



Real Estate Appraiser Board
APPRAISER TRAINEE LICENSE APPLICATION
 Fee \$155.00

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.

➤ Total Fees include Application fee and USPAP® book fee.

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.

3. Date of Birth _____
MM/DD/YYYY

4. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license.

City State Zip Code

5. 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

6. E-mail Address _____

7. Contact Numbers _____
Primary Telephone Alternative Telephone Fax

8. Do you hold a current or expired real estate appraiser or real estate appraiser trainee 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

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		4004	

9. Have you completed 75 hours of pre-license education courses within the last five-year period immediately preceding the date of this application?

No

Yes If yes, attach an original or certified transcript, Education Certification, Certification of Completion, License Certification or other documentation verifying completion of the pre-license courses.

Pre-License Education Courses Required:

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-hour National USPAP Course	15 hours
Total	75 hours

10. Have you completed an Appraiser Qualification Board-approved course specifically oriented to the requirements and responsibilities of supervising appraisers and appraiser trainees?

No

Yes If yes, attach an original or certified transcript, Education Certification, Certification of Completion, or other documentation verifying completion of this course.

11. 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.

12. Have you ever been convicted in any jurisdiction of a ***misdemeanor involving moral turpitude and/or any felony?*** Any guilty plea or plea of nolo contendere must be disclosed on this application.

No

Yes If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history* record; 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; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation, etc.).

*Original criminal history records may be obtained by contacting the Virginia State Police at www.vsp.virginia.gov or by phone at (804)674-6718. Applicants with convictions from other jurisdictions, other than Virginia: must provide an original criminal history record from each state/jurisdiction in which they have been convicted.

13. 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 will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charge (in any jurisdiction) prior to receiving my license. I also certify that I understand, and have complied with, all the laws of Virginia related to Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia* and 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 licensed real estate appraiser in such a manner as to safeguard the interests of the public.

Signature _____ Date _____

► Pursuant to the *Real Estate Appraiser Board Regulations*, Appraiser Trainee Licenses are issued only to candidates that are supervised by a *Certified Virginia Real Estate Appraiser* in good standing. The TRAINEE SUPERVISOR VERIFICATION FORM verifying the required supervision must be submitted with this license application.