

General Information from the North Carolina Appraisal Board

Introduction

This handout is designed for students beginning their appraisal training with Basic Appraisal Principles. It outlines the process and procedures for becoming an appraiser. Although every effort has been made to include basic information concerning the major areas of interest to prospective appraisers, some questions may have been left unanswered. If you need more information, please contact us.

The Trainee Registration Process

In order to become registered as a trainee, you must complete the following classes: a) 30-hour Basic Appraisal Principles; 30-hour Basic Appraisal Procedures; 15-hour National USPAP course; 8-Hour Valuation Bias and Fair Housing Laws and Regulations; and the Supervisor/Trainee Course. All courses must be completed within 5 years of the date of application for trainee registration.

You must be at least 18 years of age and must have a high school diploma or a GED. You must be a United States citizen or a permanent resident to become a trainee or an appraiser.

Once you complete the required classes, you will file an application with us. The application fee is \$200.00, payable by Certified Check or Money Order only.

You must obtain a criminal record report from [DISA/Castle Branch](#) and send a copy of the results to us with your application. The package code is NG97.

There is no state examination to become a trainee.

Once you file your application, we will look to see if you have had a character issue. Factors that affect the processing of an application are the number and nature of any character issues or questions with respect to fitness for licensure. For those applicants who do not have a character issue, your registered trainee number will be assigned and mailed to you. An individual with a criminal history may petition the Board prior to submitting an application, for a predetermination of whether your criminal history will likely disqualify you from becoming registered.

Trainee Application Form

The application form constitutes a sworn affidavit; therefore, **you must sign it before a Notary Public.**

In addition to general biographical information, the application form requires:

1. A recent photograph of yourself;
2. A list of your previous places of residence and employment;
3. Information pertaining to your character and reputation;
4. Information pertaining to your appraisal education; and
5. The application fee of \$200.00, payable by certified check or money order.

Use of Titles

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

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

Finding a Supervisor

The Appraisal Board cannot assist you in finding a supervisor. Ask your instructor for more information about how to find a trainee position with an appraiser.

Be sure that the Supervisor Declaration form has been submitted and approved by the Board once you have secured a supervisory appraiser. Supervisor/Trainee relationships which have not been formally recognized by the Board may result in disallowance of experience hours claimed.

Upgrading to Licensed Residential, Certified Residential, or Certified General

In order to upgrade from Trainee to **Licensed Residential**, you must complete the following courses:

15 hours in Residential Market Analysis and Highest and Best Use;

15 hours in Residential Appraiser Site Valuation and Cost Approach;

30 hours in Residential Sales Comparison and Income Approaches;

15 hours in Residential Report Writing and Case Studies; and

8 hours in Valuation Bias and Fair Housing Laws and Regulations.**

**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.

You must also have obtained 1,000 hours of appraisal experience over a minimum of six (6) months working under the supervision of a Board approved certified appraiser.

Required Appraisal 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. All qualifying experience must comply with USPAP.

You must keep a log of all appraisals you perform. The log must be signed by your supervisor. You must keep track of the actual hours spent on each assignment.

You may only receive experience credit for appraisals where you perform significant assistance on the appraisal. .

Your supervisor will be able to answer questions about appraisal experience.

In order to upgrade from Trainee to **Certified Residential**, you must complete the following courses:

15 hours in Residential Market Analysis and Highest and Best Use;

15 hours in Residential Appraiser Site Valuation and Cost Approach;

30 hours in Residential Sales Comparison and Income Approaches;

15 hours in Residential Report Writing and Case Studies;

15 hours in Statistics, Modeling and Finance;

15 hours in Advanced Residential Applications and Case Studies;

12 hours of appraisal subject matter electives; and*

8 hours in Valuation Bias and Fair Housing Laws and Regulations.**

*It may be necessary to take a qualifying educational course that is 15-hours or longer to fulfill this requirement.

**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.

In addition, you must meet one of the following:

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

You must also have obtained 1,500 hours of appraisal experience over a minimum of 12 months working under the supervision of a certified appraiser.

Required Appraisal 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. All qualifying experience must comply with USPAP.

You must keep a log of all appraisals you perform. The log must be signed by your supervisor. You must keep track of the actual hours spent on each assignment.

You may only receive experience credit for appraisals where you perform significant assistance on the appraisal.

Your supervisor will be able to answer questions about appraisal experience.

In order to upgrade from Trainee to **Certified General**, you must complete the following courses:

30 hours in General Appraiser Market Analysis and Highest and Best Use;

15 hours in Statistics, Modeling and Finance;

30 hours in General Appraiser Sales Comparison Approach;

30 hours in General Appraiser Site Valuation and Cost Approach;

60 hours in General Appraiser Income Approach;

30 hours in General Appraiser Report Writing and Case Studies;

22 hours of appraisal subject matter electives; and*

8 hours in Valuation Bias and Fair Housing Laws and Regulations.**

*It may be necessary to take a qualifying educational course that is 30-hours or longer to fulfill this requirement.

**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.

In addition, you must have a Bachelor's degree.

You must also have obtained 3,000 hours of appraisal experience over a minimum of 18 months working under the supervision of a certified appraiser. At least half of your appraisal experience (1,500 hours) must have been appraising non-residential real estate.

Required Appraisal 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. All qualifying experience must comply with USPAP.

You must keep a log of all appraisals you perform. The log must be signed by your supervisor. You must keep track of the actual hours spent on each assignment.

You may only receive experience credit for appraisals where you perform significant assistance on the appraisal.

Your supervisor will be able to answer questions about appraisal experience.