



**Real Estate Appraiser Board  
 APPRAISER LICENSE APPLICATION**

**A check or money order payable to the TREASURER OF VIRGINIA,  
 or a completed credit card insert must be mailed with your application package.  
 APPLICATION FEES ARE NOT REFUNDABLE.**

License Type	Initial by Exam			By Reciprocity (Currently Licensed/Certified in another jurisdiction)			Upgrade License Initial by Exam			Upgrade License By Reciprocity		
	Select	Fee*	Trans	Select	Fee*	Trans	Select	Fee*	Trans	Select	Fee*	Trans
Licensed Residential	<input type="checkbox"/>	290.00	1005	<input type="checkbox"/>	290.00	1021						
Certified Residential	<input type="checkbox"/>	290.00	1006	<input type="checkbox"/>	290.00	1026	<input type="checkbox"/>	130.00	5006	<input type="checkbox"/>	130.00	5026
Certified General	<input type="checkbox"/>	290.00	1007	<input type="checkbox"/>	290.00	1031	<input type="checkbox"/>	130.00	5007	<input type="checkbox"/>	130.00	5031

\* Total Fees include Application fee, USPAP<sup>®</sup> book fee and Appraisal Subcommittee National Registry fee.

1. Do you hold a current or expired license issued by the Virginia Real Estate Appraiser Board?

No

Yes  If yes, provide your Virginia License number below:

Virginia License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

\_\_\_\_\_  
 Last (required) First (required) Middle Generation

3. Provide at least **one** of the following identification numbers\*:

**Social Security Number** and/or \_\_\_\_\_ - \_\_\_\_\_

**Virginia DMV Control Number**

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

4. Date of Birth \_\_\_\_\_ (Must be at least 18 years of age.)

MM/DD/YYYY

5. Maiden or Former Name(s) \_\_\_\_\_

6. Mailing Address (PO Box accepted) \_\_\_\_\_

The mailing address will be  
 printed on the license.

\_\_\_\_\_  
 City State Zip Code

7. Street Address (PO Box not accepted)

**PHYSICAL ADDRESS REQUIRED**

Check here if Street Address is the same as the Mailing Address listed above.

\_\_\_\_\_  
 City State Zip Code

8. Contact Numbers \_\_\_\_\_

Primary Telephone

Alternate Telephone

Fax

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
				4001		

9. Email Address \_\_\_\_\_

Email address is considered a public record and will be disclosed upon request from a third party.

10. Do you hold a current or expired Real Estate Appraiser license, certification or registration in any state or jurisdiction (excluding Virginia)?

No

Yes  If yes, complete the following table.

State/Jurisdiction	License, Certification or Registration No.	License Type	Expiration Date

11. Have you completed the education requirements to qualify for this license type?

No

Yes  If yes, attach an *official school transcript* for verification of degree or coursework - a list of **education requirements** is included as an attachment to this application (*Reciprocity applicants do **not** need to submit this information*).

12. Have you completed the experience required to qualify for this license type?

No

Yes  If yes, attach a completed *Experience Log* - a list of **experience requirements** is included as an attachment to this application (*Reciprocity applicants do **not** need to submit this information*).

13. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, complete the [Disciplinary Action Reporting Form](#).

14. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere or finding of adjudication or deferred adjudication shall be considered a conviction*

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor** within the last five years? *Any plea of nolo contendere or finding of adjudication or deferred adjudication shall be considered a conviction.*

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate Appraiser License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

15. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia*, the *Real Estate Appraiser Board Regulations*, and the *Uniform Standards of Professional Appraisal Practice*.
- I further attest that I am of good moral character, honest, truthful, and competent to transact the business of a real estate appraiser in such a manner as to safeguard the interests of the public.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT REMINDER:**

All applicants for initial licensure by examination must submit to fingerprinting\* for the purpose of conducting a search of the state and national fingerprint-based criminal history search. Please contact PSI Exams at [www.psiexams.com](http://www.psiexams.com) for more information about the fingerprinting process. If you cannot use PSI Exams to submit fingerprints for the criminal history search, please contact the Board.

- \* If the Board does not receive a complete application within 45 calendar days of receiving the criminal history search results, a new criminal history search will be required and additional fees will be charged.

*(Education & Experience Requirements to follow.)*

## **EDUCATION REQUIREMENTS\***

\*Based on the Appraiser Qualifications Board's *Real Property Appraiser Qualification Criteria*

### **Licensed Residential Real Estate Appraiser License**

- Initial Licensed Residential Real Estate Appraiser License applicants must complete **150 hours** of Qualifying Education in the following Core Curriculum subjects:

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP® Course	15 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
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Total	150 hours

- Licensed Residential Real Estate Appraiser License applicants with a valid Trainee Appraiser License must complete **75 hours** of Qualifying Education in the following Core Curriculum subjects:

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
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Total	75 hours

### **Certified Residential Real Estate Appraiser License\*\***

- Initial Certified Residential Real Estate Appraiser License applicants must complete **200 hours** of Qualifying Education in the following Core Curriculum subjects:

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP® Course	15 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
Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	15 hours
Appraisal Subject Matter Electives	20 hours
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Total	200 hours

- Certified Residential Real Estate Appraiser License applicants with a valid Trainee Appraiser License must complete **125 hours** of Qualifying Education in the following Core Curriculum subjects:

Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Residential Report Writing and Case Studies	15 hours
Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	15 hours
Appraisal Subject Matter Electives	20 hours
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Total	125 hours

- Certified Residential Real Estate Appraiser License applicants with a valid Licensed Residential Real Estate Appraiser License must complete **50 hours** of Qualifying Education in the following Core Curriculum subjects:

Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	15 hours
Appraisal Subject Matter Electives	20 hours
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Total	50 hours

- \*\* **College level education requirements for the Certified Residential Real Estate Appraiser License.**  
**See options below:**

- Bachelor's degree** in any field of study.
- Associates Degree** in a field of study related to:
  - Business Administration
  - Accounting
  - Finance
  - Economics; or
  - Real Estate

3. Successful completion of **30 semester hours of college-level courses** in each of the following specific topic areas:

- English Composition (3 hours)
- Microeconomics (3 hours)
- Macroeconomics (3 hours)
- Finance (3 hours)
- Algebra, Geometry, or Higher Math (3 hours)
- Statistics (3 hours)
- Computer Science (3 hours)
- Business Law or Real Estate Law (3 hours)
- Two elective courses in any of the above topics, or in Accounting, Geography, Agricultural Economics, Business Management, or Real Estate (3 hours each)

4. Successful completion of at least **30 hours of College Level Examination Program® (CLEP®)** examination that cover each of the specific topic areas in Option #3 (see *Equivalency Table* below.)

**Equivalency Table:**

CLEP Exams	CLEP Sem. Hrs. Granted	Applicable College Courses
<i>College Algebra</i>	3	<i>Algebra, Geometry, Statistics, or higher mathematics</i>
<i>College Composition</i>	6	<i>English Composition</i>
<i>College Composition Modular</i>	3	<i>English Composition</i>
<i>College Mathematics</i>	6	<i>Algebra, Geometry, Statistics, or higher mathematics</i>
<i>Principles of Macroeconomics</i>	3	<i>Macroeconomics or Finance</i>
<i>Principles of Microeconomics</i>	3	<i>Microeconomics or Finance</i>
<i>Introductory Business Law</i>	3	<i>Business Law or Real Estate Law</i>
<i>Computer Science</i>	3	<i>Information Systems</i>

5. **Any combination** of Option #3 and Option #4 that includes all of the topics identified.

6. **No college level education required.** This option applies only to appraisers who have held a Licensed Residential credential for a minimum of five (5) years and have no record of any adverse, final and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential.

**Certified General Real Estate Appraiser License\*\*\***

- Initial Certified General Real Estate Appraiser License applicants must complete **300 hours** of Qualifying Education in the following Core Curriculum subjects:

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP® Course	15 hours
Statistics, Modeling and Finance	15 hours
General Appraiser Market Analysis and Highest and Best Use	30 hours
General Appraiser Sales Comparison Approach	30 hours
General Appraiser Site Valuation and Cost Approach	30 hours
General Appraiser Income Approach	60 hours
General Appraiser Report Writing and Case Studies	30 hours
Appraisal Subject Matter Electives	30 hours
<b>Total</b>	<b>300 hours</b>

- Certified General Real Estate Appraiser License applicants with a valid Trainee Appraiser License must complete **225 hours** of Qualifying Education in the following Core Curriculum subjects:

Statistics, Modeling and Finance	15 hours
General Appraiser Market Analysis and Highest and Best Use	30 hours
General Appraiser Sales Comparison Approach	30 hours
General Appraiser Site Valuation and Cost Approach	30 hours
General Appraiser Income Approach	60 hours
General Appraiser Report Writing and Case Studies	30 hours
Appraisal Subject Matter Electives	30 hours
<b>Total</b>	<b>225 hours</b>

- Certified General Real Estate Appraiser License applicants with a valid Licensed Residential Real Estate Appraiser License must complete **150 hours** of Qualifying Education in the following Core Curriculum subjects:

Statistics, Modeling and Finance	15 hours
General Appraiser Market Analysis and Highest and Best Use	15 hours
General Appraiser Sales Comparison Approach	15 hours
General Appraiser Site Valuation and Cost Approach	15 hours
General Appraiser Income Approach	45 hours
General Appraiser Report Writing and Case Studies	15 hours
<u>Appraisal Subject Matter Electives</u>	<u>30 hours</u>
Total	150 hours

- Certified General Real Estate Appraiser License applicants with a valid Certified Residential Real Estate Appraiser License must complete **100 hours** of Qualifying Education in the following Core Curriculum subjects:

General Appraiser Market Analysis and Highest and Best Use	15 hours
General Appraiser Sales Comparison Approach	15 hours
General Appraiser Site Valuation and Cost Approach	15 hours
General Appraiser Income Approach	45 hours
<u>General Appraiser Report Writing and Case Studies</u>	<u>10 hours</u>
Total	100 hours

**\*\*\* A Bachelor's degree is also required for the Certified General Real Estate Appraiser License.**

Please review the "Education and Exams" section of the Real Estate Appraiser Board's website at: <http://www.dpor.virginia.gov/Boards/Appraisers/> for the Appraiser Qualifications Board's *Real Property Appraiser Qualification Criteria* and Board-approved Schools and Qualifying Education courses.

## EXPERIENCE REQUIREMENTS

- All experience must be acquired within the five-year period immediately preceding the date application is made.

### **Minimum Experience Requirements**

#### **Licensed Residential Real Estate Appraiser License**

- 1,000 hours of appraisal experience obtained in no less than 6 months.

#### **Certified Residential Real Estate Appraiser License**

- 1,500 hours of appraisal experience obtained in no less than 12 months.
- Upgrade applicants from a Licensed Residential Real Estate Appraiser to a Certified Residential Real Estate Appraiser MUST submit a NEW ***Experience Log*** demonstrating ***all required hours***. Applicants may include experience from a previous experience log, but only if the experience is included (written) on the NEW ***Experience Log*** and if the experience was gained within the last 5 years.

#### **Certified General Real Estate Appraiser License**

- 3,000 hours of appraisal experience obtained in no less than 18 months.
- 1,500 hours of the 3,000 hours must be in nonresidential appraisal assignments and include assignments that demonstrate the use and understanding of the income approach.
- Upgrade applicants from a Certified Residential Real Estate Appraiser to a Certified General Real Estate Appraiser MUST submit a NEW ***Experience Log*** demonstrating ***all required hours***. Applicants may include experience from a previous experience log, but only if the experience is included (written) on the NEW ***Experience Log*** and if the experience was gained within the last 5 years.

**Review Appraisal Experience** shall not constitute more than 1,000 hours of experience claimed and at least 50% of the review appraisal experience claimed must be in-field review where the individual has personally inspected the property.

**Real Estate Consulting Appraisal Experience** shall not constitute more than 500 hours of experience claimed.

### **Ad Valorem Tax Appraisal Experience Requirements**

All ad valorem tax appraisal experience on an applicant's ***Experience Log*** must include an ***Experience Verification Statement*** from the applicant's supervisor or employer. Applicants employed by an appraisal firm must also submit a document from the Virginia Department of Taxation verifying the applicant's supervisor is certified to perform the assessment or reassessment of real property pursuant to § 58.1-3258.1 of the *Code of Virginia*.

*Experience Verification Statements* must include the following:

1. Applicant's Name;
2. Applicant's Employment Dates;
3. Supervisor/Employer's Statement Verifying Ad Valorem Experience Claimed on the Experience Log; and
4. Supervisor/Employer's Name, Title, Address, and Telephone Number.

### **Sample Appraisal Reports**

After the Board reviews your ***Real Estate Appraiser Board License Application*** and ***Experience Log*** for compliance with minimum education and experience requirements, a letter will be mailed to you requesting five specific sample appraisal reports that will be reviewed by the Board for USPAP® compliance.

Applicants claiming only ad valorem tax appraisal experience must submit the following items in addition to the five specific sample appraisal reports:

1. A one-to-three-page description of the methods and techniques employed to produce and communicate credible appraisals within the context of the real property tax law.
2. **Licensed Residential Real Estate Appraiser** and **Certified Residential Real Estate Appraiser** applicants must submit two residential property fee/staff appraisals completed on a Uniform Residential Appraisal Report (URAR) form for a private sector client under the supervision of a Virginia certified real estate appraiser. The applicant does not need to be employed by the certified real estate appraiser.

**Certified General Real Estate Appraiser** applicants must submit two commercial property narrative appraisal reports (under the supervision of a Virginia Certified General Real Estate Appraiser) as though the reports are being prepared for a private sector client. Both reports must demonstrate the use of the income approach. The applicant does not need to be employed by the certified general real estate appraiser.

**Reciprocal License Applicants** may be required to submit experience verification and sample appraisal reports if the applicant's base state's licensure requirements are not substantially equivalent to those in Virginia.