraisal Board, and that service of such process or pleadings upon said Director shall be taken and held in all courts to be as valid and binding as if the service had been made upon said applicant in the State of North Carolina.

Name of Person Executing Consent (*Please Print*)

Street Address of Person Executing Consent

Signature of Person Executing Consent

City

State

Zip

State of _____

County of _____

Before me personally appeared, the above-named individual who acknowledged the execution of the foregoing instrument for the purpose set forth therein.

WITNESS my hand and official seal, this _____ day of _____, 20_____.

(Affix Seal)

Notary Public

My Commission expires: _____