NORTH CAROLINA
APPRAISAL BOARD

LICENSED RESIDENTIAL APPLICATION

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 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, 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 licensure through examination or reinstatement 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 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
Website: 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.

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 $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.

Application Process

Generally, candidates can expect the entire application review process to take four to six 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.

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

Application Form

If you wish to become a Licensed real estate appraiser, you must complete and submit to the 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'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.**

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

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 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 the 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 between May 1 and June 30 will have two options regarding the issue date of their license. Upon successful completion of the appropriate examination, these applicants can choose to:

1. have a license 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 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 appraiser until their license has been issued.

All licenses expire annually on June 30th unless renewed.

Qualification Requirements

Basic Requirements
To qualify for licensure as a real estate appraiser, 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, (4) meet the minimum experience requirements, (5) possess good character, and (6) pass the appropriate examination.

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

Qualifying Education Course Requirements

In order to be credited toward the 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 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

The required core curriculum is as follows:

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*

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.

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

Upgrading to Licensed Residential

Registered trainees who wish to upgrade to a Licensed appraiser, may satisfy the qualifying educational requirements for the credential by completing the following additional educational hours:

Residential Market Analysis and Highest and 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
Valuation Bias and Fair Housing Laws and Regulations	8 Hours*
Total	*83 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.**

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

Required Appraisal Experience

Experience time is counted from the first logged appraisal through the last logged appraisal. A Registered Trainee must work under a supervisor to receive credit for their experience hours and to comply with state law. The supervisor must declare the trainee using the Supervisor Declaration form. Receipt of this form must be acknowledged by the Board before a trainee can begin obtaining experience. All certified appraisers who wish to add a trainee to their supervision after January 1, 2015, must have completed the new Supervisor/Trainee course prior to adding a new trainee.

Each of the categories of licensure that allow an appraiser to work independently requires the appraiser to show appropriate appraisal experience before being Licensed Residential, Certified Residential, or Certified General. Each application must have a log that contains enough hours to meet the minimum requirements for the credential being applied for.

Applicants must meet the required experience time. Applicants for Licensed Residential must demonstrate experience gained over a minimum period of six (6) months. The required experience time begins with the first logged appraisal performed and ends with the last logged appraisal that demonstrates that the minimum time requirement has been met. Experience credit that was not obtained under a valid registration or license will not be counted. Trainees must be associated with their supervisor prior to obtaining creditable experience hours.

The required appraisal experience necessary in order to apply is calculated as actual hours. Actual hours represent the actual or genuine number of hours that the applicant worked on the assignment. Actual hours are obtained by working on appraisal and appraisal review assignments only and are not collected or reported for assignments that do not involve appraisal and appraisal review. Hours may include time spent gathering market information, analyzing data, and preparing the appraisal report, as well as drive time reviewing comparable sales within the market area and commute times of less than 30 minutes roundtrip. *Note: Driving or flying long distances to a subject property would not count as experience hours.*

Registered Trainees who wish to upgrade to Licensed Residential, Certified Residential or Certified General must, under the supervision of their supervisor, provide significant appraisal assistance or sign the appraisal report in order to obtain experience credit hours.

Verification that the applicant has participated in the assignment is evidenced by: 1) Applicant is noted as providing significant real property appraisal assistance within the report and accompanying certification or 2) Applicant signed the appraisal report. Applicants that have not either signed the appraisal report or applicants that have not been noted as providing significant real property appraisal assistance within the appraisal report and accompanying certification will not receive experience credit hours for the assignment.

The following is a breakdown of the specific requirements.

Applicants for Licensed residential must have acquired 1,000 hours of experience over a minimum period of six (6) months. All qualifying experience must comply with the edition of USPAP in force at the time of the appraisal.

Instructions for Reporting Experience

It is required that all applicants for licensure report the required number of hours to include all experience performed for the past two years, or until first having declared a supervisory appraiser even if your experience substantially exceeds the minimum requirement. A log must be submitted for each supervisory appraiser in which you were actively performing appraisal-related work within the past two years. The log 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 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 experience you report.**

Each page of the experience log must be signed by the applicant and the applicant's supervisor for those trainees that are applying to upgrade. Applicants and their supervisors are attesting to the fact that the information that they have signed is true and accurate. Board Rules require the supervisor to examine the trainee's log every 30 days at a minimum.

Instructions for Appraiser Experience Log

Report Date: The date the report was signed and transmitted to the client.

Subject Property Address: Physical address of the subject property must include the city and state. Properties done outside of North Carolina can be included as long as they are USPAP compliant, the applicant was properly licensed or registered in that state, and the applicant and his/her supervisor complied with all regulations in that state.

Report Type: Either Appraisal Report or Restricted Appraisal Report. You may also provide the type of form being used; for example, URAR, 1004D, etc. If using demonstration appraisal experience, put DEMO in this field.

Property Type: Provide a brief description of the property type. This can be as simple as "single family residence and lot" or "multi-tenant commercial improvements and site". There are several descriptions of property types outlined below.

Client Name/Your File Number: This box must contain the name of the client for whom the report was prepared. If you have a file numbering system, this number should be included so that we can reference it when requesting work samples. If using demonstration appraisal experience, put NCAB in this field.

Supervisor Accompanied on Inspections Y/N: Enter a "Y" if the supervisor did accompany the trainee on the inspection and enter an "N" if the supervisor did not accompany on the inspection. North Carolina Board rules require that the supervisor accompany the trainee on the first 25 inspections or the first 750 hours of experience, whichever comes first, in which the trainee provided significant appraisal assistance. Applicants that apply with out-of-state experience must ensure that they have complied with the rules and laws pertaining to trainee supervision in the jurisdiction where the experience was obtained.

Grids detailing the assistance provided by the applicant and the supervisor's supervision and review: These grids represent the typical segments of an appraisal assignment. In the AD row, an "x" should be placed in each block that the applicant provided professional assistance. In the SD row, an "x" should be in each box that the supervisor assisted or supervised the applicant's work. In the SR row, an "x" should be placed in each field the supervisor reviewed the applicant's work. If both the supervisor and applicant worked on a segment of the assignment there should be an "x" in each box on the SD row. It is possible for an "x" to be placed in both the SD and SR field when the supervisor not only supervised but also reviewed the applicant's work. If a certain segment is not necessary to provide credible assignment results, and was not prepared, then it should be left blank. Note: The number of "x's" does not determine whether or not an applicant receives credit for the assignment.

It is also permissible for applicants to indicate the number of actual hours they are wishing to request for each segment of the assignment. If the applicant chooses to report their participation in this fashion, they must ensure the actual hours they request for each segment equals the total hours requested for the assignment.

General Hours: The number of hours claimed for general experience for this property. This should be the actual number of hours spent completing the assignment. (Refer to the property types below to determine whether credit should be claimed in the general or residential category)

Residential Hours: The number of hours claimed for residential experience for this property. This should be the actual number of hours spent completing the assignment. (Refer to the property types below to determine whether credit should be claimed in the general or residential category)

NOTE: If you are unable to determine which category for which credit should be claimed, please contact the Board staff at 919-870-4854 or at ncab@ncab.org.

Hours Requested: The total number of general and residential hours must be totaled for each page along with the cumulative total. This will assist the Board staff in determining whether you have achieved the appropriate number of experience hours. **Remember, you request to claim the actual hours spent completing the assignment**. Applicants should round their actual hours to the nearest quarter hour when necessary.

Applicants are responsible for providing sufficient evidence to substantiate the number of actual experience hours they request for an assignment. **An applicant must be able to substantiate the number of hours spent on an assignment.**

Appraisal Experience Schedule

Below are some examples of property types in Residential and General categories.

Type of Property Appraised

Residential Category:
- 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)

General Category:
- *Land:* Undeveloped tracts, residential multi-family sites, commercial sites, agricultural tracts, industrial sites, land in transition, etc.
- *Subdivision Analysis:*
- *Residential Multi-Family (5-12 Units):* Apartments, condominiums, town-houses and mobile home parks
- *Residential Multi-Family (13+ Units):* Apartments, condominiums, town-houses, and mobile home parks
- *Commercial Single-Tenant:* Office building, retail store, restaurant, service station, bank, day care center, mini-storage, etc.
- *Commercial Multi-Tenant:* Office building, shopping center, hotel, etc.
- *Industrial:* Warehouse, manufacturing plant, etc.
- *Institutional:* Rest home, nursing home, hospital, school, church, government building, etc.
- *Miscellaneous:* Improved mixed use (Residential/ Commercial)
  Golf courses/recreational facilities
  Improved agricultural tracts

NOTE: The above reflects different property types. If there are complex properties such as historic properties, foreclosures/short sales, and proposed construction (plans & specs), it may increase the number of hours.

Acceptable Experience

All qualifying experience must have been obtained by performing (or reviewing) appraisals using appraisal methods and processes that are commonly employed by real estate appraisers. Additionally, all qualifying experience must comply with the edition of USPAP in force at the time of the appraisal.

You may receive experience credit as described below for *appraisals, including demonstration appraisals, and review appraisals.*

Appraisals: An *appraisal* is the process of developing an appraisal using those methods commonly accepted by real estate appraisers as constituting the appraisal process and *preparing a written appraisal report or file memorandum* describing the appraisal and reporting the estimate of value. *If you performed significant assistance with an appraisal (including a field inspection and preparation of the appraisal report) or sign the appraisal report* you will receive **full credit** for that appraisal.

Review Appraisals: A *review appraisal* is the process of critically reviewing an appraisal report prepared by another appraiser *and preparing a separate written report* setting forth the results of the review process. Basically, the review appraiser reviews the report and forms an opinion as to the adequacy of the report, the appropriateness of the methods used by the appraiser, and the reasonableness of the appraiser's conclusions. A review appraiser may or may not perform a "field review." A review appraiser does NOT sign the appraisal report being reviewed and, therefore, does NOT assume full responsibility for such report. All review appraisals submitted for experience credit must conform to Standard 3 and 4 of USPAP. You will NOT receive credit for a review of an appraisal which you originally performed.

Demonstration Appraisals: A demonstration appraisal is an appraisal performed without a client. The subject and all data used must be real, verifiable data and not fictional. Review reports are not permitted as demonstration appraisals. Demonstration appraisals done by a Registered Trainee must be signed and supervised by their declared supervisor.

Unacceptable Experience

You will NOT receive any credit toward satisfying the experience (or education) requirement for performing:

1. Market value estimates as a real estate licensee in connection with the listing and/or sale of real estate (i.e., a "comparative/competitive market analysis" or "BPO").

2. Mass appraisals of real estate for ad valorem tax purposes. (NOTE: Credit may be given for appraisals of individual parcels of real estate for

ad valorem tax purposes that are compliant with USPAP Standards 1 and 2.)

3. Business appraisals. (NOTE: Credit may be given for appraisals of individual parcels of commercial real estate.)

4. Personal property appraisals.

5. A feasibility or market analysis, except to the extent that the "market value" of a proposed real estate project is being estimated.

6. Supervision of trainees.

7. An appraisal prepared in a manner that violates the North Carolina Appraisers Act, any other Statute, Board Rules, or USPAP.

8. Assignments that are cancelled and no report is submitted to the client.

9. Reports in which more than one person is listed as providing significant assistance or where multiple trainees signed the report.

Documentation/Verification of Experience

File data, including copies of written appraisal reports supporting your experience claim, should not be submitted with your application; however, you may be asked by the Board to verify your claimed experience even after you are licensed. As part of the application process, you will be asked to provide a minimum of five appraisal reports with two containing a complete workfile to the Board. Board staff will select the appraisals from your log and will notify you by email to send those to the Board office. **Applicants should send copies only as these materials will not be returned**. Applicants may also provide electronic copies to the Board staff. You will receive directions on how best to deliver the documentation after the Board staff has evaluated your experience.

Once your work samples 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.

Character

Applicants for licensure 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.
7. The completion of, or active participation in, rehabilitative drug or alcohol treatment.
8. A Certificate of Relief granted pursuant to G.S. 15A-173.2.

9. The subsequent commission of a crime by the applicant.
10. 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.

Issuance and Display of Appraiser License

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. You will then be sent your appraiser license at the address shown on your application form.

It is unlawful for you to act or hold yourself out as a Licensed Appraiser before your license has been issued by the Board.

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

National Appraiser Registry

Licensed 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 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, 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, will require the filing of the Application for Reinstatement.) Continuing education equivalent to that which would have been required had your license been continually renewed must also have been completed. This includes the most recent 7-Hour USPAP Continuing Education course.

After your license 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 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

NR _____
EDUC _____ EXP _____ EXM APRVL _____ EXAM DATE _____
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)

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

Application for Licensed Residential

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 Legal Name

First	Middle	Last

3 Home Address

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

4 Appraisal Business Address

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

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

6 Legal Resident of

State

7 Date of Birth

Mo	Day	Year

8 Social Security #

9 Drivers License #

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)

RESIDENCE

11 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

12 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

13 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**.*

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

HIGH SCHOOL EDUCATION

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

Name of School	City	State	Year

CHARACTER

Regarding Professional Licenses

If any of the answers in Questions 16 through 20 are "yes", provide a copy of the licensing agency's order, any other documentation regarding the case, ***and a complete written explanation for each matter****.*

		Yes	No
16	Have you ever been denied a trainee registration, or an appraiser license or certificate in North Carolina or in any other state?	☐	☐
17	Have you ever been denied any other professional license of any other type in any state?	☐	☐
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?	☐	☐
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.	☐	☐
20	Are there currently any charges pending against you in connection with any professional license in North Carolina or any other state?	☐	☐

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 DISA/CASTLE BRANCH. 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?	☐	☐

"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.

		Yes	No
22	Are there currently any criminal charges now pending against you in North Carolina or in any other state?	☐	☐

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.

		Yes	No
24	Have you read the North Carolina Appraisers Act and Appraisal Board Rules (available online at www.ncappraisalboard.org)?	☐	☐

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 licensed residential 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 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

Applicants for Licensed Residential must have a minimum of 1,000 hours acquired over a minimum of six (6) months (from date of first appraisal logged to date of last appraisal logged).

APPRAISAL EDUCATION

Attach original certificates of course completion for any previously unreported course.

Required Courses	**Hours**	**Month/Day/Year Completion**
Basic Appraisal Principles	30	_____
Basic Appraisal Procedures	30	_____
Valuation Bias and Fair Housing Laws and Regulations	8	_____
15-Hr National USPAP or its Equivalent	15	_____
Residential Market Analysis & Highest & Best Use	15	_____
Residential Appraiser Site Valuation & Cost Approach	15	_____
Residential Sales Comparison & Income Approaches	30	_____
Residential Report Writing & Case Studies	15	_____

Equivalent Courses Requested*

Title	**Hours**	**Month/Day/Year Completion**
_____	_____	_____
_____	_____	_____
_____	_____	_____

*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.

APPRAISAL EXPERIENCE LOG

IMPORTANT

Please fill in the Experience Log and attach your application before mailing. It can also be accessed via the forms page of our website.