

**Real Estate Appraiser Board
 INSTRUCTOR CERTIFICATION APPLICATION
 Fee \$150.00**

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.

Select *one* of the following:

X	Type of Action	Trans
<input type="checkbox"/>	Initial Instructor Certification	1020
<input type="checkbox"/>	Add New Expertise Level to existing certificate	5050

- Do you currently hold an **Instructor Certification** issued by the Virginia Real Estate Appraiser Board?
 No
 Yes If yes, provide the following certification number:
 Virginia Certificate No. _____ Expiration Date _____
- Name _____
 Last First Middle Generation
- Provide **one** of the following identification numbers.
 Social Security Number or Virginia DMV Control Number*
* 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.
- Date of Birth _____ (Must be at least 18 years of age.)
MMDDYYYY
- Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license.
 City _____ State _____ Zip Code _____
- Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED

 City _____ State _____ Zip Code _____
- E-mail Address _____
- Contact Numbers _____
 Primary Telephone Alternate Telephone
- Do you hold a **current** real estate appraiser license, certification or registration issued by the Virginia Real Estate Appraiser Board?
 No
 Yes If yes, provide your license/certification/registration number and expiration date.
 Virginia License Number _____ Expiration Date _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					4002	

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. Which of the following instructor certification levels are you requesting to teach? (Select only one)

Licensed Residential Certified Residential Certified General

12. Which of the following qualifications are you using to obtain a Virginia Instructor Certification? (Select only one)

A baccalaureate degree in real estate, economics, finance or business, and have satisfied the state appraisal licensing educational requirements for the level being instructed;

Required Documentation: Attach a college transcript verifying your degree and a transcript/certificate/letter of completion verifying the type and number of hours of appraiser education you have completed.

A baccalaureate degree, an appraiser license which has been in good standing for at least two years, and a current certified residential or certified general appraiser license appropriate for the level being instructed;

Required Documentation: Attach a college transcript verifying your degree.

Seven years of active experience acquired in the appraisal field in the past 10 years, an appraiser license which has been in good standing for at least two years, and a current certified residential or certified general appraiser license appropriate for the level being instructed.

Required Documentation: Complete the attached Instructor Certification Experience Verification Form.

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, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action prior to approval of this application. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 20.1, of the *Code of Virginia* and the *Real Estate Appraiser Board Regulations*.

Signature _____ Date _____

➤ All Board-approved pre-license courses must be taught by an instructor certified by the Virginia Real Estate Appraiser Board. All 15-hour USPAP® courses must be taught by an AQB certified USPAP® instructor.

**Real Estate Appraiser Board
INSTRUCTOR CERTIFICATION EXPERIENCE VERIFICATION FORM**

*If you are attempting to qualify for a **Virginia Real Estate Appraiser Board Instructor Certificate**, you must provide evidence (using this form) of at least seven years of active experience in the appraisal field during the last ten years.*

Section I: To be completed by Applicant

1. Name _____
Last First Middle Generation
2. Provide **one** of the following identification numbers.
 Social Security Number or Virginia DMV Control Number *
* 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.

Section II: To be completed by Verifier

The following information must be provided by the applicant's supervisor, coworker or client.

3. Verifier's Name _____
Last First Middle Generation
4. Your Relationship to the applicant? Supervisor Coworker Client
5. Provide a summary of the applicant's real estate appraisal experience in the space below:
6. *I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.*

Verifier's Signature _____ Date _____