

<h1>Regulatory Analysis Form</h1> <p>(Completed by Promulgating Agency)</p> <p>(All Comments submitted on this regulation will appear on IRRC's website)</p>		<p>INDEPENDENT REGULATORY REVIEW COMMISSION</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>RECEIVED</p> <p>JUL 29 2019</p> <p>Independent Regulatory Review Commission</p> </div>
<p>(1) Agency Department of State, Bureau of Professional and Occupational Affairs, State Board of Certified Real Estate Appraisers</p>		
<p>(2) Agency Number: 16A Identification Number: 7022</p>		<p>IRRC Number: 3205</p>
<p>(3) PA Code Cite: 49 Pa. Code §§ 36.1—36.3, 36.11—36.13, 36.41—36.43 and 36.54.</p>		
<p>(4) Short Title: Federally Mandated Revisions</p>		
<p>(5) Agency Contacts (List Telephone Number and Email Address):</p> <p>Primary Contact: Jacqueline A. Wolfgang, Assistant Counsel, State Board of Certified Real Estate Appraisers, P.O. Box 69523, Harrisburg, PA 17106-9523 (phone 717-783-7200) (fax 717-787-0251) jawolfgang@pa.gov</p> <p>Secondary Contact: Cynthia Montgomery, Deputy Chief Counsel, Department of State, P.O. Box 69523, Harrisburg, PA 17106-9523 (phone 717-783-7200) (fax 717-787-0251) cymontgome@pa.gov.</p>		
<p>(6) Type of Rulemaking (check applicable box):</p> <p><input checked="" type="checkbox"/> Final Regulation <input type="checkbox"/> Final Omitted Regulation</p>		<p><input type="checkbox"/> Emergency Certification Regulation; <input type="checkbox"/> Certification by the Governor <input type="checkbox"/> Certification by the Attorney General</p>
<p>(7) Briefly explain the regulation in clear and nontechnical language. (100 words or less)</p> <p>The final rulemaking revises and clarifies general and residential real estate appraisers and licensed appraiser trainee requirements relating to applications, initial education, experience, continuing education, and supervisory appraisers, consistent with Federal criteria that are binding on the Board under Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) (Pub. L. No. 101-73, 103 Stat. 183), 12 U.S.C. §§ 3331-3356.</p>		
<p>(8) State the statutory authority for the regulation. Include <u>specific</u> statutory citation.</p> <p>Section 5(1) of the Real Estate Appraisers Certification Act (63 P.S. § 457.5 (1)) (act), authorizes the Board to pass upon the qualifications and fitness of applicants for certification or licensure and to adopt and revise rules and regulations requiring applicants for certification to pass examinations relating to their qualification for certification. Section 5(2) of the act authorizes the Board to adopt and revise rules and regulations as may be necessary to carry out the provisions of the act. Under</p>		

Section 6 of the act (63 P.S. § 457.6), the Board is authorized to issue certificates to real estate appraisers that meet the minimum education and experience requirements established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation under FIRREA.

The Act of July 7, 2016 (P.L. 474, No. 72) (Act 72), effective September 6, 2016, amended section 6 of the act to implement Federally mandated minimum qualification criteria, including minimum requirements for licensed appraiser trainees. Additionally, under the amendments of Act 72, licensed appraiser trainees are subject to the same continuing education requirements for licensure renewal as residential and general appraisers.

Under Act 72, to the extent required by standards and regulations for the qualifications of appraisers promulgated under FIRREA, the Board may consider criminal history record information of convictions and arrests that do not result in a conviction. *See*, 63 P.S. 457.5(11). Additionally, Act 72 requires applicants for certification and licensure to satisfy requirements for dissemination to the board of criminal history record information required by the AQB. *See*, 63 P.S. 457.6(c)(3).

(9) Is the regulation mandated by any federal or state law or court order, or federal regulation? Are there any relevant state or federal court decisions? If yes, cite the specific law, case or regulation as well as, any deadlines for action.

Yes. Under Title XI of FIRREA, all general and residential real estate appraisers and licensed appraiser trainees must meet minimum qualification criteria, including education, examinations, and experience established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation. *See*, 12 U.S.C. § 3345. Additionally, under FIRREA, supervisory appraisers must meet or exceed the minimum qualification requirements of the ABQ. In January of 2015, the AQB updated its minimum qualification criteria. Then on May 1, 2018, the AQB again amended its minimum qualification criteria. The final-form rulemaking implements the Federal criteria. (A copy of the AQB's May of 2018 publication, The Real Property Appraiser Qualification Criteria (AQB Qualification Criteria) is attached as Attachment "A".)

(10) State why the regulation is needed. Explain the compelling public interest that justifies the regulation. Describe who will benefit from the regulation. Quantify the benefits as completely as possible and approximate the number of people who will benefit.

The final regulations are necessary to comply with the Federal minimum qualification requirements set by the AQB. The final-form rulemaking updates and clarifies requirements relating to applications, initial education, experience, and continuing education for certified residential and general real estate appraisers and licensed appraiser trainees, and supervisory appraiser qualifications and experience.

(11) Are there any provisions that are more stringent than federal standards? If yes, identify the specific provisions and the compelling Pennsylvania interest that demands stronger regulations.

In § 36.11(e)(2) (relating to qualifications for certification as residential real estate appraiser), the Board's final regulations contain a more stringent standard than required by Federal standards. By way of background, the Board's regulations have historically required a minimum number of experience hours in the actual preparation of real estate appraisal reports, which includes physical inspection of the interior and exterior of the subject properties, for the general real estate appraiser certification (1,500 hours) and the residential real estate appraiser certification (1,250 hours). The underlying rationale for this requirement is to ensure trainees receive sufficient exposure to appraising different types of properties and to evaluating different problems and issues that may arise when appraising properties. The Board believes trainees must not only understand the theoretical aspects of appraising but must also have significant experience in applying those methods and theories to actual properties. Obtaining this type of experience, under the supervision of a certified appraiser, develops critical skills for trainees.

For the residential real estate appraiser certification, the Board's adoption of the new AQB Qualification Criteria in § 36.11(e)(1) (relating to qualifications for certification as residential real estate appraiser) lowers the total required experience from 2,500 hours to 1,500 hours. In the final-form regulation, the Board amends § 36.11(e)(2) to require 75% of the total experience hours in the actual preparation of real estate appraisal reports (which equates to 1,125 hours). This standard decreases the number of required hours by 125 hours. The 75% standard will provide sufficient training in the activity for which the licensed appraiser trainee will be certified—preparing appraisal reports. The Board's amendment will also provide a sufficient number of available experience hours for development of basic skills that may be necessary prior to engaging in the actual preparation of real estate appraisal reports and will provide sufficient flexibility to obtain experience in other ways.

The Board's the final-form rulemaking also adds a more stringent requirement to the experience requirements for residential and general real estate appraisers at §§ 36.11(e)(3) and 36.12(e)(3). The final regulation requires applicants for residential and general real estate appraisers to possess licensure as an appraiser trainee or a certified residential real estate appraiser to obtain experience credit. The Board adopted this requirement to ensure the experience credit obtained by applicants is reflective of current appraisal standards and to ensure applicants have learned basic appraisal principles and procedures as well as the Uniform Standards of Professional Appraisal Practice (USPAP) prior to obtaining experience. Additionally, requiring licensure as an appraiser trainee prior to obtaining experience will provide more mentoring, training, and development of future valuation professionals. The Board's final regulation delays the implementation of this rule until January 1, 2020, to give sufficient notice to applicants who may wish to use experience credit obtained prior to becoming a licensed appraiser trainee.

Finally, the Board's final regulations add a more stringent requirement to the supervisor experience requirements set forth in § 36.54 (relating to duties of supervisory appraiser). The final regulation at § 36.54(b) requires a supervisory appraiser to be in good standing in Pennsylvania for a period of at least 3 years immediately preceding the supervisory appraiser's notification to the Board. The final regulation is more stringent than Federal requirements because the AQB Qualification Criteria requires a supervisory appraiser to be State-certified and in good standing for 3 years but does not mandate experience in the jurisdiction where the licensed appraiser trainee practices. The Board believes having a jurisdictional requirement for a minimum period of time will ensure that

supervisory appraisers have sufficient knowledge and expertise when serving as a supervisory appraiser in Pennsylvania.

(12) How does this regulation compare with those of the other states? How will this affect Pennsylvania's ability to compete with other states?

With the exception of §§ 36.11(e)(2) and (3), 36.12(e)(3), and 36.54(b), the final regulations reflect minimum qualification requirements mandated by Federal law; therefore, because other states are also required to comply with Federal standards, the majority of the final-form regulations would not affect Pennsylvania's ability to compete with other states.

The amendment in § 36.11(e)(2) (relating to qualifications for certification as residential real estate appraiser) will not impact Pennsylvania's ability to compete. This section modifies an existing requirement in the Board's regulation at § 36.11 (e)(1) that requires 1,250 hours in the actual preparation of real estate appraisal reports, which includes physical inspection of the interior and exterior of the subject properties. The final-form regulation decreases the hours required from 1,250 hours to 1,125 hours.

Regarding the Board's final amendments requiring applicants to hold licensure as an appraiser trainee in order to obtain experience credit, §§ 36.11(e)(3) and 36.12(e)(3), the Board does not believe this amendment will impact Pennsylvania's ability to compete with other states. Ohio, West Virginia, and Maryland require licensure as a trainee/apprentice to obtain experience credit, while others do not (New Jersey, Virginia, and New York). Ohio and West Virginia only accept experience obtained while the applicant was licensed as a trainee/apprentice and Maryland requires a minimum of 2,000 hours of experience as a licensed appraiser trainee. Additionally, based upon the Board's experience in processing applications, the Board does not believe this amendment will have a major impact on applicants because the majority of applicants applying for licensure submit experience obtained as a licensed appraiser trainee.

With regard to the final amendment relating to supervisory appraisers, which requires good standing in Pennsylvania for a period of at least 3 years immediately preceding the supervisory appraiser's notification to the Board, the Board does not believe this will impact Pennsylvania's ability to compete with other states. AQB Qualification Criteria requires supervisors to be State-certified and in "good standing" for a period of at least 3 years. Adding the jurisdictional requirement helps to ensure that supervisors are geographically competent, as required by USPAP. States surrounding Pennsylvania, including New Jersey, West Virginia, and Ohio, have adopted the same requirement for supervisory appraisers.

Regarding the criminal background check, the cost of the check is minimal (\$22 in Pennsylvania); therefore, the Board does not believe adding this requirement will negatively impact Pennsylvania's ability to compete with other states.

(13) Will the regulation affect any other regulations of the promulgating agency or other state agencies? If yes, explain and provide specific citations.

No. The regulations will not affect any other regulations of the Board or other state agencies.

(14) Describe the communications with and solicitation of input from the public, any advisory council/group, small businesses and groups representing small businesses in the development and drafting of the regulation. List the specific persons and/or groups who were involved. ("Small business" is defined in Section 3 of the Regulatory Review Act, Act 76 of 2012.)

In drafting the amendments, the Board solicited input from the Coalition of Pennsylvania Real Estate Appraisers, the Pennsylvania Association of Realtors, and the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (ASC). The first two organizations represent the interests of residential appraisers, general appraisers, broker/appraisers in Pennsylvania; the last organization is a Federal agency that oversees the States' compliance with the requirements under FIRREA.

In accordance with Executive Order 1996-1, June of 2016, the Board sent an exposure draft to interested parties and stakeholders. At a public meeting on August 11, 2016, the Board discussed the comments received. The Board received written comments from the Pennsylvania Association of Realtors and the ASC.

After the proposed regulations were published in the Pennsylvania Bulletin on July 7, 2018, the Board discussed in public session the public comments received from the Coalition of Pennsylvania Real Estate Appraisers and the ASC and the comments from IRRC. The Board discussed the comments during the September 11, 2018, and March 6, 2019 board meetings.

(15) Identify the types and number of persons, businesses, small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012) and organizations which will be affected by the regulation. How are they affected?

There are approximately 3,658 actively licensed real estate appraisers, including licensed appraiser trainees (413). According to the Pennsylvania Department of Labor and Industry, the majority of appraisers work for establishments primarily engaged in providing real estate service, including state and local government, excluding education and hospitals (30%); activities related to real estate (30%); self-employed workers (23%), and finance and insurance (6%). Small businesses are defined in Section 3 of the Regulatory Review Act, (71 P.S. § 745.3) which provides that a small business is defined by the SBA's Small Business Size Regulations under 13 CFR Ch. 1 Part 121. These size standards have been established for types of businesses under the North American Industry Classification System (NAICS). In applying the NAICS standards to appraisers, the standard set for offices of real estate appraisers (NAICS Code 531320) to qualify as a small business is \$7.5 million or less in average annual receipts. Small businesses in residential property managers (531311), nonresidential property managers (531312), and other activities related to real estate (531390) are also those with \$7.5 million or less in average annual receipts. In considering all these small business thresholds set by NAICS for the businesses in which appraisers work, it is probable that most of the appraisers work in small businesses. Based upon the figure of \$7.5 million in average

annual receipts, the Board proceeds on the assumption that appraisers and licensed appraiser trainees work for small businesses.

Small businesses will be minimally impacted by the regulations. The majority of the final regulations are Federally mandated and have already been implemented by the Board.

(16) List the persons, groups or entities, including small businesses that will be required to comply with the regulation. Approximate the number that will be required to comply.

Approximately 3,658 actively certified real estate appraisers and licensed appraiser trainees, including those that either work for or are themselves considered small businesses, will be required to comply with the rulemaking.

(17) Identify the financial, economic and social impact of the regulation on individuals, small businesses, businesses and labor communities and other public and private organizations. Evaluate the benefits expected as a result of the regulation.

Because the majority of the regulations implement Federally mandated criteria, the entire regulated community would benefit from the amendments. The public at large will also benefit from the amendments as the result of improvements in appraiser qualifications and practice standards. With respect to the Board's decision to decrease experience and post-secondary education standards, the public may benefit in that it may encourage individuals to enter and/or remain in the appraiser profession.

The new AQB Qualification Criteria and the final regulations will lessen the financial burden on applicants for certified residential real estate appraiser credential due to decreased experience and post-secondary education requirements (Bachelor's degree no longer required for the certified residential real estate appraiser credential). The regulatory amendments that require licensed appraiser trainees to obtain 28 classroom hours of continuing education were implemented on January 1, 2015, due to federal requirements. Since the Board's final regulations requiring continuing education mirror the Federal standards, the final-form regulation will not impose an additional financial burden than what has already been imposed. The Board's amendments also require an official criminal history record information check from the State Police or other state agency for every state in which the candidate has lived or worked during the past 5 years.

This final-form rulemaking will have a fiscal impact on the regulated community due to the cost of continuing education for licensed appraiser trainees (annual cost of approximately \$105,315) and criminal history record information checks (annual cost of approximately \$7,480).

(18) Explain how the benefits of the regulation outweigh any cost and adverse effects.

The majority of the final-form regulations are mandated by Federal law and/or clarify the existing law. Any perceived adverse effects/costs in complying with Federal requirements is outweighed by the consumer protection benefits in assuring that appraisals are performed in accordance with Federal law.

(19) Provide a specific estimate of the costs and/or savings to the regulated community associated with compliance, including any legal, accounting or consulting procedures which may be required. Explain how the dollar estimates were derived.

The financial impact on applicants, and their employers to the extent the employer elects to pay application fees on behalf of employees, will include the nominal cost (currently \$22 in Pennsylvania) of a criminal history record information check. In order to comply with Federal standards and to determine criminal history, good moral character and fitness for licensure or certification, the Board's final regulations require a criminal history record information check. The Board processes approximately 340 applications annually, including applications for general and residential appraisers, licensed appraiser trainees, and temporary licenses. Based upon a \$22 fee, the regulated community would only be impacted with an annual cost of approximately \$7,480.

Additionally, the final regulations reflect the Federally mandated criteria for post-secondary education for general real estate appraiser certification and continuing education for licensed appraiser trainees. Increasing postsecondary education requirements and continuing education has a financial, economic, and social impact; however, the post-secondary requirements for general real estate appraisers are Federally mandated. The increased education requirements ensure that real estate appraisers have sufficient education to perform the tasks required of licensees. The Board's final regulations regarding the continuing education requirement for licensed appraiser trainees are also Federally mandated. The continuing education requirement may have a financial impact on trainees as the cost of 28 hours of continuing education per biennium is approximately \$510. Currently there are approximately 413 licensed appraiser trainees; therefore, the total cost to the regulated community for the continuing education is approximately \$210,630 biennially or \$105,315 annually. Notably, pursuant to Act 72, licensed appraiser trainees may apply qualifying education completed after the issuance of the trainee license and during the biennial licensure period. Therefore, continuing education expenses decrease to the extent that trainees complete qualifying education courses during the biennial period.

(20) Provide a specific estimate of the costs and/or savings to the local governments associated with compliance, including any legal, accounting or consulting procedures which may be required. Explain how the dollar estimates were derived.

There are no costs or savings to local governments associated with the regulations.

(21) Provide a specific estimate of the costs and/or savings to the state government associated with the implementation of the regulation, including any legal, accounting, or consulting procedures which may be required. Explain how the dollar estimates were derived.

The Board will incur costs and increased paperwork associated with audit and enforcement of the continuing education regulations for licensed appraiser trainees and costs associated with reviewing criminal history record information; however, the Board expects the increase in costs to be minimal.

(22) For each of the groups and entities identified in items (19)-(21) above, submit a statement of legal, accounting or consulting procedures and additional reporting, recordkeeping or other paperwork, including copies of forms or reports, which will be required for implementation of the regulation and an explanation of measures which have been taken to minimize these requirements.

Applicants will be required to submit an official criminal history record information check from the State Police or other state agency for every state in which the candidate has lived or worked during the past 5 years. Regarding the continuing education requirement for licensed appraiser trainees, the Board will include licensed appraiser trainees in its random audits to monitor compliance with continuing education requirements. Currently, pursuant to AQB Qualification Criteria, the Board requires licensed appraiser trainees and supervisory appraisers to jointly maintain experience logs. Licensed appraiser trainees must submit experience logs to the Board when applying for certification. Additionally, residential real estate appraisers applying for a general real estate appraiser credential also submit to the Board jointly maintained appraisal experience logs on forms provided by the Board. Thus, the final-form regulation codifies the existing Board procedure, and, therefore, will not create an additional burden.

(22a) Are forms required for implementation of the regulation? Yes.

(22b) If forms are required for implementation of the regulation, attach copies of the forms here. If your agency uses electronic forms, provide links to each form or a detailed description of the information required to be reported. Failure to attach forms, provide links, or provide a detailed description of the information to be reported will constitute a faulty delivery of the regulation.

The Board has attached the forms required for implementation of the regulation. (See Attachment "B")

(23) In the table below, provide an estimate of the fiscal savings and costs associated with implementation and compliance for the regulated community, local government, and state government for the current year and five subsequent years.

	Current FY FY 18-19	FY +1 FY 19-20	FY +2 FY 20-21	FY +3 FY 21-22	FY +4 FY 22-23	FY +5 FY 23-24
SAVINGS:	\$	\$	\$	\$	\$	\$
Regulated Community						
Local Government						
State Government						
Total Savings	N/A	N/A	N/A	N/A	N/A	N/A
COSTS:						
Regulated Community	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795
Local Government						
State Government						
Total Costs	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795
REVENUE LOSSES:						
Regulated Community						
Local Government						
State Government						
Total Revenue Losses	N/A	N/A	N/A	N/A	N/A	N/A

(23a) Provide the past three-year expenditure history for programs affected by the regulation.

Program	FY -3 FY 15-16	FY -2 FY 16-17	FY -1 FY 17-18	Current FY FY 18-19
State Board of Certified Real Estate Appraisers	\$636,008.60	\$656,322.06	\$695,185.97	\$821,000.00

(24) For any regulation that may have an adverse impact on small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012), provide an economic impact statement that includes the following:

- (a) An identification and estimate of the number of small businesses subject to the regulation.
- (b) The projected reporting, recordkeeping and other administrative costs required for compliance with the proposed regulation, including the type of professional skills necessary for preparation of the report or record.
- (c) A statement of probable effect on impacted small businesses.
- (d) A description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation.

The final-form regulations will have a minimal adverse impact on small businesses. It is unknown to what extent small businesses would pay for continuing education for licensed appraiser trainees.

Even assuming a small business would pay for the cost of continuing education, the cost per licensee is approximately \$510 per biennium. This cost could be minimized if the licensed appraiser trainee completes qualifying education during the biennial licensure period. Under Act 72, such qualifying education may be applied to satisfy the licensed appraiser trainee's continuing education requirements. The final-form regulations that have a cost impact are Federally mandated; therefore, the Board does not have any way of lessening the burden of the Federally mandated requirements such as increased educational requirements and continuing education for licensed appraiser trainees. Similarly, under AQB Qualification Criteria, states are required to conduct a background check on applicants. The costs of a background check are nominal and, therefore, determined not to have an adverse impact on small businesses.

(25) List any special provisions which have been developed to meet the particular needs of affected groups or persons including, but not limited to, minorities, the elderly, small businesses, and farmers.

The Board has not perceived any particular needs of these groups that need to be accommodated. Under AQB Qualification Criteria, deferrals for continuing education may be granted for individuals returning from active military duty or individuals impacted by a state-or federally-declared disaster.

(26) Include a description of any alternative regulatory provisions which have been considered and rejected and a statement that the least burdensome acceptable alternative has been selected.

No alternative regulatory provisions were considered. The Board considers the regulations to be the least burdensome acceptable alternative. The Board is required to implement AQB Qualification Criteria. The majority of the regulatory provisions in this final-form regulatory package implement Federally mandated qualification criteria. In the few instances where the Board was more stringent than the Federal requirements, the Board determined that it was in the public interest to do so. The public must be able to rely upon appraisers, including the quality of the training and experience required to obtain certification. If the credibility of the profession is threatened, it could undermine the confidence in the real estate and financial markets which base their decisions on sound and credible real property appraisals.

(27) In conducting a regulatory flexibility analysis, explain whether regulatory methods were considered that will minimize any adverse impact on small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012), including:

- a) The establishment of less stringent compliance or reporting requirements for small businesses;**
- b) The establishment of less stringent schedules or deadlines for compliance or reporting requirements for small businesses;**
- c) The consolidation or simplification of compliance or reporting requirements for small businesses;**
- d) The establishment of performing standards for small businesses to replace design or operational standards required in the regulation; and**
- e) The exemption of small businesses from all or any part of the requirements contained in the regulation.**

No alternative regulatory provisions were considered. The Board considers the regulations to be the least burdensome acceptable alternative. The Board is required to implement the AQB

Qualification Criteria. The majority of amendments in this final-form regulatory package implement Federally mandated qualification criteria. In the few instances where the Board was more stringent than the Federal requirements, the Board determined that it was in the public interest to do so. The public must be able to rely upon appraisers, including the quality of the training and experience required to obtain certification. If the credibility of the profession is threatened, it could undermine the confidence in the real estate and financial markets which base their decisions on sound and credible real property appraisals.

(28) If data is the basis for this regulation, please provide a description of the data, explain in detail how the data was obtained, and how it meets the acceptability standard for empirical, replicable and testable data that is supported by documentation, statistics, reports, studies or research. Please submit data or supporting materials with the regulatory package. If the material exceeds 50 pages, please provide it in a searchable electronic format or provide a list of citations and internet links that, where possible, can be accessed in a searchable format in lieu of the actual material. If other data was considered but not used, please explain why that data was determined not to be acceptable.

No data was the basis for this regulation.

(29) Include a schedule for review of the regulation including:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| A. The length of the public comment period: | 30 days |
| B. The date or dates on which public meetings or hearings will be held: The Board discusses all of its regulatory proposals at regularly scheduled public meetings. The Board will meet on the following dates in 2019: July 24, September 4, October 17, and November 30. | |
| C. The expected date of promulgation of the proposed regulation as a final-form regulation: | Summer 2019 |
| D. The expected effective date of the final-form regulation: | Upon publication in the <i>Pennsylvania Bulletin</i> |
| E. The expected date by which compliance with the final-form regulation will be required: | Upon publication in the <i>Pennsylvania Bulletin</i> |
| F. The expected date by which required permits, licenses or other approvals must be obtained: | N/A |

(30) Describe the plan developed for evaluating the continuing effectiveness of the regulations after its implementation.

The Board continually reviews the efficacy of its regulations, as part of its annual review process under Executive Order 1996-1. The Board discusses all its regulatory proposals at its public meetings of the Board. See above item (29) B for a listing of upcoming board meeting dates.

ATTACHMENT “A”

1. **The Real Property Appraiser Qualification Criteria (Effective May 1, 2018)**

WHAT IS THE AQB?

The Appraiser Qualifications Board (AQB) is an independent board of The Appraisal Foundation (TAF). The AQB is comprised of at least five practicing appraisers who are appointed by TAF's Board of Trustees for one- to three-year terms.

Under the provisions of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), the AQB establishes the minimum education, experience, and examination requirements for real property appraisers to obtain a state license or certification as well as Supervisory Appraiser requirements. In addition, the AQB performs a number of ancillary duties related to real property and personal property appraiser qualifications (see "Other AQB Work" on page 4).

REAL PROPERTY APPRAISER QUALIFICATION CRITERIA, INTERPRETATIONS OF THE CRITERIA, GUIDE NOTES AND Q&AS

States are required to implement appraiser licensing and certification requirements that are no less stringent than those issued by the AQB in the *Real Property Appraiser Qualification Criteria (Criteria)*.

The AQB has statutory authority to develop mandatory *Criteria* for Supervisory Appraisers (not an appraiser credential classification) and the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General appraiser classifications. If a state has these classifications, they are required to adopt these *Criteria*, at a minimum, for appraisals performed in federally-related transactions.

The original *Criteria*, adopted by the AQB in March 1991, included the following classifications: Licensed Residential, Certified Residential and Certified General. Each of these classifications included requirements for education, experience, and an examination. The Trainee Appraiser classification was adopted by the AQB in 1993 and does not include experience or examination requirements.

After public exposure, the AQB adopted revisions to all classifications in early 1994 for implementation in January 1998. Major components of the revised *Criteria* included:

- An increase in the qualifying education requirements for the Licensed Residential and Certified General classifications;
- The requirement that all real property appraisers take the *15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Course*;
- An increase in the experience requirements for the Certified Residential and Certified General Classifications from 2,000 to 2,500 hours, and from 2,000 to 3,000 hours, respectively; and
- An increase in the annual continuing education requirement from 10 to 14 classroom hours for all classifications.

After thorough public exposure, the AQB adopted significant revisions to the *Criteria* in early 2004 for implementation in January 2008. Highlights of the major revisions include:

- An increase in the qualifying education requirements for the Licensed Residential, Certified Residential, and Certified General classifications. The required education hours were raised from 90 to 150 hours for the Licensed Residential classification, 120 to 200 hours for the Certified Residential classification, and 180 to 300 hours for the Certified General classification; and
- A requirement for college-level education for the Certified Residential and Certified General classifications. The Certified Residential classification required an Associate degree or higher; or in lieu of a degree, a minimum of 21 college semester hours in specified coursework. The Certified General required a Bachelor's degree or higher, or in lieu of a degree, a minimum of 30 semester hours in specified college course work.

After five exposure drafts, in December 2011 the AQB adopted revisions to the *Criteria* for implementation in January 2015. Major revisions include:

- Education and experience must be completed prior to taking the *National Uniform Licensing and Certification Examinations*;
- Applicants for the Certified Residential and Certified General classifications must have a Bachelor's degree or higher from an accredited college or university;
- Applicants for the Licensed Residential classification must successfully complete 30 semester hours of college-level education from an accredited college, junior college, community college, or university, or have an Associate's degree or higher from an accredited college, junior college, community college, or university;
- Recognition of university degree programs as counting toward the education requirements in the *Criteria*;
- Removal of the "Segmented" Approach to implementation of the *Criteria*;
- Prohibition of repetitive continuing education within the same continuing education cycle;
- Clarification of the term "written examination";
- Revisions to the Trainee Appraiser classification that include a requirement to take a course oriented to the requirements and responsibilities of Trainee Appraisers and Supervisory Appraisers;
- New Supervisory Appraiser requirements;
- Revisions to Guide Note 1; and
- Additions to the illustrative list of educational topics acceptable for continuing education.

In July 2015, the AQB issued a Concept Paper exploring alternative requirements to the *Criteria*. In October 2015, the AQB held a Public Hearing with major stakeholders of the *Criteria*. In the following two years, the AQB issued a Discussion Draft and four Exposure Drafts of proposed changes to the 2015 *Criteria*. On February 1, 2018, the AQB adopted revisions to the *Criteria*. Major revisions include:

- Elimination of college-level education requirements for the Licensed Residential Real Property classification;
- Alternative college-level education requirements for the Certified Residential Real Property classification;
- An alternative track for Licensed Residential Real Property Appraisers to move to the Certified Residential Real Property Appraiser classification; and

- Modification of experience hours and experience time frames for the Licensed Residential and Certified Residential classifications, and modification of experience hours for the Certified General classification.

To further clarify AQB intent to users of the *Criteria*, the AQB may issue Interpretations of the *Criteria*. Interpretations are essential to properly understanding the *Criteria* and are, therefore, binding on users of the *Criteria*. Interpretations are added to the text of this document subsequent to their adoption by the AQB. These Interpretations are listed in subject matter order, which is designed to follow the applicable *Criteria*. As a result, the dates reflecting the adoption of some Interpretations may not follow a chronological sequence.

Supporting the Work of the AQB

The AQB strongly encourages input from appraisers, users of appraisal services and the public through the exposure draft process, public meetings, speaking engagements and correspondence. Detailed information on how to support the work of the AQB is available online via the Foundation's website at www.appraisalfoundation.org, or by contacting the Board's staff at the Foundation by calling (202) 347-7722, or via e-mail at AQBcomments@appraisalfoundation.org.

Exposure Draft Process

In recognition of the public authority of the AQB, all proposed revisions to the *Criteria* must be exposed for public comment prior to adoption. The AQB considers all comments in public meetings prior to taking final action. Prior to publication of an exposure draft, all proposed revisions to the *Criteria* are reviewed by a regulatory attorney.

Public Meetings

The AQB conducts periodic public meetings. Observers are encouraged to attend and, if time permits, address the Board regarding an agenda item.

Speaking Engagements

Members of the AQB are available for speaking engagements and presentations on the current work of the Board. Invitations to speak may be submitted via the "Request a Speaker" section on The Appraisal Foundation's website (www.appraisalfoundation.org). These requests should be submitted as early as possible in order to facilitate scheduling.

Other AQB Work

In addition to its work on the *Criteria*, the AQB is involved in numerous other ongoing projects including:

- Maintenance and periodic updating of the National Uniform Licensing and Certification Examinations and their accompanying Examination Content Outlines (ECO's). The ECO's are used in the development of the examinations.
- Development of and enhancements to the Program to Improve USPAP Education.
- Administration of the Course Approval Program (CAP).
- Administration of the Undergraduate/Graduate Degree in Real Estate Review Program.
- Development of *voluntary* minimum *Personal Property Appraiser Qualification Criteria*.

More information on The Appraisal Foundation and the activities of the AQB is available online at www.appraisalfoundation.org or by contacting the Board's staff at The Appraisal Foundation by phone at (202) 347-7722 or via e-mail at staff@appraisalfoundation.org.

Real Property Appraiser Qualification Criteria

DEFINITIONS:

Real Property Appraiser Qualification Criteria (Criteria): Established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation, these *Criteria* set forth the minimum education, experience, and examination requirements for real property appraisers.

Required Core Curriculum: A set of major appraisal subject matter headings, known as “modules,” which require a specified number of educational hours at each credential level.

For example, as part of the Required Core Curriculum, a minimum of 30 hours of coverage of the module “Basic Appraisal Principles” is required.

Subtopics: Areas of appraisal education (as identified in AQB Guide Note 1) that may be included within the modules of the *Required Core Curriculum*.

As Guide Note 1 is not a binding requirement, coverage of the subtopics is not required for educational offerings to be valid; however, individuals will be expected to demonstrate competency in the subtopics in order to pass the respective licensing or certification examinations.

Interpretations: Elaborations or clarifications of the *Criteria* issued by the AQB. Interpretations are essential to a proper understanding of the requirements set forth in the *Criteria* and are, therefore, binding upon users of the *Criteria*.

Guide Notes: Guidance or advice provided by the AQB for assistance in understanding and implementing the *Criteria*.

For example, AQB Guide Note 1 (GN-1) “AQB Guidance for Curriculum Content” provides state appraiser regulators, students, and educators with suggested subtopics and items of coverage for each module in the Required Core Curriculum. The subtopics identified in Guide Note 1 represent those areas of education in which appraisers should be able to demonstrate competency to pass the respective licensing or certification examinations.

GENERAL INTERPRETATIONS

The following is the only exception for implementing the *2015 Real Property Appraiser Qualification Criteria*:

An applicant in the Reserve components of the U.S. Armed Forces, who was pursuing an appraiser license or certification prior to December 1, 2011, and who was called to active duty between December 1, 2011 and December 31, 2014, may satisfy the qualifications required under the 2008 Criteria for an additional time period after January 1, 2015. The extension of time shall be equal to the applicant's time of active duty, plus 12 months.

CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS

I. Standards of Practice

Appraisers in all classifications shall perform and practice in compliance with the *Uniform Standards of Professional Appraisal Practice (USPAP)*.

II. Existing Credential Holders

Existing credential holders (with the exception of Trainee Appraisers) in good standing in any jurisdiction shall be considered in compliance with current Appraiser Qualifications Board *Real Property Appraiser Qualification Criteria (Criteria)* if they have passed an AQB-approved qualifying examination for that credential. This applies to reciprocity, temporary practice, renewals, and applications for the same credential (with the exception of Trainee Appraisers) in another jurisdiction. All credential holders must comply with ongoing requirements for continuing education and state renewal procedures.

III. Generic Education Criteria

A. Class Hour

1. A class hour is defined as 60 minutes, of which at least 50 minutes are instruction attended by the student.
2. The prescribed number of class hours includes time for examinations.

B. Credit for the class hour requirements may be obtained only from the following providers:

1. Colleges or universities;
2. Community or junior colleges;
3. Real estate appraisal or real estate-related organizations;
4. State or federal agencies or commissions;
5. Proprietary schools;
6. Providers approved by state certification/licensing agencies; or
7. The Appraisal Foundation or its Boards.

C. Experience may not be substituted for education.

D. Distance education is defined as any education process based on the geographical separation of student and instructor. A distance education course is acceptable to meet class hour requirements if:

1. The course provides interaction. Interaction is a reciprocal environment where the student has verbal or written communication with the instructor; and
2. Content approval is obtained from the AQB, a state appraiser regulatory jurisdiction, or an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education. Non-academic credit college courses provided by a college shall be approved by the AQB or the state appraiser regulatory jurisdiction; and
3. Course delivery mechanism approval is obtained from one of the following sources:
 - a. AQB approved organizations providing approval of course design and delivery; or
 - b. a college or university that qualifies for content approval in paragraph 2 above that awards academic credit for the distance education course; or

- c. a qualifying college or university for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

E. Criteria Specific to Qualifying Education

1. Class hours will be credited only for educational offerings with content that follows the *Required Core Curriculum* for each respective credential classification. Course content requirements may be general or specific to property types. The *Required Core Curriculum* is to be followed by major headings with the classroom hours for each. Guide Note (GN-1) contains guidance for curriculum content with subtopics listed under each major module. The subtopics listed in GN-1 are used for developing Examination Content Outlines for each applicable credential classification, and may also be amended from time to time to reflect changes in technology or in the Body of Knowledge. GN-1 is not mandatory for meeting the *Required Core Curriculum*.
2. Credit toward qualifying education requirements may also be obtained via the completion of a degree in Real Estate from an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the US Secretary of Education, provided that the college or university has had its curriculum reviewed and approved by the AQB.

The AQB may maintain a list of approved college or university degree programs, including the *Required Core Curriculum* and Appraisal Subject Matter Elective hours satisfied by the award of the degree. Candidates for the Trainee Appraiser, Licensed Residential, Certified Residential, or Certified General credential who are awarded degrees from approved institutions are required to complete all additional education required for the credential in which the approved degree is judged to be deficient by the AQB.

3. Class hours may be obtained only where:
 - a. the minimum length of the educational offering is at least 15 hours; and
 - b. the individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.
4. Where the qualifying education course includes multiple modules as listed in the *Required Core Curriculum*, there must be appropriate testing of each module included in the course.
5. Courses taken to satisfy the qualifying education requirements must not be repetitive. Courses shall foster problem-solving skills in the education process by utilizing case studies as a major teaching method when applicable.
6. Applicants must take the *15-Hour National USPAP Course*, or its AQB-approved equivalent, and pass the associated *15-Hour National USPAP Course* examination. At least one of the course instructors must be an AQB Certified USPAP Instructor who is also a state certified appraiser in good standing. Course equivalency shall be determined through the AQB Course Approval Program or by an alternate method established by the AQB. USPAP education presented in a distance education format must be designed to foster appropriate student-to-student, student-to-instructor, and student-to-material interaction.
7. In addition to the generic requirements described in III.D., distance education courses intended for use as qualifying education must include a written, closed-book final examination

(proctored by an official approved by the college or university, or by the sponsoring organization). The term "written" as used herein refers to an exam that might be written on paper, or administered electronically on a computer workstation or other device. Oral exams are not acceptable. The testing must be in compliance with the examination requirements of this section.

F. Criteria Specific to Continuing Education

1. The purpose of continuing education is to ensure that appraisers participate in a program that maintains and increases their skill, knowledge, and competency in real property appraising.

Aside from complying with the requirements to complete the *7-Hour National USPAP Update Course*, or its equivalent, appraisers may not receive credit for completion of the same continuing education course offering within an appraiser's continuing education cycle.

2. Credit towards the continuing education hour requirements for each appraiser classification may be granted only where the length of the educational offering is at least two (2) hours.
3. Credit may be granted for education offerings that are consistent with the purpose of continuing education and cover real property related appraisal topics, including, but not limited to:
 - a. Ad valorem taxation;
 - b. Arbitration, dispute resolution;
 - c. Courses related to the practice of real estate appraisal or consulting;
 - d. Development cost estimating;
 - e. Ethics and standards of professional practice, USPAP;
 - f. Land use planning, zoning;
 - g. Management, leasing, timesharing;
 - h. Property development, partial interests;
 - i. Real estate law, easements, and legal interests;
 - j. Real estate litigation, damages, condemnation;
 - k. Real estate financing and investment;
 - l. Real estate appraisal-related computer applications;
 - m. Real estate securities and syndication;
 - n. Developing opinions of real property value in appraisals that also include personal property and/or business value;
 - o. Seller concessions and impact on value; and/or
 - p. Energy efficient items and "green building" appraisals.
4. Up to one half of an individual's continuing education requirement may also be granted for participation, other than as a student, in appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks, or similar activities that are determined to be equivalent to obtaining continuing education. Credit for instructing any given course or seminar can only be awarded once during a continuing education cycle.
5. Educational offerings taken by an individual in order to fulfill the class hour requirement for a different classification than his/ her current classification may be simultaneously counted towards the continuing education requirement of his/her current classification.

6. In addition to the generic requirements described in III.D., distance education courses intended for use as continuing education must include at least one of the following:
 - a. A written examination proctored by an official approved by the college or university, or by the sponsoring organization. The term "written" as used herein refers to an exam that might be written on paper, or administered electronically on a computer workstation or other device. Oral exams are not acceptable; or
 - b. Successful completion of prescribed course mechanisms required to demonstrate knowledge of the subject matter.
7. Real estate appraisal-related field trips may be acceptable for credit toward the continuing education requirements. However, transit time to or from the field trip may not be included when awarding credit unless instruction occurs during said transit time.
8. Appraisers must successfully complete the *7-Hour National USPAP Update Course*, or its AQB-approved equivalent, every two calendar years. Equivalency shall be determined through the AQB Course Approval Program or by an alternate method established by the AQB.
9. Individuals who are credentialed in more than one jurisdiction shall not have to take more than one *7-Hour National USPAP Update Course* within a two calendar year period for the purposes of meeting AQB *Criteria*.
10. USPAP continuing education credit shall only be awarded when the course is instructed by at least one AQB Certified USPAP Instructor who is also a state certified appraiser in good standing.
11. The equivalent of fourteen (14) class hours of instruction in courses or seminars for each year during the period preceding the renewal is required. For example, a two-year continuing education cycle would require twenty-eight hours. The class hour requirement can be fulfilled at any time during the cycle.
12. AQB Certified USPAP Instructors successfully completing a *7-Hour Instructor Recertification Course* and exam (if required) within their current continuing education cycle have satisfied the *7-Hour National USPAP Update Course* continuing education requirement.
13. State appraiser regulatory agencies with the appropriate authority to do so may place a credential holder in an "inactive status" in the event the state determines a deficiency in continuing education was due to extenuating circumstances.

Prior to reactivation, credential holders in an inactive status must complete all required continuing education hours that would have been required if the credential holder was in an active status. The required hours must also include the most recent edition of a *7-Hour National USPAP Update Course* (or its AQB-approved equivalent).

Waivers may not be granted to credential holders who have failed to meet the continuing education requirements.

Deferrals may not be granted to credential holders, except in the case of individuals returning from active military duty, or individuals impacted by a state- or federally-declared disaster. State appraiser regulatory agencies may allow credential holders returning from active military duty to be placed in active status for a period of up to 90 days pending completion of all continuing education requirements. State appraiser regulatory agencies may allow credential holders impacted by a state- or federally-declared disaster that occurs within 90 days prior to the end of the continuing education cycle to remain (or be placed in) active status for a period of up to 90 days after the end of the credential holder's continuing education cycle, pending completion of all continuing education requirements.

14. Credentialed appraisers are required to complete continuing education for a partial year in a continuing education cycle as follows:

For continuing education cycle periods of 185 days or more, 14 hours of continuing education is required.

For continuing education cycle periods of less than 185 days, no hours of continuing education are required.

Example #1: A credential issued on August 15 that expires on December 31 of the same year would not require any continuing education hours for that year.

Example #2: A credential issued on May 15 that expires on December 31 of the same year would require 14 continuing education hours for that year.

Example #3: A credential issued on August 15 that expires on December 31 of the following year would require 14 hours of continuing education to renew.

15. State appraiser regulatory agencies may award continuing education credit to credentialed appraisers who attend a state appraiser regulatory agency meeting, under the following conditions:
 - a. Credit may be awarded for a single state appraiser regulatory agency meeting per continuing education cycle. The meeting must be open to the public and must be a minimum of two (2) hours in length. The total credit cannot exceed seven (7) hours; and
 - b. The state appraiser regulatory agency must ensure that the credentialed appraiser attends the meeting for the required period of time.

IV. Generic Examination Criteria

A new applicant not currently licensed or certified and in good standing in another jurisdiction, shall have up to 24 months, after approval by the state, to take and pass an AQB-approved qualifying examination for the credential. Successful completion of the examination is valid for a period of 24 months.

V. Generic Experience Criteria

- A. Education may not be substituted for experience, except as shown below in Section D below.
- B. The quantitative experience requirements must be satisfied by time spent on the appraisal process. The appraisal process consists of: analyzing factors that affect value; defining the

problem; gathering and analyzing data; applying the appropriate analysis and methodology; and arriving at an opinion and correctly reporting the opinion in compliance with USPAP.

- C. Hours may be treated as cumulative in order to achieve the necessary number of hours of appraisal experience.
1. Cumulative is defined as meaning that experience may be acquired over any time period.
 2. The following is an example of cumulative experience:

Year 1	200 Hours
Year 2	800 Hours
Year 3	600 Hours
Year 4	400 Hours
Year 5	500 Hours
Total	2,500 Hours

- D. There need not be a client in a traditional sense (e.g., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience requirement.

Practicum courses that are approved by the AQB Course Approval Program or state appraiser regulatory agencies can satisfy the non-traditional client experience requirement. A practicum course must include the generally applicable methods of appraisal practice for the credential category. Content includes, but is not limited to: requiring the student to produce credible appraisals that utilize an actual subject property; performing market research, containing sales analysis; and applying and reporting the applicable appraisal approaches in conformity with USPAP. Assignments must require problem solving skills for a variety of property types for the credential category.

Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.

- E. An hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal practice. Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and mass appraisal.

All experience must be obtained after January 30, 1989, and must be USPAP-compliant. An applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.

- F. Documentation in the form of reports, certifications, or file memoranda, or, if such reports and memoranda are unavailable for good cause, other evidence at the credentialing authority's discretion that the work is compliant with USPAP must be provided as part of the state experience verification process to support the experience claimed.
- G. The verification for experience credit claimed by an applicant shall be on forms prescribed by the state certification/licensing agency, which shall include:
1. Type of property;
 2. Date of report;

3. Address of appraised property;
4. Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;
5. Number of actual work hours by the trainee/applicant on the assignment; and
6. The signature and state certification number of the supervising appraiser if applicable. Separate appraisal logs shall be maintained for each supervising appraiser if applicable.

H. There is no maximum time limit during which experience may be obtained.

VI. Background Checks

- A. All applicants for a real property appraiser credential shall possess a background that would not call into question public trust.
- B. Applicants shall provide state appraiser regulatory agencies with all of the information and documentation necessary for the jurisdiction to determine the applicant's fitness for licensure or certification.
- C. An applicant shall not be eligible for a real property appraiser credential if, during at least the five (5) year period immediately preceding the date of the application for licensing or certification, the applicant has been convicted of, or pled guilty or nolo contendere to a crime that would call into question the applicant's fitness for licensure.
- D. Additional guidance related to background checks for applicants for a real property appraiser credential may be found in Guide Note 9 (GN-9).

VII. Interpretations and Guide Notes (GN)

Periodically, the AQB may issue Interpretations to the *Criteria* (binding); or Guide Notes (advisory) on interpretations or application of the *Criteria*.

SUPERVISORY APPRAISER REQUIREMENTS

APPLICABLE TO SUPERVISION OF TRAINEE APPRAISERS ONLY

Supervisory Appraisers provide a critical role in the mentoring, training and development of future valuation professionals. It is inherently important to strike a proper balance between enhancing public trust by ensuring Supervisory Appraisers are competent and qualified to supervise Trainee Appraisers without making the criteria too stringent and restrictive as to discourage or prevent qualified Supervisory Appraisers from actually participating in the training and supervision of Trainee Appraisers.

I. General

- A. Supervisory Appraisers shall be responsible for the training, guidance, and direct supervision of the Trainee Appraiser by:
 1. Accepting responsibility for the appraisal by signing and certifying the appraisal complies with USPAP;
 2. Reviewing and signing the Trainee Appraiser appraisal report(s); and
 3. Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent to inspect the property, in accordance with the COMPETENCY RULE of USPAP for the property type.
- B. Supervisory Appraisers shall be state-certified and in "good standing for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. Supervisory Appraisers do not need to be state certified and in good standing *in the jurisdiction* in which the Trainee Appraiser practices *for any specific minimum period of time*. Supervisory Appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affected the Supervisory Appraiser's legal eligibility to engage in appraisal practice. A Supervisory Appraiser subject to a disciplinary action would be considered to be in "good standing" three (3) years *after* the successful completion/termination of the sanction imposed against the appraiser.
- C. Supervisory Appraisers must comply with the COMPETENCY RULE of USPAP for the property type and geographic location where the Trainee Appraiser is being supervised.
- D. Whereas a Trainee Appraiser is permitted to have more than one Supervisory Appraiser, Supervisory Appraisers may not supervise more than three (3) Trainee Appraisers at one time, unless a state program in the credentialing jurisdiction provides for progress monitoring, supervisory certified appraiser qualifications, and supervision and oversight requirements for Supervisory Appraisers.
- E. An appraisal experience log shall be maintained jointly by the Supervisory Appraiser and the Trainee Appraiser. It is the responsibility of both the Supervisory Appraiser and Trainee Appraiser to ensure the experience log is accurate, current, and complies with the requirements of the Trainee Appraiser's credentialing jurisdiction. At a minimum, the appraisal log requirements shall include:
 1. Type of property;
 2. Date of report;
 3. Address of appraised property;
 4. Description of work performed by the Trainee Appraiser and the scope of the review and supervision of the Supervisory Appraiser;

5. Number of actual work hours by the Trainee Appraiser on the assignment; and
 6. The signature and state certification number of the Supervisory Appraiser. Separate appraisal logs shall be maintained for each Supervisory Appraiser, if applicable.
- F. Supervisory Appraisers shall be required to complete a course that, at a minimum, complies with the specifications for course content established by the AQB, which is specifically oriented to the requirements and responsibilities of Supervisory Appraisers and Trainee Appraisers. The course is to be completed by the Supervisory Appraiser prior to supervising a Trainee Appraiser. Please refer to the Supervisory Appraiser / Trainee Appraiser Course Objectives and Outline in this booklet for more information.

REAL PROPERTY APPRAISER CLASSIFICATIONS

TRAINEE REAL PROPERTY APPRAISER

Please consult the CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS for additional requirements.

I. General

- A. The Trainee Appraiser classification is intended to incorporate any documented non-certified/non-licensed real property appraisers who are subject to the *Real Property Appraiser Qualification Criteria*. Recognizing that individual credentialing jurisdictions may use different terminologies, "Trainee Appraisers" include, but are not limited to: registered appraisers, apprentice appraisers, provisional appraisers, or other similar designations created by state appraiser regulatory agencies.
- B. The scope of practice for the Trainee Appraiser classification is the appraisal of those properties which the state-certified Supervisory Appraiser is permitted by his/her current credential and that the Supervisory Appraiser is competent to appraise.
- C. The Trainee Appraiser, as well as the Supervisory Appraiser, shall be entitled to obtain copies of appraisal reports and/or permitted appropriate access and retrieval arrangements for all workfiles for appraisals in which he or she participated, in accordance with the RECORD KEEPING RULE of USPAP.
- D. All Trainee Appraisers must comply with the COMPETENCY RULE of USPAP for all assignments.

II. Examination

There is no examination requirement for the Trainee Appraiser classification, but the Trainee Appraiser shall pass the appropriate end-of-course examinations in all of the prerequisite qualifying education courses in order to earn credit for those courses.

III. Qualifying Education

- A. As the prerequisite for application, an applicant must have completed seventy-five (75) hours of qualifying education as specified in the *Required Core Curriculum*. Additionally, applicants must pass the course examinations and pass the *15-Hour National USPAP Course* (or its AQB-approved equivalent) and examination as part of the 75 hours. All qualifying education must be completed within the five (5) year period immediately preceding the date of application for a Trainee Appraiser credential.
- B. Appraisers holding a valid Licensed Residential Real Property Appraiser credential satisfy the educational requirements for the Trainee Appraiser credential.
- C. Appraisers holding a valid Certified Residential Real Property Appraiser credential satisfy the educational requirements for the Trainee Appraiser credential.
- D. Appraisers holding a valid Certified General Real Property Appraiser credential satisfy the educational requirements for the Trainee Appraiser credential.

IV. Experience

No experience is required as a prerequisite for the Trainee Appraiser classification.

V. Training

- A. The Trainee Appraiser shall be subject to direct control and supervision by a Supervisory Appraiser in good standing, who shall be state certified. A Trainee Appraiser is permitted to have more than one Supervisory Appraiser.
- B. The Supervisory Appraiser shall be responsible for the training, guidance, and direct control and supervision of the Trainee Appraiser by:
 1. Accepting responsibility for the appraisal by signing and certifying the appraisal complies with USPAP;
 2. Reviewing and signing the Trainee Appraiser appraisal report(s); and
 3. Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent to inspect the property, in accordance with the COMPETENCY RULE of USPAP for the property type.
- C. The Trainee Appraiser is permitted to have more than one Supervisory Appraiser, but a Supervisory Appraiser may not supervise more than three (3) Trainee Appraisers, at one time, unless a program in the state appraiser regulatory jurisdiction provides for progress monitoring, supervising certified appraiser qualifications, and supervision and oversight requirements for Supervisory Appraisers.
- D. An appraisal experience log shall be maintained jointly by the Supervisory Appraiser and the Trainee Appraiser. It is the responsibility of both the Supervisory Appraiser and the Trainee Appraiser to ensure the appraisal experience log is accurate, current, and complies with the requirements of the Trainee Appraiser's credentialing jurisdiction. At a minimum, the appraisal log requirements are:
 1. Type of property;
 2. Date of report;
 3. Address of appraised property;
 4. Description of work performed by the Trainee Appraiser and scope of the review and supervision of the Supervisory Appraiser;
 5. Number of actual work hours by the Trainee Appraiser on the assignment; and
 6. The signature and state certification number of the Supervisory Appraiser. Separate appraisal logs shall be maintained for each Supervisory Appraiser, if applicable.
- E. Supervisory Appraisers shall be state certified and in good standing for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. Supervisory Appraisers do not need to be state certified and in good standing *in the jurisdiction* in which the Trainee Appraiser practices *for any specific minimum period of time*. Supervisory Appraisers shall not have been subject to any disciplinary action—within any jurisdiction—within the last three (3) years that affected the Supervisory Appraiser's legal eligibility to engage in appraisal practice. A Supervisory Appraiser subject to a disciplinary action would be considered to be in "good standing" three (3) years *after* the successful completion/termination of the sanction imposed against the appraiser.

- F. Trainee Appraisers shall be required to complete a course that, at minimum, complies with the specifications for course content established by the AQB, which is specifically oriented to the requirements and responsibilities of Supervisory Appraisers and Trainee Appraisers. The course must be completed by the Trainee Appraiser prior to obtaining a Trainee Appraiser credential from the individual credentialing jurisdiction. Further, the Trainee Appraiser course is not eligible towards the 75 hours of qualifying education required. Please refer to the Supervisory Appraiser / Trainee Appraiser Course Objectives and Outline in this booklet for more information.

LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

Please consult the CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS for additional requirements.

I. General

- 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 \$250,000.
- 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.¹
- 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.

II. Examination

- A. The AQB-approved Licensed Residential Real Property Appraiser examination must be successfully completed. The only alternative to successful completion of the Licensed Residential examination is the successful completion of the Certified Residential or Certified General examination.
- B. The prerequisites for taking the AQB-approved examination are completion of:
 - 1. One hundred fifty (150) creditable class hours as specified in the *Required Core Curriculum*; and
 - 2. One thousand (1,000) hours of qualifying experience in no fewer than six (6) months.

III. Qualifying Education

- A. The Licensed Residential Real Property Appraiser classification requires completion of one hundred fifty (150) creditable class hours as specified in the *Required Core Curriculum*. As part of the 150 required hours, the applicant shall successfully complete the *15-Hour National USPAP Course*, or its AQB-approved equivalent, and successfully pass the examination. There is no alternative to successful completion of the USPAP Course and examination.
- B. Appraisers holding a valid Trainee Appraiser credential may satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential by successfully completing the following additional educational hours:

1. Residential Market Analysis and Highest and Best Use	15 Hours
2. Residential Appraiser Site Valuation and Cost Approach	15 Hours
3. Residential Sales Comparison and Income Approaches	30 Hours

¹ Bank Holding Company Supervision Manual, 12 C.F.R. 225.63(d).

4. Residential Report Writing and Case Studies

TOTAL 15 Hours
75 Hours

C. Appraisers holding a valid **Certified Residential Real Property Appraiser** credential satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential.

D. Appraisers holding a valid **Certified General Real Property Appraiser** credential satisfy the educational requirements for the Licensed Residential Real Property Appraiser credential.

IV. Experience:

One thousand (1,000) hours of experience are required to be obtained in no fewer than six (6) months.

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

Please consult the **CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS** for additional requirements.

I. General

- A. The Certified Residential Real Property Appraiser classification qualifies the appraiser to appraise one-to-four residential units without regard to value or complexity.
 1. The classification includes the appraisal of vacant or unimproved land that is utilized for one-to-four residential units purposes 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.
- B. All Certified Residential appraisers must comply with the **COMPETENCY RULE** of USPAP.

II. Examination

- A. The AQB-approved Certified Residential Real Property Appraiser examination must be successfully completed. The only alternative to successful completion of the Certified Residential examination is the successful completion of the Certified General examination.
- B. The prerequisites for taking the AQB-approved examination are completion of:
 1. Two hundred (200) creditable class hours as specified in the *Required Core Curriculum*;
 2. Completion of the requirements specified in Section III.B. or III.C., "Qualifying Education"; and
 3. One thousand five hundred (1,500) hours of qualifying experience obtained in no fewer than twelve (12) months.

III. Qualifying Education

- A. All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education.

Applicants with a college degree from a foreign country may have their education evaluated for "equivalency" by one of the following:

- An accredited, degree-granting domestic college or university;
 - A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or
 - A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.
- B. Applicants for the Certified Residential credential must satisfy at least one of the following five options (III.B.1, III.B.2, III.B.3, III.B.4, or III.B.5):
 1. Possession of a Bachelor's Degree in any field of study;
 2. Possession of an Associate's Degree in a field of study related to:
 - a. Business Administration;
 - b. Accounting;

- c. Finance;
 - d. Economics; or
 - e. Real Estate
3. Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:
 - a. English Composition (3 semester hours);
 - b. Microeconomics (3 semester hours);
 - c. Macroeconomics (3 semester hours);
 - d. Finance (3 semester hours);
 - e. Algebra, Geometry, or higher mathematics (3 semester hours);
 - f. Statistics (3 semester hours);
 - g. Computer Science (3 semester hours);
 - h. Business or Real Estate Law (3 semester hours); and
 - i. Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).
 4. Successful completion of at least 30 semester hours of College Level Examination Program® (CLEP®) examinations from each of the following subject matter areas:
 - a. College Algebra (3 semester hours);
 - b. College Composition (6 semester hours);
 - c. College Composition Modular (3 semester hours);
 - d. College Mathematics (6 semester hours);
 - e. Principles of Macroeconomics (3 semester hours);
 - f. Principles of Microeconomics (3 semester hours);
 - g. Introductory Business Law (3 semester hours); and
 - h. Information Systems (3 semester hours).
 5. Any combination of III.B.3 and III.B.4 above that ensures coverage of all topics and hours identified in III.B.3.
- C. As an alternative to the requirements in Section III.B. above, individuals who have held a Licensed Residential credential for a minimum of five (5) years may qualify for a Certified Residential credential by satisfying all of the following:
1. 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;
 2. Successful completion of the additional required qualifying education as specified in Section III.F. below;
 3. Successful completion of the required experience as specified in Section IV below; and
 4. Successful completion of the Certified Residential Real Property Appraiser examination as specified in Section II above.
- D. The Certified Residential Real Property Appraiser classification requires completion of two hundred (200) creditable class hours as specified in the *Required Core Curriculum*: As part of the 200 required hours, the applicant shall successfully complete the *15-Hour National USPAP Course*, or its AQB-approved equivalent, and the examination. There is no alternative to successful completion of the USPAP Course and examination.

E. Appraisers holding a valid **Trainee Appraiser** credential may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by successfully completing the following additional educational hours:

1. Residential Market Analysis and Highest and Best Use	15 Hours
2. Residential Appraiser Site Valuation and Cost Approach	15 Hours
3. Residential Sales Comparison and Income Approaches	30 Hours
4. Residential Report Writing and Case Studies	15 Hours
5. Statistics, Modeling, and Finance	15 Hours
6. Advanced Residential Applications and Case Studies	15 Hours
7. Appraisal Subject Matter Electives	<u>20 Hours</u>
TOTAL	125 Hours

F. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential may satisfy the educational requirements for the Certified Residential Real Property Appraiser credential by successfully completing the following additional educational hours:

1. Statistics, Modeling, and Finance	15 Hours
2. Advanced Residential Applications and Case Studies	15 Hours
3. Appraisal Subject Matter Electives	<u>20 Hours</u>
TOTAL	50 Hours

G. Appraisers holding a valid **Trainee Appraiser** credential wishing to change to the Certified Residential Real Property Appraiser classification must also satisfy the college-level education requirement as specified in III.B.

H. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential wishing to change to the Certified Residential Real Property Appraiser classification who do not meet the requirements outlined in Section III.C. must also satisfy the college-level education requirements as specified in Section III.B.

I. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential wishing to change to the Certified Residential Real Property Appraiser classification who meet the requirements outlined in Section III.C. do not need to satisfy college-level education requirements as specified in Section III.B.

J. Appraisers holding a valid **Certified General Real Property Appraiser** credential satisfy the educational requirements for the Certified Residential Real Property Appraiser credential.

IV. Experience:

One thousand five hundred (1,500) hours of experience are required to be obtained during no fewer than twelve (12) months. While the hours may be cumulative, the required number of months must accrue before an individual can be certified.

CERTIFIED GENERAL REAL PROPERTY APPRAISER

Please consult the **CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS** for additional requirements.

I. General

- A. The Certified General Real Property Appraiser classification qualifies the appraiser to appraise all types of real property.
- B. All Certified General appraisers must comply with the **COMPETENCY RULE** of USPAP.

II. Examination

- A. The AQB-approved Certified General Real Property Appraiser examination must be successfully completed. There is no alternative to successful completion of the exam.
- B. The prerequisites for taking the AQB-approved examination are completion of:
 1. Three hundred (300) creditable class hours as specified in the *Required Core Curriculum*; and
 2. Completion of the college-level education requirements specified in III.A. "Qualifying Education"; and
 3. Three thousand (3,000) hours of qualifying experience obtained in no fewer than eighteen (18) months, where a minimum of one thousand five hundred (1,500) hours must be obtained in non-residential appraisal work.

III. Qualifying Education

- A. Applicants for the Certified General credential must hold a Bachelor's degree or higher from an accredited college or university. The college or university must be a degree-granting institution accredited by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education. Applicants with a college degree from a foreign country may have their education evaluated for "equivalency" by one of the following:
 - An accredited, degree-granting domestic college or university;
 - A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or
 - A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.
- B. The Certified General Real Property Appraiser classification requires completion of three hundred (300) creditable class hours as specified in the *Required Core Curriculum*. As part of the 300 required hours, the applicant shall complete the *15-Hour National USPAP Course*, or its AQB-approved equivalent, and the examination. There is no alternative to successful completion of the USPAP Course and examination.
- C. Applicants must demonstrate that their education includes the core courses listed in these criteria, with particular emphasis on non-residential properties. Residential is defined as "composed of one-to-four residential units."

D. Appraisers holding a valid **Trainee Appraiser** credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by successfully completing the following additional educational hours:

1. General Appraiser Market Analysis and Highest and Best Use	30 Hours
2. Statistics, Modeling and Finance	15 Hours
3. General Appraiser Sales Comparison Approach	30 Hours
4. General Appraiser Site Valuation and Cost Approach	30 Hours
5. General Appraiser Income Approach	60 Hours
6. General Appraiser Report Writing and Case Studies	30 Hours
7. Appraisal Subject Matter Electives	<u>30 Hours</u>
TOTAL	225 Hours

E. Appraisers holding a valid **Licensed Residential Real Property Appraiser** credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by successfully completing the following additional educational hours:

1. General Appraiser Market Analysis and Highest and Best Use	15 Hours
2. Statistics, Modeling and Finance	15 Hours
3. General Appraiser Sales Comparison Approach	15 Hours
4. General Appraiser Site Valuation and Cost Approach	15 Hours
5. General Appraiser Income Approach	45 Hours
6. General Appraiser Report Writing and Case Studies	15 Hours
7. Appraisal Subject Matter Electives	<u>30 Hours</u>
TOTAL	150 Hours

F. Appraisers holding a valid **Certified Residential Real Property Appraiser** credential may satisfy the educational requirements for the Certified General Real Property Appraiser credential by successfully completing the following additional educational hours:

1. General Appraiser Market Analysis and Highest and Best Use	15 Hours
2. General Appraiser Sales Comparison Approach	15 Hours
3. General Appraiser Site Valuation and Cost Approach	15 Hours
4. General Appraiser Income Approach	45 Hours
5. General Appraiser Report Writing and Case Studies	<u>10 Hours</u>
TOTAL	100 Hours

G. **Trainee Appraisers, Licensed Residential Real Property Appraisers, and Certified Residential Real Property Appraisers** wishing to change to the Certified General Real Property Appraiser classification must also satisfy the requirements in III.A. and III.C.

IV. Experience

Three thousand (3,000) hours of experience are required to be obtained during no fewer than eighteen (18) months. One thousand five hundred (1,500) hours must be in non-residential appraisal work. While the hours may be cumulative, the required number of months must accrue before an individual can be certified.

REQUIRED CORE CURRICULUM

TRAINEE APPRAISER	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
TOTAL	75 HOURS
LICENSED RESIDENTIAL	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	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
TOTAL	150 HOURS
CERTIFIED RESIDENTIAL	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
RESIDENTIAL APPRAISER 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 (may include hours over minimum shown above in other modules)	20 HOURS
TOTAL	200 HOURS
CERTIFIED GENERAL	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	30 HOURS
STATISTICS, MODELING, AND FINANCE	15 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 (may include hours over minimum shown above in other modules)	30 HOURS
TOTAL	300 HOURS

SUPERVISORY APPRAISER / TRAINEE APPRAISER COURSE OBJECTIVES AND OUTLINE

COURSE OBJECTIVES

In developing the course, providers must include the following course objectives, which address both the Supervisory Appraiser and Trainee Appraiser.

Supervisory Appraiser Objectives

The course must provide adequate information to ensure the Supervisory Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser;
- Jurisdictional credentialing requirements for both Supervisory Appraisers and Trainee Appraisers that may exceed those of the *Criteria*;
- Expectations and responsibilities of being a Supervisory Appraiser;
- Responsibilities and requirements of a Supervisory Appraiser in maintaining and signing all appropriate Trainee Appraiser experience logs; and
- Expectations and responsibilities of the Trainee Appraiser.

Trainee Appraiser Objectives

The course must provide adequate information to ensure the Trainee Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming a credentialed appraiser;
- Jurisdictional credentialing requirements for Trainee Appraisers that may exceed those of the *Criteria*;
- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser, as well as jurisdictional credentialing requirements that may exceed those of the *Criteria*;
- Processes and roles of the entities involved in establishing qualifications for credentialed appraisers;
- Expectations and responsibilities of the Trainee Appraiser;
- Basics of the *Uniform Standards of Professional Appraisal Practice (USPAP)*; and
- Responsibilities and requirements of a Trainee Appraiser's role in maintaining and signing all appropriate Trainee Appraiser experience logs.

COURSE CONTENT OUTLINE

Education developers must include the topics contained in the following outline when creating course content:

I. Table of Contents

II. Course Introduction and Overview

III. Qualification and Credentialing Entities

- A. The Appraisal Foundation
 - 1. Overview of the creation and role of The Appraisal Foundation
- B. The Appraiser Qualifications Board (AQB)
 - 1. Overview of the role of the AQB in establishing qualifications for real property appraisers
- C. Individual State or Territory Credentialing Authorities
 - 1. Overview of a jurisdiction's role in issuing appraiser credentials and disciplining appraisers
 - 2. Specific information regarding the regulatory structure of the individual jurisdiction (optional)
- D. Professional Appraiser Organizations
 - 1. Overview of the role of professional appraiser organizations
 - 2. Explain difference between required regulatory state appraiser credentials and "voluntary" professional appraiser organization designations

IV. Qualifications for Appraiser Credentials

- A. AQB Qualifications
 - 1. Overview of the AQB minimum qualifications for real property appraisers, including the education, experience and examination requirements for the following categories:
 - a. Trainee Appraiser
 - b. Licensed Residential
 - c. Certified Residential
 - d. Certified General

Comment: Course developers shall include a summary matrix outlining the minimum education, experience and examination requirements necessary for each of the different credentials.

- 2. Overview of Supervisory Appraiser Qualifications.
 - a. AQB minimum qualifications
 - b. Discussion noting individual credentialing jurisdictions could have qualifications that may exceed AQB minimum qualifications
- B. Individual Jurisdiction Qualifications
 - 1. Overview explaining how AQB sets minimum qualifications, but states may have qualifications that exceed AQB *Criteria*
 - 2. Outline and explain the specific steps/requirements to becoming licensed or certified in the particular jurisdiction in which the course is being provided

V. Overview of USPAP

- A. Provide brief overview of sections of USPAP relevant to Trainee Appraisers including overviews of:
 1. ETHICS RULE
 2. COMPETENCY RULE
 3. SCOPE OF WORK RULE
 4. RECORD KEEPING RULE
 5. STANDARD 1 (Development) and STANDARD 2 (Reporting)

Comment: This section is not intended to be a substitute for the *15-Hour National USPAP Course* (or its equivalent).

VI. Overview of Supervisory Appraiser Expectations and Responsibilities

- A. The course material must include a presentation of the requirements, expectations, and responsibilities of Supervisory Appraiser. At a minimum, the course materials must include the expectations and responsibilities of the Supervisory Appraiser to:
 1. Provide the Trainee Appraiser with a basic understanding of USPAP requirements
 2. Understand the AQB minimum requirements of both the Supervisory Appraiser and Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the *Criteria*
 3. Provide proper guidance to the Trainee Appraiser when he or she selects a specific credentialing path (i.e., Licensed Residential, Certified Residential or Certified General)
 4. Monitor the Trainee Appraiser's progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path
 5. Verify that the Supervisory Appraiser and Trainee Appraiser are properly documenting all appropriate experience logs
 6. Accompany the Trainee Appraiser on all inspections until the Trainee Appraiser is competent to conduct inspections independently, and has met all specific requirements pertaining to property inspection established by the credentialing jurisdiction
 7. Monitor and provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value
 8. Verify that the Trainee Appraiser is properly identified and acknowledged in the appraisal report in compliance with USPAP requirements
 9. Immediately notify the Trainee Appraiser if the Supervisory Appraiser is no longer qualified to supervise and/or sign the Trainee Appraiser's experience log

VII. Overview of Trainee Appraiser Expectations and Responsibilities

- A. The course material must include a presentation of the requirements, expectations, and responsibilities of the Trainee Appraiser. At a minimum, the course materials must include the expectations and responsibilities of the Trainee Appraiser to understand:
 1. The AQB minimum requirements to become a Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the *Criteria*
 2. The importance of selecting an appropriate Supervisory Appraiser. Points covered shall include:
 - a. The Supervisory Appraiser-Trainee Appraiser relationship is a long-term commitment by both parties
 - b. The Trainee Appraiser is inherently connected to the "good standing" of the Supervisory Appraiser

- c. The importance of selecting a Supervisory Appraiser with the experience and competency that best matches the Trainee Appraiser's selected credentialing path
 - d. Options for the Trainee Appraiser if a Supervisory Appraiser is no longer qualified to serve as a Supervisory Appraiser
3. How to determine if an appraiser is qualified and in good standing to be a Supervisory Appraiser by searching the Appraisal Subcommittee (ASC) National Registry and/or jurisdictional websites
 4. It is the Supervisory Appraiser's responsibility to monitor the progression of the Trainee Appraiser's education and experience necessary to achieve the Trainee Appraiser's selected credentialing path
 5. It is the Supervisory Appraiser's responsibility to provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value
 6. The responsibilities of both the Trainee Appraiser and the Supervisory Appraiser in properly documenting all appropriate Trainee Appraiser's experience logs
 7. The Supervisory Appraiser must accompany the Trainee Appraiser on all inspections until he or she is competent to conduct inspections independently, and has met all requirements pertaining to property inspection established by the credentialing jurisdiction

VIII. Overview of Jurisdictional Requirements for Supervisory Appraiser and Trainee Appraiser Requirements

- A. Provide summary of jurisdictional requirements that may exceed those of the AQB *Criteria*
- B. Course developers may elect to present jurisdictional requirements as a separate add-on module, or incorporate differences between AQB minimum and jurisdictional requirements in each appropriate section of the outline

IX. Summary/Quiz (optional)

X. Definitions

- A. Provide glossary of definitions utilized throughout the course

Guide Notes

A link to Guide Notes is available here: <https://appraisalfoundation.sharefile.com/d-s5c1ee9bc5e1450d8>.

The 2018 *Real Property Appraiser Qualification Criteria* booklet will include the Guide Notes found in the link as well as Guide Note 10, which is currently being drafted.

Q&As

The 2018 *Real Property Appraiser Qualification Criteria* booklet will not include Q&As, but the Q&A document will be available as a separate downloadable document on The Appraisal Foundation's website. These Q&As will be based on the new requirements as well as implementation Q&As. These are currently under revision.

ATTACHMENT “B”

1. Application for Initial Certification (with experience log)
2. State-Certified Real Estate Appraiser Reciprocal Application
3. Licensed Appraiser Trainee Application
4. Registry for Supervisor of Licensed Appraiser Trainee
5. Licensed Appraiser Trainee Renewal Application
6. Renewal Application-Certified Residential Appraiser
7. Renewal Application-Certified General Appraiser
8. Reactivation Application-Licensed Appraiser Trainee
9. Reactivation Application-Certified Residential Appraiser
10. Reactivation Application-Certified General Appraiser
11. Application For Continuing Education Program Approval
12. Experience Logs (Upgrade)
13. Experience Logs (Licensed Appraiser Trainee)



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

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Fax: 717-705-5540
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Website: www.dos.pa.gov/real

APPLICATION FOR INITIAL CERTIFICATION AS A RESIDENTIAL APPRAISER OR GENERAL APPRAISER

✓	APPLICATION CHECKLIST
	EDUCATIONAL DOCUMENTS – Complete Education Worksheet and submit the required transcripts/certifications.
	EXPERIENCE – Complete the appropriate experience log for the type of experience you are submitting. Make sure that you list the name of your supervisor and the period of supervision and that you submit a Supervisor's Affidavit from each supervisor. Use separate experience logs for each supervisor.
	APPLICANT AFFIDAVIT – Must be completed by the applicant and submitted with the application.
	SUPERVISORY APPRAISER - Supervisory appraiser(s) shall be state-certified and in "good standing" for a period of at least five (5) years prior to being eligible to become a supervisory appraiser. Supervisory appraiser must be a Pennsylvania certified residential real estate appraiser or certified general real estate appraiser for at least three (3) years immediately preceding the supervisory appraiser's notification to the Board. SUPERVISOR AFFIDAVIT – Must be completed by all supervisory appraisers.
	REQUIRED CHECKLIST FOR APPRAISAL ASSISTANTS – Sample appraisals will be requested after education is approved. When submitting your sample appraisals, a copy of the checklist, as it exists in the work file, must be included with each appraisal completed after July 20, 2007.
	Effective October 1, 2010, checklists for Licensed Appraiser Trainees are required.
	SAMPLE APPRAISALS will be requested after education is approved. When submitting sample appraisals, for appraisals completed after October 1, 2010, a copy of the checklist must be made part of the appraisal report submitted to the client and retained in the appraisal work file.
	SUBMIT REQUIRED APPLICATION fee of \$235.00
	SUBMIT REQUIRED CRIMINAL BACKGROUND CHECK from the state police or equivalent law enforcement agency in the state(s) or jurisdiction(s) in which the applicant has resided for the five year period immediately preceding the date of application. The criminal background check must be dated within 90 days of the date of the application.
	Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov . Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB Real Property Appraiser Qualification Criteria at www.appraisalfoundation.org
	Maintain a copy of your completed application.

BACKGROUND CHECK INSTRUCTIONS:

Applicant must submit a request for a criminal record from the state police or equivalent law enforcement agency in the state or jurisdiction in which the individual has resided for the five year period immediately preceding the date of application. The report returned by the State Police or equivalent agencies shall be attached to your application and dated within 90 days of the date this application is received in the Board office.

- The background check must contain each individual's date of birth and social security number.
- The background check must either state "No Record" or "Record Exists." Background checks that reflect "Pending" "Under Review," or "Under Request" will not be accepted. Questions regarding the status of a background check must be directed to the Pennsylvania State Police or the equivalent agency receiving the request for criminal record check.

If "Record Exists"— applicant must submit true and correct copies of the following for EACH criminal matter:

- A. The conviction summary information provided by the State Police or equivalent agency;
- B. Copies of criminal complaint, affidavit of probable cause and sentencing order;
- C. Letter from Probation Officer, Correctional Officer or other person responsible for supervision of the defendant, dated within 90 days, indicating current probationary status and completion date.
- D. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction.

In addition, the applicant may, but is not required, to provide evidence in support of the application, such as, age at the time of conviction, or release from sentence; evidence that the applicant performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal or disciplinary conduct; the length and consistency of employment history before and after the offense or conduct; rehabilitation efforts, e.g., education/training; employment or character references and any other information regarding fitness for the particular position; and whether the individual is bonded under a federal, state, or local bonding program.

**If the required documents are not available, please provide an original letter on business letterhead, from the proper authority confirming documents are not available. The letter must be signed and dated within 90 days of receipt in the Board office.

- Pennsylvania background checks may be obtained at: <https://epatch.state.pa.us> or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.
- For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of a Criminal History Records Check ("CHRC") from California and/or Arizona. Please go to <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks> and obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check in lieu of obtaining a CHRC from California and/or Arizona.

EXAMINATION, CERTIFICATION, AND CONTINUING EDUCATION INFORMATION FOR INITIAL CERTIFICATION ONLY

EXAMINATION	After your application is approved, you will receive an approval letter that will contain instructions for scheduling the appropriate exam. You have one-year from the date of the approval letter to pass the examination.
CERTIFICATION	Upon passing the examination, you will receive notification of the required fees, including the initial certification fees and National Registry Fee. Submit your original Pass results along with the appropriate fees to the board address listed on Page 1 of the application. A license document will be mailed to you. All licenses expire on June 30 of odd-numbered years.
CONTINUING EDUCATION	<p>14 hours of Board-approved continuing education is required each year you are certified. The 7-hour National USPAP Update Course and 2 hours of continuing education on the Pennsylvania Real Estate Appraisers Certification Act, the Board's regulations, and the policies of the Board are required in order to renew your certification. See §36.41 of the Board's regulations for continuing education information.</p> <p>You are exempt from continuing education if your initial certification was issued between January 1 and June 30 of odd-numbered years. If your initial certification was issued between July 1 and December 30 of even-numbered years you are required to complete 14 hours of continuing education, including the 7 hour National USPAP Update Course and 2 hours on the Pennsylvania Real Estate Appraisers Certification Act, the Board's regulations, and the policies of the Board. If you became certified during any other time period, you are required to obtain 28 hours of continuing education, including the 7 hour National USPAP Update Course and 2 hours on the Pennsylvania Real Estate Appraisers Certification Act, the Board's regulations, and the policies of the Board in order to renew.</p>



STATE BOARD OF CERTIFIED REAL ESTATE

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E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

APPLICATION FOR INITIAL CERTIFICATION AS A RESIDENTIAL APPRAISER OR GENERAL APPRAISER

Make sure this is the most recent application by checking the Board's website at www.dos.pa.gov/real

Only complete this application after you have completed your education and experience requirements. In Pennsylvania your education and experience must be approved by the board prior to receiving permission to take the national examination.

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov/real. Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB Real Property Appraiser Qualification Criteria at www.appraisalfoundation.org.

IF YOU PASSED AN APPRAISER QUALIFICATIONS BOARD (AQB) EXAMINATION, AND ARE CERTIFIED IN ANOTHER STATE AND THAT STATE'S STANDARDS ARE EQUAL OR GREATER THAN PENNSYLVANIA STANDARDS, YOU MAY APPLY THROUGH RECIPROCITY. COMPLETE THE STATE CERTIFIED REAL ESTATE APPRAISER RECIPROCAL APPLICATION.

FEES: \$235.00 APPLICATION FEE

YOU MUST SUBMIT A CHECK OR MONEY ORDER MADE PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE, NON-TRANSFERABLE AND SUBJECT TO CHANGE. THE BOARD WILL CHARGE \$20.00 FOR ALL CHECKS RETURNED "NOT PAID," REGARDLESS OF THE REASON FOR NON-PAYMENT. IF A PENDING APPLICATION IS OLDER THAN ONE YEAR FROM THE DATE SUBMITTED AND THE APPLICANT WISHES TO CONTINUE THE APPLICATION PROCESS, THE APPLICANT WILL BE REQUIRED TO SUBMIT A NEW APPLICATION, INCLUDING THE REQUIRED FEE. IN ORDER TO COMPLETE THE APPLICATION PROCESS, MANY OF THE SUPPORTING DOCUMENTS ASSOCIATED WITH THE APPLICATION CANNOT BE MORE THAN SIX MONTHS FROM THE DATE OF ISSUANCE.

SECTION 1: APPLICANT INFORMATION PLEASE PRINT OR TYPE

LAST NAME		MAIDEN NAME:
FIRST NAME		MIDDLE NAME
MAILING ADDRESS	STREET	
	CITY	STATE ZIP
PERSONAL INFORMATION	DATE OF BIRTH	SOCIAL SECURITY #
CONTACT NUMBER (BETWEEN 9 AM - 5 PM)	TELEPHONE:	E-MAIL:
	IS IT PERMISSIBLE TO CONTACT YOU BY E-MAIL REGARDING THIS APPLICATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	
TYPE OF CERTIFICATION	RESIDENTIAL <input type="checkbox"/> Appraisal of Residential Real Property (1-4) Units Without Limitation GENERAL <input type="checkbox"/> Appraisal of Residential & Non-Residential Real Property Without Limitation	

SECTION 2: CRIMINAL AND DISCIPLINARY INFORMATION

If you answer "yes" to any criminal or disciplinary question, provide a full written explanation AND a certified copy of any and all relevant state licensing boards, court and/or legal documents, including the criminal complaint, charging documents, documentation of the final disposition and sentence imposed, as well as documentation of your successful completion of any and all of the sentencing requirements that may have been imposed.

ANSWER THE FOLLOWING		YES	NO
1.	DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION?		
2.	IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE PROFESSION AND STATE OR JURISDICTION. PLEASE DO NOT ABBREVIATE THE PROFESSION.		
3.	HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE?		
4.	DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
5.	HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
6.	HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT.		
7.	DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION?		
8.	HAVE YOU BEEN FOUND BY A CIVIL COURT OF COMPETENT JURISDICTION TO HAVE PERFORMED A FRAUDULENT APPRAISAL?		

SECTION 3: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS APPLICATION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa. C. S. § 4911.

I VERIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT FALSE STATEMENTS ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa. C. S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES) AND MAY RESULT IN THE SUSPENSION, REVOCATION OR DENIAL OF MY LICENSE, CERTIFICATE, PERMIT OR REGISTRATION.

SOCIAL SECURITY ACT CERTIFICATION IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH NUMBER IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 Pa. C. S. § 4304.1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO (DHS) INFORMATION PRESCRIBED BY (DHS) ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

APPLICANT'S SIGNATURE _____ DATE _____

SECTION 4: EDUCATION

PLEASE REFER TO § 36.11 OR § 36.12 OF THE BOARD'S REGULATIONS. YOU SHOULD ALSO REFER TO THE *REAL PROPERTY APPRAISER QUALIFICATION CRITERIA* WHICH CAN BE FOUND AT THE APPRAISAL FOUNDATION WEBSITE (www.appraisalfoundation.org).

TYPE OF CERTIFICATION	REQUIREMENT
CERTIFIED RESIDENTIAL APPRAISER.	<ul style="list-style-type: none"> • 200 HOURS OF APPRAISAL EDUCATION). AND • SATISFACTION OF ONE OF THE SIX POST-SECONDARY EDUCATION OPTIONS SET FORTH IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA
CERTIFIED GENERAL APPRAISER	<ul style="list-style-type: none"> • 300 HOURS OF APPRAISAL EDUCATION (OUTLINED IN §36.12). AND • A BACHELOR'S DEGREE OR HIGHER FROM AN ACCREDITED COLLEGE OR UNIVERSITY
CERTIFIED RESIDENTIAL AND CERTIFIED GENERAL APPRAISER.	<p>USPAP REQUIREMENT:</p> <ul style="list-style-type: none"> • THE 15-HOUR NATIONAL USPAP COURSE OR EQUIVALENT IS REQUIRED. THE COURSE MUST BE APPROVED BY THE AQB. THIS COURSE MUST BE TAUGHT BY AN AQB CERTIFIED USPAP INSTRUCTOR WHO IS ALSO A STATE-CERTIFIED APPRAISER.

THE FOLLOWING APPLIES TO CERTIFIED RESIDENTIAL AND CERTIFIED GENERAL APPRAISER APPLICANTS:

<p>REQUIRED DOCUMENTS</p>	<p>OFFICIAL COLLEGE TRANSCRIPTS – REQUIRED FOR PROOF OF BACHELOR'S DEGREE OR OTHER POSTSECONDARY EDUCATION. REQUEST YOUR COLLEGE OR UNIVERSITY TO SEND AN OFFICIAL TRANSCRIPT DIRECTLY TO THE BOARD. TRANSCRIPTS RECEIVED FROM APPLICANTS WILL NOT BE ACCEPTED.</p> <p>UNOFFICIAL COLLEGE TRANSCRIPTS – REQUIRED FOR PROOF OF APPRAISAL EDUCATION (200 HOURS AND 300 HOURS OF APPRAISAL EDUCATION). APPLICANTS CAN SUBMIT THIS DOCUMENTATION DIRECTLY TO THE BOARD. NOTE THAT ONE SEMESTER HOUR OF COLLEGE CREDIT IS EQUAL TO 15 CLASSROOM HOURS.</p> <p>CERTIFICATES OR NOTARIZED LETTERS – REQUIRED FOR PROOF OF APPRAISAL EDUCATION. APPLICANTS CAN SUBMIT THIS DOCUMENTATION DIRECTLY TO THE BOARD. THE CERTIFICATES OR NOTARIZED LETTERS MUST INCLUDE THE FOLLOWING INFORMATION: COURSE TITLE, NUMBER OF CLASSROOM HOURS, DATE OF COMPLETION, AND INDICATION THAT THE STUDENT PASSED AN EXAMINATION.</p>
<p>UNACCEPTABLE COURSES</p>	<p>CREDIT <u>WILL NOT</u> BE GIVEN FOR THE FOLLOWING:</p> <ul style="list-style-type: none"> • REAL ESTATE THEORY AND PRACTICE • REAL ESTATE FUNDAMENTALS • REAL ESTATE ADMINISTRATION AND MANAGEMENT • REAL ESTATE SALES • REAL ESTATE BROKERAGE REAL ESTATE PRACTICE <p>THESE ARE COMMONLY LISTED COURSES THAT ARE NOT ACCEPTED FOR APPRAISAL CERTIFICATION. THIS IS NOT INTENDED TO BE AN ALL-INCLUSIVE LIST OF UNACCEPTABLE COURSES. APPLICANTS MUST COMPLETE THE MANDATORY COURSE TOPICS LISTED IN THE BOARD'S REGULATIONS AND REQUIRED BY THE AQB.</p>
<p>GRADUATE DEGREES</p>	<p>GRADUATE DEGREES (MASTERS OR DOCTORAL DEGREES) IN REAL ESTATE SEEKING TO BECOME STATE-CERTIFIED APPRAISERS MAY OBTAIN QUALIFYING EDUCATION REQUIREMENTS FROM AN ACCREDITED COLLEGE OR UNIVERSITY APPROVED BY THE AMERICAN ASSOCIATION OF COLLEGIATE SCHOOLS OF BUSINESS, OR A REGIONAL OR NATIONAL ACCREDITATION AGENCY RECOGNIZED BY THE U.S. SECRETARY OF EDUCATION, <u>PROVIDED THAT THE COLLEGE OR UNIVERSITY HAS HAD ITS CURRICULUM REVIEWED AND APPROVED BY THE "AQB."</u></p> <p>IT IS UNLIKELY THAT ANY GRADUATE DEGREE WILL SATISFY <u>ALL</u> REQUIREMENTS OF THE AQB <u>REQUIRED CORE CURRICULUM</u> FOR A CREDENTIAL THOUGH SOME GRADUATE DEGREE PROGRAMS MAY COVER A LARGE PORTION OF THE REQUIRED EDUCATION.</p>

EDUCATION WORKSHEET

LIST ALL COURSES FOR WHICH YOU ARE REQUESTING CREDIT

DO NOT LIST:

- Courses that do not meet the requirements of Board's regulations and the AQB's *Real Property Appraiser Qualification Criteria*.**
- Courses that are less than 15 hours in length.**
- Courses for which no examination was passed.**
- Courses that do not relate to the mandatory course topics.**
- Courses taken to meet continuing education requirements.**
- Courses listed on Page 5 as unacceptable.**

IF NOT PROPERLY COMPLETED THE APPLICATION WILL BE RETURNED

COURSE TITLE	EDUCATIONAL SPONSOR	# OF HOURS	MO/YEAR COMPLETED

**SECTION 5: APPRAISAL EXPERIENCE (§ 36.11, § 36.12, § 36.13, AND § 36.54 OF THE BOARD'S REGULATIONS)
PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!**

EXPERIENCE REQUIREMENT	<p>EXPERIENCE MUST BE ACQUIRED AFTER 1/30/89, AND MUST COMPLY WITH USPAP.</p> <p>EXPERIENCE ACQUIRED AFTER 8/2/93, WILL NOT BE ACCEPTED UNLESS THE APPLICANT HAS FIRST COMPLETED 45 CLASSROOM HOURS OF APPRAISAL EDUCATION THAT INCLUDED THE 15 HOURS ON USPAP.</p> <p>RESIDENTIAL REAL ESTATE APPRAISER APPLICANTS MUST BE ABLE TO DEMONSTRATE 1,500 HOURS OF ACCEPTABLE APPRAISAL EXPERIENCE WITHIN NOT LESS THAN 12 MONTHS.</p> <p>GENERAL REAL ESTATE APPRAISER APPLICANTS MUST BE ABLE TO DEMONSTRATE 3,000 HOURS OF ACCEPTABLE APPRAISAL EXPERIENCE WITHIN NOT LESS THAN 18 MONTHS. A MINIMUM OF 1,500 HOURS OF NONRESIDENTIAL EXPERIENCE IS REQUIRED.</p>
APPRAISAL ASSISTANTS CHECKLIST	<p>THE BOARD-APPROVED CHECKLIST FOR APPRAISAL ASSISTANTS MUST HAVE BEEN USED FOR EACH APPRAISAL ASSIGNMENT THAT OCCURRED AFTER 7/20/07 IN ORDER FOR THE APPRAISAL TO COUNT TOWARDS EXPERIENCE (§ 36.54). CHECKLIST FOR LICENSED APPRAISER TRAINEES IS REQUIRED AFTER 10/1/2010.</p>
LICENSED APPRAISER TRAINEE CHECKLIST	<p>THE BOARD-APPROVED CHECKLIST FOR LICENSED APPRAISER TRAINEES MUST HAVE BEEN USED FOR EACH APPRAISAL ASSIGNMENT THAT OCCURRED AFTER 10/1/10 IN ORDER FOR THE APPRAISAL TO COUNT TOWARDS EXPERIENCE (§ 36.13).</p>
EXPERIENCE LOG	<p>NOTE THAT THERE ARE THREE DIFFERENT EXPERIENCE LOG FORMS INCLUDED IN THIS APPLICATION. PLEASE COMPLETE THE APPROPRIATE FORM FOR THE TYPE OF EXPERIENCE YOU ARE DOCUMENTING. YOUR APPLICATION WILL BE DELAYED IF YOU COMPLETE IMPROPER EXPERIENCE LOG FORMS. IMPROPER FORMS WILL BE RETURNED AND THE APPLICANT WILL BE INSTRUCTED TO COMPLETE THE APPROPRIATE EXPERIENCE LOG FORM.</p> <p>SEPARATE EXPERIENCE LOGS MUST BE KEPT FOR EXPERIENCE SUPERVISED BY DIFFERENT CERTIFIED APPRAISERS.</p> <p>EACH EXPERIENCE LOG MUST BE COMPLETED IN DATE ORDER OF APPRAISAL ASSIGNMENTS PER SUPERVISOR.</p> <p>AFTER YOUR EXPERIENCE LOG HAS BEEN REVIEWED AND APPROVED, YOU WILL BE NOTIFIED TO SUBMIT SPECIFIC SAMPLE APPRAISALS FROM YOUR LOG FOR REVIEW. DO NOT SUBMIT SAMPLES UNTIL YOU RECEIVE A LETTER OF REQUEST. <u>SAMPLES MUST BE ON 8.5 x 11 ONLY - YOU MUST REDUCE YOUR LEDGERS</u></p>
SUPERVISOR'S AFFIDAVIT	<p>EACH CERTIFIED APPRAISER WHO SUPERVISED YOU ON ANY ASSIGNMENT LISTED ON THE EXPERIENCE LOG MUST COMPLETE A SUPERVISOR'S AFFIDAVIT.</p>
REVIEW APPRAISAL	<p>REVIEW APPRAISAL EXPERIENCE IS ACCEPTABLE ONLY WHERE THE APPRAISER PERFORMS A <u>STANDARD 3 USPAP COMPLIANT APPRAISAL REVIEW.</u></p>
MASS APPRAISAL	<p>IF EXPERIENCE CONSISTS OF "MASS APPRAISALS" SUBMIT:</p> <ul style="list-style-type: none"> • JOB DESCRIPTION THAT INCLUDES JOB TITLE AND IS VERIFIED BY YOUR SUPERVISOR. • 10 PROPERTY RECORD FORMS SHOWING YOUR SIGNATURE. • DESCRIPTION OF ANY RATIO STUDIES IN WHICH YOU HAD DEFINITIVE RESPONSIBILITY AND A DESCRIPTION OF ANY INFORMATION ON MODEL SPECIFICATIONS OR CALIBRATIONS ON WHICH YOU CAN PRODUCE EVIDENCE OF YOUR WORK RESPONSIBILITY.

SECTION 6: APPLICANT AFFIDAVIT

I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information under 18 Pa. C.S. § 4911. I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my certificate.

Signature of applicant: _____ Date: _____

SECTION 7: SUPERVISOR AFFIDAVIT (to be completed by supervising appraiser):

NAME OF APPLICANT:	
NAME OF SUPERVISOR:	
CERTIFICATION NUMBER OF SUPERVISOR:	
PERIOD OF SUPERVISION: (example: January 2, 2015 – October 12, 2015)	

For experience earned after July 20, 2007 ONLY, please choose one of the following:

- Applicant completed _____ hours of experience in which I accompanied
(Must be a minimum of 300 hours)
 the applicant during the physical inspection of each property. As of _____ I
(Date)
 determined the applicant to be competent under USPAP to perform the physical inspections unaccompanied.

- For Certified Residential Appraisers who are upgrading to the Certified General Appraiser Classification only. Applicant is a Certified Residential Appraiser _____
(Applicant's certification number)
 I accompanied the applicant during the physical inspection of each property until I determined that the applicant was competent under USPAP to perform the physical inspections unaccompanied.

For all experience, regardless of the date earned, please complete the following:

I verify that I have supervised the applicant in accordance with the provisions of § 36.13 and § 36.54 of the regulations of the State Board of Certified Real Estate Appraisers. I have provided direct supervision and control of the applicant's work, assuming total responsibility for the content of the appraisal documents and value conclusions. The applicant did not arrive at any independent determinations of value.

Signature of Supervising Appraiser: _____ Date: _____

REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE

THE BOARD REQUIRES THIS CHECKLIST BE USED WHEN A LICENSED APPRAISAL TRAINEE IS UTILIZED IN THE PERFORMANCE OF AN APPRAISAL. THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORK FILE.

THE INTENT OF THIS CHECKLIST IS TO ENSURE COMPLIANCE WITH APPLICABLE USPAP REQUIREMENTS FOR ACKNOWLEDGEMENT AND DISCLOSURE OF SIGNIFICANT REAL PROPERTY APPRAISAL ASSISTANCE.

THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.

SUBJECT PROPERTY ADDRESS: _____

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

Yes No N/A

Assisted in the preparation of the workfile with all forms and general information for the appraisal.

Assisted in determining the scope of work of the appraisal.

Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.

Inspected the subject property.

If yes, accompanied by supervisor? _____ (yes/no)

Type of inspection (check one): _____ interior _____ exterior

Assisted in analyzing the highest and best use of the subject property.

Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.

Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.

Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.

Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales.

Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.

Assisted in sketch drawing.

Assisted in entering subject and comparable data on the form and in the comment areas.

Assisted in reconciliation and final opinion of value for the subject property.

Assisted in the final review of this report.

Other _____

SIGNATURE OF THE APPRAISAL TRAINEE _____

PRINT/TYPE NAME: _____

The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.

SIGNATURE OF SUPERVISING CERTIFIED REAL ESTATE APPRAISER: _____ DATE: _____

Experience log for Licensed Appraiser Trainee that included exterior only inspection (actual hours in whole numbers incurred by trainee) (Oct 2017)

APPLICANT NAME:		PROPERTY TYPE		CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:	SUPERVISING CERTIFIED APPRAISER SIGNATURE:	DATE OF APPRAISAL (Mo/Yr)	LIST IN DATE ORDER	RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS	CLIENT YES OR NO	T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) →	I. Inspected exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nbrhd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	XI. Prepared the Real Estate Appraisal Report	XII. Other (please attach explanation)
LICENSED APPRAISER TRAINEE NUMBER:																							
LICENSED APPRAISER TRAINEE SIGNATURE:																							
SUPERVISING CERTIFIED APPRAISER:																							
SUPERVISING CERTIFIED APPRAISER SIGNATURE:																							
SUBTOTAL																							
TOTAL																							
RECEIVED IN BOARD OFFICE												YOU MAY MAKE COPIES OF THIS FORM AS NEEDED											
												PAGE _____ OF _____											

Experience log for Licensed Appraiser Trainee that included an interior and exterior inspection (actual hours in whole numbers incurred by trainee) (Oct 2017)

Date of Appraisal (Mo/Yr)	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	Property Type		CLIENT YES OR NO	T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPAISED; R-REVIEWED AND APPROVED
		RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS		
					1. Inspected Interior and exterior of subject property
					II. Developed Site Desc. & Analysis
					III. Developed Bldg. Desc. & Analysis
					IV. Nbrhd Description & Dev. Analysis
					V. Developed the Highest & Best Use
					VI. Collected, Verified, and Analyzed Data
					VII. Developed Income Approach
					VIII. Developed Cost Approach
					IX. Developed Sales Comparison
					X. Developed Final Reconciliation
					XI. Prepared the Real Estate Appraisal Report
SUBTOTAL					
TOTAL					

YOU MAY MAKE COPIES OF THIS FORM AS NEEDED

PAGE _____ OF _____

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Experience log - Review Appraisals performed by appraiser trainee (actual hours in whole numbers incurred by trainee) (June 2017)

APPLICANT NAME:			Property Type		CLIENT YES OR NO	T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED		CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:																		
Date of Appraisal (Mo/Yr)	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS	I. Inspected Interior and exterior of subject property II. Developed Site Desc. & Analysis III. Developed Bldg. Desc. & Analysis IV. Nbrhd Description & Dev. Analysis V. Developed the Highest & Best Use VI. Collected, Verified, and Analyzed Data VII. Developed Income Approach VIII. Developed Cost Approach IX. Developed Sales Comparison X. Developed Final Reconciliation XI. Prepared the Real Estate Appraisal Report XII. Other (please attach explanation)																						
LICENSED APPRAISER TRAINEE NUMBER:																										
LICENSED APPRAISER TRAINEE SIGNATURE:																										
SUPERVISING CERTIFIED APPRAISER:																										
SUPERVISING CERTIFIED APPRAISER SIGNATURE:																										
SUBTOTAL															YOU MAY MAKE COPIES OF THIS FORM AS NEEDED											
TOTAL															PAGE _____ OF _____											

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EXPERIENCE LOG – OTHER (SEE §36.11 OR §36.12 FOR DESCRIPTION OF OTHER TYPES OF ACCEPTABLE EXPERIENCE) (YOU MAY MAKE COPIES OF THIS FORM AS NEEDED) (June 2017)

USE THIS PAGE FOR "OTHER" TYPES OF EXPERIENCE ONLY

APPLICANT NAME: _____

LICENSED APPRAISER TRAINEE NUMBER: _____

LICENSED APPRAISER TRAINEE SIGNATURE: _____

NAME OF SUPERVISING APPRAISER: _____

CERTIFICATE NUMBER OF SUPERVISING APPRAISER: _____

PERIOD OF SUPERVISION: _____

SUPERVISING APPRAISER SIGNATURE: _____

OTHER – SEE §36.11 OR §36.12 FOR DESCRIPTIONS OF OTHER TYPES OF ACCEPTABLE EXPERIENCE

Date of Appraisal (Mo./Yr.) MUST LIST IN DATE ORDER	Assignment Identification Address (Out-of-State Locations are Acceptable) Include City and State P. O. Box Numbers are Unacceptable	Report Type (✓) One		Property Type (✓) One		Number of Actual Hours of Experience Claimed USE WHOLE NUMBERS ONLY	List the type of experience as per §36.11(e)(2) (ii)(iv – x) or §36.12(e)(2) (ii)(iv – x) of the Board's regulations
		FORM	NARRATIVE	RESIDENTIAL	NON RESIDENTIAL		
TOTALS							
PAGE ____ OF ____							

RECEIVED IN BOARD OFFICE _____



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
2601 North Third Street
Harrisburg, PA 17110

Telephone: 717-783-4866
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

RECIPROCAL APPLICATION FOR REAL ESTATE APPRAISER

FOLLOW INSTRUCTIONS BELOW AND SUBMIT ALL REQUIRED DOCUMENTS

If a pending application is older than **one year** from the date submitted and the applicant wishes to continue the application process, the board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

BACKGROUND CHECK:

Applicant must submit a request for a criminal record from the state police or equivalent law enforcement agency in the state or jurisdiction in which the individual has resided for the five year period immediately preceding the date of application. The report returned by the State Police or equivalent agencies shall be attached to your application and dated within 90 days of the date this application is received in the Board office.

- The background check must contain each individual's date of birth and social security number.
- The background check must either state "No Record" or "Record Exists." Background checks that reflect "Pending" "Under Review," or "Under Request" will not be accepted. Questions regarding the status of a background check must be directed to the Pennsylvania State Police or the equivalent agency receiving the request for criminal record check.

If "Record Exists"— applicant must submit true and correct copies of the following for EACH criminal matter:

- A. The conviction summary information provided by the State Police or equivalent agency;
- B. Copies of criminal complaint, affidavit of probable cause and sentencing order;
- C. Letter from Probation Officer, Correctional Officer or other person responsible for supervision of the defendant, dated within 90 days, indicating current probationary status and completion date.
- D. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction.

In addition, the applicant may, but is not required, to provide evidence in support of the application, such as, age at the time of conviction, or release from sentence; evidence that the applicant performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal or disciplinary conduct; the length and consistency of employment history before and after the offense or conduct; rehabilitation efforts, e.g., education/training; employment or character references and any other information regarding fitness for the particular position; and whether the individual is bonded under a federal, state, or local bonding program.

**If the required documents are not available, please provide an original letter on business letterhead, from the proper authority confirming documents are not available. The letter must be signed and dated within 90 days of receipt in the Board office.

- Pennsylvania background checks may be obtained at: <https://epatch.state.pa.us> or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.
- For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of a Criminal History Records Check ("CHRC") from California and/or Arizona. Please go to <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks> and obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check in lieu of obtaining a CHRC from California and/or Arizona.



STATE BOARD OF CERTIFIED REAL ESTATE

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
2601 North Third Street
Harrisburg, PA 17110

Telephone: 717-783-4866
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

REAL ESTATE APPRAISER RECIPROCAL APPLICATION

COMPLETE THIS APPLICATION IF YOU ARE CERTIFIED IN A STATE THAT MEETS OR EXCEEDS THE CERTIFICATION STANDARDS ESTABLISHED IN PENNSYLVANIA. IF YOU ARE CERTIFIED IN A STATE THAT DOES NOT MEET OR EXCEED THE CERTIFICATION STANDARDS IN PENNSYLVANIA, YOU MUST COMPLETE THE APPLICATION FOR CERTIFICATION AS REAL ESTATE APPRAISER.

FEES: APPLICATION AND CERTIFICATION FEE MUST BE A SEPARATE PAYMENT, APPLICATION WILL BE RETURNED IF COMBINED. CERTIFICATION FEE— REFER TO THE INITIAL CERTIFICATION FEE SCHEDULE INCLUDED AS PAGE 4
APPLICATION - \$40.00 NON-REFUNDABLE APPLICATION FEE. CHECK OR MONEY ORDER MADE PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." \$20.00 CHARGE FOR ALL CHECKS RETURNED "NOT PAID" REGARDLESS OF THE REASON FOR NON-PAYMENT. IF A PENDING APPLICATION IS OLDER THAN ONE YEAR FROM THE DATE SUBMITTED AND THE APPLICANT WISHES TO CONTINUE THE APPLICATION PROCESS, THE BOARD SHALL REQUIRE THE APPLICANT TO SUBMIT A NEW APPLICATION INCLUDING THE REQUIRED FEE. IN ORDER TO COMPLETE THE APPLICATION PROCESS, MANY OF THE SUPPORTING DOCUMENTS ASSOCIATED WITH THE APPLICATION CANNOT BE MORE THAN SIX MONTHS FROM THE DATE OF ISSUANCE.

SECTION 1: APPLICANT INFORMATION

PLEASE PRINT OR TYPE

LAST NAME		MAIDEN NAME (IF APPLICABLE)
FIRST NAME		MIDDLE NAME
MAILING ADDRESS	STREET	
	CITY	
	STATE	ZIP
PERSONAL INFORMATION	SOCIAL SECURITY NUMBER:	DATE OF BIRTH:
CONTACT INFORMATION	EMAIL ADDRESS:	TELEPHONE:
LIST EACH STATE/JURISDICTION WHERE YOU ARE CURRENTLY CERTIFIED		
INITIAL STATE OF CERTIFICATION		
TYPE OF CERTIFICATION CHECK ONE	RESIDENTIAL _____ APPRAISAL OF RESIDENTIAL REAL PROPERTY (1 TO 4 UNITS) WITHOUT LIMITATION. REQUIREMENTS BASED ON APPRAISER QUALIFICATIONS BOARD CRITERIA AT TIME OF INITIAL CERTIFICATION.	GENERAL _____ APPRAISAL OF RESIDENTIAL AND NON-RESIDENTIAL REAL PROPERTY WITHOUT LIMITATION. REQUIREMENTS BASED ON APPRAISER QUALIFICATIONS BOARD CRITERIA AT TIME OF INITIAL CERTIFICATION.

SECTION 2: CRIMINAL AND DISCIPLINARY INFORMATION

If you answer "yes" to any criminal or disciplinary question, provide a full written explanation AND a certified copy of any and all relevant state licensing boards, court and/or legal documents, including the criminal complaint, charging documents, documentation of the final disposition and sentence imposed, as well as documentation of your successful completion of any and all of the sentencing requirements that may have been imposed.

ANSWER THE FOLLOWING		YES	NO
1.	DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION?		
2.	IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE PROFESSION AND STATE OR JURISDICTION. PLEASE DO NOT ABBREVIATE THE PROFESSION.		
3.	HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE?		
4.	DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
5.	HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
6.	HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT.		
7.	DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION?		
8.	HAVE YOU BEEN FOUND BY A CIVIL COURT OF COMPETENT JURISDICTION TO HAVE PERFORMED A FRAUDULENT APPRAISAL?		

SECTION 3: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS APPLICATION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa. C.S. § 49.11.

ADDITIONALLY, I VERIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT FALSE STATEMENTS ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES) AND MAY RESULT IN THE SUSPENSION, REVOCATION OR DENIAL OF MY LICENSE, CERTIFICATE, PERMIT OR REGISTRATION.

IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH NUMBER IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 PA. C.S. § 4304.1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO DHS INFORMATION PRESCRIBED BY DHS ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

Signature

Date

INITIAL CERTIFICATION FEE SCHEDULE & CONTINUING EDUCATION INFORMATION

ALL FEES AND CONTINUING EDUCATION HOURS LISTED ARE SUBJECT TO CHANGE

IF INITIAL DATE OF CERTIFICATION IS BETWEEN	FEES	
<p>4/1/2019 TO 6/30/2019</p>	<p>90.00 120.00 210.00</p>	<p>Initial Certification Fee (1st Half of Biennium) National Registry Fee to Appraisal Subcommittee (3 Years) TOTAL</p> <ul style="list-style-type: none"> • CERTIFICATE WILL EXPIRE <u>6/30/2019</u> • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2019 AND ENDING 6/30/2021, WHICH MUST INCLUDE THE 7-HOUR NATIONAL USPAP COURSE AND 2 HOURS OF PENNSYLVANIA LAW AND RULES AND REGULATIONS.
<p>7/1/2019 TO 6/30/2020</p>	<p>90.00 80.00 170.00</p>	<p>Initial Certification Fee (1ST Half of Biennium) National Registry Fee to Appraisal Subcommittee (2 Years) TOTAL</p> <ul style="list-style-type: none"> • CERTIFICATE WILL EXPIRE 6/30/2021 • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2019 AND ENDING 6/30/2021, WHICH MUST INCLUDE THE 7-HOUR NATIONAL USPAP COURSE AND 2 HOURS OF PENNSYLVANIA LAW AND RULES AND REGULATIONS.
<p>7/1/2019 TO 12/30/2019</p>	<p>45.00 40.00 85.00</p>	<p>Initial Certification Fee (2nd Half of Biennium) National Registry Fee to Appraisal Subcommittee (1 Year) TOTAL</p> <ul style="list-style-type: none"> • CERTIFICATE WILL EXPIRE <u>6/30/2019</u>. • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2019 AND ENDING 6/30/2021, WHICH MUST INCLUDE THE 7-HOUR NATIONAL USPAP COURSE AND 2 HOURS OF PENNSYLVANIA LAW AND RULES AND REGULATIONS.
<p>1/1/2020 TO 3/30/20</p>	<p>45.00 40.00 85.00</p>	<p>Initial Certification Fee (2nd Half of Biennium) National Registry Fee to Appraisal Subcommittee (1 Year) TOTAL</p> <ul style="list-style-type: none"> • CERTIFICATE WILL EXPIRE 6/30/2021 • CONTINUING EDUCATION IS WAIVED FOR 2019 RENEWAL PERIOD • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED FOR THE 2019 RENEWAL PERIOD BEGINNING 7/1/2019 AND ENDING 6/30/2021, WHICH MUST INCLUDE THE 7-HOUR NATIONAL USPAP COURSE AND 2 HOURS OF PENNSYLVANIA LAW AND RULES AND REGULATIONS.

APPLICATION FOR CERTIFICATION AS REAL ESTATE APPRAISER

Upon being granted certification in Pennsylvania you will have to meet the continuing education requirements as set forth by the Pennsylvania law (section 10) and the Board's regulations (§§36.41, 36.42, 36.43, 36.44). Copies of the law and the rules and regulations can be obtained on the Board's website at www.dos.pa.gov/real. You will be required to obtain 28 hours of continuing education within each biennium (July 1, odd-year to June 30, odd-year) which includes at least 7 hours on the Uniform Standards of Professional Appraisal Practice and at least 2 hours on the Act, the Rules and Regulations. The **only exception** is the Certified General or Residential Appraiser whose **initial** date of certification falls between January 1 and June 30 of a renewal year. All other Certified General or Residential Appraisers who obtain certification in Pennsylvania **must** obtain 28 hours of continuing education between the initial date of certification and the expiration date of their certificate.

Out of state courses may be accepted by the Pennsylvania State Board of Certified Real Estate Appraisers. It is the certified appraiser's responsibility to provide proof to the Pennsylvania State Board of Certified Real Estate Appraisers that the course is approved and accepted by the "home" state for continuing education credit.

If you have any questions contact the Pennsylvania State Board of Certified Real Estate Appraisers for clarification. Remember you must abide by the dates and criteria established by the Pennsylvania State Board of Certified Real Estate Appraisers to renew your Pennsylvania certificate.



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E-mail: st-appraise@pa.gov

LICENSED APPRAISER TRAINEE APPLICATION

FOLLOW INSTRUCTIONS BELOW AND SUBMIT ALL REQUIRED DOCUMENTS

If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

BACKGROUND CHECK:

Applicant must submit a request for a criminal record from the state police or equivalent law enforcement agency in the state or jurisdiction in which the individual has resided for the five year period immediately preceding the date of application. The report returned by the State Police or equivalent agencies shall be attached to your application and dated within 90 days of the date this application is received in the Board office.

- The background check must contain each individual's date of birth and social security number.
- The background check must either state "No Record" or "Record Exists." Background checks that reflect "Pending" "Under Review," or "Under Request" will not be accepted. Questions regarding the status of a background check must be directed to the Pennsylvania State Police or the equivalent agency receiving the request for criminal record check.

If "Record Exists"—applicant must submit true and correct copies of the following for EACH criminal matter:

- A. The conviction summary information provided by the State Police or equivalent agency;
- B. Copies of criminal complaint, affidavit of probable cause and sentencing order;
- C. Letter from Probation Officer, Correctional Officer or other person responsible for supervision of the defendant, dated within 90 days, indicating current probationary status and completion date.
- D. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction.

In addition, the applicant may, but is not required, to provide evidence in support of the application, such as, age at the time of conviction, or release from sentence; evidence that the applicant performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal or disciplinary conduct; the length and consistency of employment history before and after the offense or conduct; rehabilitation efforts, e.g., education/training; employment or character references and any other information regarding fitness for the particular position; and whether the individual is bonded under a federal, state, or local bonding program.

**If the required documents are not available, please provide an original letter on business letterhead, from the proper authority confirming documents are not available. The letter must be signed and dated within 90 days of receipt in the Board office.

- Pennsylvania background checks may be obtained at: <https://epatch.state.pa.us> or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.
- For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of a Criminal History Records Check ("CHRC") from California and/or Arizona. Please go to <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks> and obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check in lieu of obtaining a CHRC from California and/or Arizona.

INSTRUCTIONS:

EVALUATION OF APPLICATION

PLEASE ALLOW 3 WEEKS FOR EVALUATION OF YOUR APPLICATION. IF YOUR APPLICATION IS INCOMPLETE OR INCORRECT YOU WILL BE NOTIFIED IN WRITING OF THE DISCREPANCY. IN ORDER TO ELIMINATE UNNECESSARY DELAYS – *PLEASE READ AND FOLLOW ALL INSTRUCTIONS.*

TRAINEE LICENSURE

LICENSES EXPIRE JUNE 30TH OF ODD-NUMBERED YEARS. YOU WILL RECEIVE RENEWAL INFORMATION PRIOR TO THE EXPIRATION DATE OF YOUR LICENSE. YOU MUST KEEP THIS OFFICE INFORMED (**IN WRITING**) OF ANY NAME/ADDRESS CHANGES IN ORDER TO RECEIVE INFORMATION RELEVANT TO THE RENEWAL OF YOUR LICENSE. YOU MAY NOT RENEW YOUR LICENSE MORE THAN 4 TIMES UNLESS THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS DETERMINES THAT YOU HAVE SHOWN GOOD CAUSE FOR 1 OR MORE ADDITIONAL RENEWALS.

REQUIRED COURSES:

- 30 HOURS BASIC APPRAISAL PRINCIPLES
- 30 HOURS BASIC APPRAISAL PROCEDURES
- 15 HOURS NATIONAL USPAP OR EQUIVALENT
- 4 HOURS TRAINEE/SUPERVISOR APPRAISER COURSE *NOTE* SUPERVISORY APPRAISERS MUST ALSO COMPLETE THIS COURSE. SUBMIT A COPY OF YOUR SUPERVISOR'S CERTIFICATE OF COMPLETION.

APPLICANTS SHOULD REVIEW THE REAL ESTATE APPRAISERS CERTIFICATION ACT AND THE BOARD'S REGULATIONS, WHICH MAY BE FOUND ON THE BOARD'S WEBSITE AT WWW.DOS.PA.GOV. APPLICANTS SHOULD ALSO REVIEW THE FEDERAL REQUIREMENTS FOR CERTIFICATION. THE APPRAISER QUALIFICATIONS BOARD (AQB) ESTABLISHES THE FEDERAL MINIMUM EDUCATION, EXPERIENCE AND EXAMINATION REQUIREMENTS FOR REAL PROPERTY APPRAISERS AND SUPERVISORY APPRAISERS. YOU MAY REVIEW THE AQB REAL PROPERTY APPRAISER QUALIFICATION CRITERIA AT WWW.APPRAISALFOUNDATION.ORG

SUPERVISING APPRAISER

- SHALL BE STATE-CERTIFIED FOR A PERIOD OF AT LEAST FIVE (5) YEARS;
- SUPERVISORY APPRAISER MUST BE IN GOOD STANDING IN PENNSYLVANIA FOR A PERIOD OF AT LEAST THREE YEARS IMMEDIATELY PRECEDING THIS APPLICATION;
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
- CANNOT HAVE BEEN SUBJECT TO ANY DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT AFFECTS THE SUPERVISORY APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE, INCLUDING:
 - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
 - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
 - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
 - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION;
- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT WOULD NOT AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
 - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
 - A LETTER OF WARNING OR REPRIMAND; AND
 - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE

THE ATTACHED "REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

PLEASE NOTE: YOUR EXPERIENCE MAY NOT QUALIFY IF YOU FAIL TO REGISTER THE SUPERVISOR WITH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS.

APPLICANT CHECKLIST

	APPLICATION FEE \$75.00
	APPLICATION SIGNED AND DATED
	SOCIAL SECURITY CERTIFICATE SIGNED AND DATED
	EDUCATION WORKSHEET COMPLETED
	REQUIRED EDUCATIONAL DOCUMENTATION ATTACHED
	COPY OF SUPERVISOR'S COMPLETION OF TRAINEE/SUPERVISOR COURSE
	SUBMIT REQUIRED CRIMINAL BACKGROUND CHECK FROM THE STATE POLICE OR EQUIVALENT LAW ENFORCEMENT AGENCY IN THE STATE OR JURISDICTION IN WHICH THE INDIVIDUAL HAS RESIDED FOR THE FIVE-YEAR PERIOD IMMEDIATELY PRECEDING THE DATE OF APPLICATION.
	COMPLETION OF THE REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE FORM
	KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS



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LICENSED APPRAISER TRAINEE APPLICATION

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov/real. Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB Real Property Appraiser Qualification Criteria at www.appraisalfoundation.org.

FEES: \$75.00 APPLICATION FEE

You must submit a check or money order made payable to the "Commonwealth of Pennsylvania." The fee is nonrefundable, non-transferable and subject to change. The board will charge \$20.00 for all checks returned "not paid," regardless of the reason for non-payment. If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the applicant will be required to submit a new application, including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

SECTION 1: APPLICANT INFORMATION

PLEASE PRINT OR TYPE

LEGAL NAME			
	LAST NAME	MAIDEN NAME	
	FIRST NAME	MIDDLE NAME	
MAILING ADDRESS			
	STREET		
	CITY	STATE	ZIP
STREET ADDRESS, IF DIFFERENT FROM MAILING ADDRESS			
	STREET		
	CITY	STATE	ZIP
PERSONAL INFORMATION	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
	FAX:		TELEPHONE:
CONTACT NUMBER (BETWEEN 9 AM - 5 PM)	EMAIL:		

SECTION 2: CRIMINAL AND DISCIPLINARY INFORMATION

If you answered "yes" to any criminal or disciplinary question, provide a full written explanation AND a certified copy of any and all relevant Board, court and/or legal documents, including the criminal complaint, charging documents, documentation of the final disposition and sentence imposed, as well as documentation of your successful completion of any and all of the sentencing requirements that may have been imposed.

ANSWER THE FOLLOWING		YES	NO
1.	DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION?		
2.	IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE PROFESSION AND STATE OR JURISDICTION. PLEASE DO NOT ABBREVIATE THE PROFESSION.		
3.	HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE?		
4.	DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
5.	HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
6.	HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT.		
7.	DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION?		
8.	HAVE YOU BEEN FOUND BY A CIVIL COURT OF COMPETENT JURISDICTION TO HAVE PERFORMED A FRAUDULENT APPRAISAL?		

SECTION 3: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS APPLICATION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 PA. C.S. § 4911.

I VERIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT FALSE STATEMENTS ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES) AND MAY RESULT IN THE SUSPENSION, REVOCATION OR DENIAL OF MY LICENSE, CERTIFICATE, PERMIT OR REGISTRATION.

SOCIAL SECURITY ACT CERTIFICATION

IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH NUMBER IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 PA. C.S. §4304.1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO DHS INFORMATION PRESCRIBED BY DHS ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

APPLICANT'S SIGNATURE _____ DATE _____

PENNSYLVANIA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE (49 Pa. Code § 36.54)

THE BOARD REQUIRES THIS CHECKLIST BE USED WHEN A LICENSED APPRAISAL TRAINEE IS UTILIZED IN THE PERFORMANCE OF AN APPRAISAL. THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORKFILE.

THE INTENT OF THIS CHECKLIST IS TO ENSURE COMPLIANCE WITH APPLICABLE USPAP REQUIREMENTS FOR ACKNOWLEDGEMENT AND DISCLOSURE OF SIGNIFICANT REAL PROPERTY APPRAISAL ASSISTANCE.

THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.

SUBJECT PROPERTY ADDRESS: _____

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

- | Yes | No | N/A | |
|-----|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| — | — | — | Assisted in the preparation of the workfile with all forms and general information for the appraisal. |
| — | — | — | Assisted in determining the scope of work of the appraisal. |
| — | — | — | Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information. |
| — | — | — | Inspected the subject property.
If yes, accompanied by supervisor? _____ (yes/no)
Type of inspection (check one): _____ interior _____ exterior |
| — | — | — | Assisted in analyzing the highest and best use of the subject property. |
| — | — | — | Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data. |
| — | — | — | Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation. |
| — | — | — | Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate. |
| — | — | — | Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales. |
| — | — | — | Assisted in the exterior inspection of the sales, rentals, land and/or other comparables. |
| — | — | — | Assisted in sketch drawing. |
| — | — | — | Assisted in entering subject and comparable data on the form and in the comment areas. |
| — | — | — | Assisted in reconciliation and final opinion of value for the subject property. |
| — | — | — | Assisted in the final review of this report. |
| — | — | — | Other _____ |

SIGNATURE OF THE APPRAISAL TRAINEE: _____

PRINT/TYPE NAME: _____

The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.

SIGNATURE OF SUPERVISING CERTIFIED REAL ESTATE APPRAISER: _____



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
2601 North Third Street
Harrisburg PA 17110

Telephone: 717-783-4866
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE

INSTRUCTIONS:

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov/real. Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB *Real Property Appraiser Qualification Criteria* at www.appraisalfoundation.org.

SUPERVISING APPRAISER

- SHALL BE A STATE-CERTIFIED REAL ESTATE APPRAISER FOR A PERIOD OF AT LEAST FIVE (5) YEARS;
- MUST BE IN GOOD STANDING IN PENNSYLVANIA FOR A PERIOD OF AT LEAST THREE YEARS IMMEDIATELY PRECEDING THIS APPLICATION;
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
- CANNOT HAVE BEEN SUBJECT TO ANY DISCIPLINARY ACTION WITHIN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT AFFECTS THE SUPERVISORY APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE, INCLUDING:
 - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
 - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
 - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
 - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION.
- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT WOULD NOT AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
 - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
 - A LETTER OF WARNING OR REPRIMAND; AND
 - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE

THE ATTACHED "REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

PLEASE NOTE: YOUR EXPERIENCE MAY NOT QUALIFY IF YOU FAIL TO REGISTER THE SUPERVISOR WITH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS.



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REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE

LICENSED APPRAISER TRAINEE EXPERIENCE WILL NOT BE ACCEPTED IF YOU HAVE NOT SUBMITTED THIS FORM.

SECTION 1: LICENSED APPRAISER TRAINEE INFORMATION COMPLETED BY TRAINEE AND REVIEWED BY SUPERVISOR

Name of Licensed Appraiser Trainee:	
License number of Licensed Appraiser Trainee:	
Mailing Address of Licensed Appraiser Trainee :	STREET
	CITY STATE ZIP
Mailing Address of Supervisory Appraiser:	STREET
	CITY STATE ZIP
Personal Information	EMAIL ADDRESS: _____
	CONTACT NUMBER: _____
VERIFICATION OF LICENSED APPRAISER TRAINEE	
I verify that the contents of Section 1 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.	
Signature _____	Date _____

SECTION 2: SUPERVISOR INFORMATION TO BE COMPLETED BY SUPERVISOR

Name of Supervising Appraiser: (Certified General Or Certified Residential Appraiser Only)	
Certificate Number of Supervisory Appraiser:	
Have you been a certified real estate appraiser in any state, for at least five years immediately preceding this application?	YES _____ NO _____
List state(s) of certification for the previous 5-years.	
Have you been a Pennsylvania certified real estate appraiser for at least three years immediately preceding this application?	YES _____ NO _____
Have you been in good standing in Pennsylvania for at least three years immediately preceding this application?	YES _____ NO _____
Have you received from the Board or any jurisdiction any disciplinary action that affects or affected your legal eligibility to engage in appraisal practice within three years immediately preceding this application?	YES _____ NO _____
Mailing Address of Supervisory Appraiser:	STREET
	CITY STATE ZIP
Street Address, if different from mailing address:	STREET
	CITY STATE ZIP
Personal Information:	Email address: _____ Telephone Number: _____
Commencement Date of Supervision of Licensed Appraiser Trainee Registered in Section 1:	

**SECTION 2 CONTINUED: SUPERVISOR INFORMATION
TO BE COMPLETED BY SUPERVISOR**

<p>Will the Licensed Appraiser Trainee be located in your office?</p>	<p>YES _____ NO _____</p> <p>If no, list distance between yourself and trainee:</p> <p>If distance is further than 50 miles, describe how you intend to supervisor the work of the trainee:</p>	
<p>Have you taken the Supervisory Appraisers and Trainee Appraisers course?</p> <p>You must submit a copy of the course certification.</p>	<p>YES _____ NO _____</p>	
<p>Name and license number of All Trainees Currently Supervised by Supervisory Appraiser:</p>		

CERTIFICATION OF SUPERVISORY APPRAISER

I acknowledge and certify that each of the following statements is true and correct regarding the information supplied in Sections 1 and 2 of this registration form:

<p>1. I consent to supervise the licensed appraiser trainee identified in Section 1 of this registration form.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>2. I acknowledge and accept the duties of a supervisory appraiser more fully set forth in the Real Estate Appraiser Certification Act, the regulations of the State Board of Certified Real Estate Appraisers, the Uniform Standards of Professional Appraisal Practice, and the Real Property Appraiser Qualification Criteria of the Appraiser Qualifications Board.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>3. I am a certified general or residential real estate appraiser who holds a valid and current certification, and no agency has restricted, suspended, cancelled, withdrawn, revoked or otherwise limited my authority to practice real estate appraising.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>4. I have been certified general or residential as a real estate appraiser for a period of at least <u>5 years</u> immediately preceding the date of this registration form.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>5. I will notify the Board, in writing, if I terminate supervision of a licensed appraiser trainee registered with the Board as subject to my supervision.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>6. This form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I acknowledge that any unauthorized change to this form is subject to the penalties of 18 Pa. C.S. § 4911, relating to tampering with public records or information.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>7. I certify that I am currently in good standing and have been in good standing in Pennsylvania for the past three (3) years.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>8. I certify that I have not been subject to any disciplinary action in any jurisdiction within the last three (3) years that effects my legal ability to engage in appraisal practice.</p> <p>*See instruction page for sanctions that would or would not affect an appraiser's legal eligibility to supervise.</p>	<p><u>Initials of Supervisory Appraiser</u></p>

VERIFICATION OF SUPERVISORY APPRAISER

I verify that the contents of Section 1 and 2 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature _____ **Date** _____



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

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REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE

INSTRUCTIONS:

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SUPERVISING APPRAISER

- SHALL BE STATE-CERTIFIED FOR A PERIOD OF AT LEAST FIVE (5) YEARS;
- MUST BE IN GOOD STANDING IN PENNSYLVANIA FOR A PERIOD OF AT LEAST THREE YEARS IMMEDIATELY PRECEDING THIS APPLICATION;
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
- CANNOT HAVE BEEN SUBJECT TO ANY DISCIPLINARY ACTION WITHIN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT AFFECTS THE SUPERVISORY APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE, INCLUDING:
 - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
 - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
 - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
 - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION.
- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT WOULD NOT AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
 - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
 - A LETTER OF WARNING OR REPRIMAND; AND
 - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE

THE ATTACHED "REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

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REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE

**LICENSED APPRAISER TRAINEE EXPERIENCE WILL NOT BE ACCEPTED IF
YOU HAVE NOT SUBMITTED THIS FORM.**

**SECTION 1: LICENSED APPRAISER TRAINEE INFORMATION
COMPLETED BY TRAINEE AND REVIEWED BY SUPERVISOR**

Name of Licensed Appraiser Trainee:	
License number of Licensed Appraiser Trainee:	
Mailing Address of Licensed Appraiser Trainee :	STREET
	CITY STATE ZIP
Mailing Address of Supervisory Appraiser:	STREET
	CITY STATE ZIP
Personal Information	EMAIL ADDRESS: _____
	CONTACT NUMBER: _____
VERIFICATION OF LICENSED APPRAISER TRAINEE	
I verify that the contents of Section 1 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.	
Signature _____	Date _____

SECTION 2: SUPERVISOR INFORMATION

TO BE COMPLETED BY SUPERVISOR

Name of Supervising Appraiser: (Certified General Or Certified Residential Appraiser Only)	
Certificate Number of Supervisory Appraiser:	
List state(s) of certification for the previous 5-years	
Have you been a Pennsylvania certified real estate appraiser for at least three years immediately preceding this application?	YES _____ NO _____
Have you been in good standing in Pennsylvania for a period of at least three years immediately preceding this application?	YES _____ NO _____
Have you received from the Board or any jurisdiction any disciplinary action that affects or affected your legal eligibility to engage in appraisal practice within three years immediately preceding this application?	YES _____ NO _____
Mailing Address of Supervisory Appraiser:	STREET <hr/> CITY STATE ZIP
Street Address, if different from mailing address:	STREET <hr/> CITY STATE ZIP
Personal Information:	Email address: _____ Telephone Number: _____
Commencement Date of Supervision of Licensed Appraiser Trainee Registered in Section 1:	
Will Licensed Appraiser Trainee be located in your office?	YES _____ NO _____ If no, list distance between yourself and trainee: If distance is further than 50 miles, describe how you intend to supervisor the work of the trainee:

SECTION 2 CONTINUED: SUPERVISOR INFORMATION
TO BE COMPLETED BY SUPERVISOR

<p>Have you taken the Supervisory Appraisers and Trainee Appraisers course? You must submit a copy of the course certification.</p>	<p>YES _____ NO _____</p>	
<p>Name and license number of All Trainees Currently Supervised by Supervisory Appraiser:</p>		

CERTIFICATION OF SUPERVISORY APPRAISER

I acknowledge and certify that each of the following statements is true and correct regarding the information supplied in Sections 1 and 2 of this registration form:

<p>1. I consent to supervise the licensed appraiser trainee identified in Section 1 of this registration form.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>2. I acknowledge and accept the duties of a supervisory appraiser more fully set forth in the Real Estate Appraiser Certification Act, the regulations of the State Board of Certified Real Estate Appraisers, the Uniform Standards of Professional Appraisal Practice, and the Real Property Appraiser Qualification Criteria of the Appraiser Qualifications Board.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>3. I am a certified general or residential real estate appraiser who holds a valid and current certification, and no agency has restricted, suspended, cancelled, withdrawn, revoked or otherwise limited my authority to practice real estate appraising.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>4. I have been certified general or residential as a real estate appraiser for a period of at least <u>5 years</u> immediately preceding the date of this registration form.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>5. I will notify the Board, in writing, if I terminate supervision of a licensed appraiser trainee registered with the Board as subject to my supervision.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>6. This form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I acknowledge that any unauthorized change to this form is subject to the penalties of 18 Pa. C.S. § 4911, relating to tampering with public records or information.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>7. I certify that I am currently in good standing and have been in good standing in Pennsylvania for the past three (3) years.</p>	<p><u>Initials of Supervisory Appraiser</u></p>
<p>8. I certify that I have not been subject to any disciplinary action in any jurisdiction within the last three (3) years that effects my legal ability to engage in appraisal practice.</p> <p>*See instruction page for sanctions that would or would not affect an appraiser's legal eligibility to supervise.</p>	<p><u>Initials of Supervisory Appraiser</u></p>

VERIFICATION OF SUPERVISORY APPRAISER

I verify that the contents of Section 1 and 2 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature

Date

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
717-783-4866

WWW.DOS.PA.GOV/REAL
LICENSED APPRAISER TRAINEE
RENEWAL APPLICATION
EXPIRATION DATE: JUNE 30, 2021

NAME _____

RETURN ADDRESS:

ADDRESS _____

State Board of Certified Real Estate Appraisers
PO Box 8420
Harrisburg, PA 17105-8420

CITY _____ STATE _____ ZIP _____

Your license will expire on June 30, 2021. To process your online renewal, click on www.mylicense.pa.gov. For security purposes you have been assigned a Renewal ID#, which is located on your wallet card. If you have previously renewed online, your User ID and Password are still valid. You will need a valid credit card (VISA, Mastercard, Discover, or American Express). Follow all instructions, and you will have immediate confirmation that your renewal is being processed. You will receive your updated license indicating an expiration date of June 30, 2021, within seven to ten days. After July 31, 2021, contact the Board Office for a reactivation application.

LAT LICENSE NO: RENEWAL FEE - \$150.00 ONE CHECK PAYABLE TO "COMMONWEALTH OF PENNSYLVANIA" WRITE CERTIFICATION NUMBER ON CHECK. A \$20.00 FEE WILL BE CHARGED FOR PAYMENT RETURNED BY BANK.	LAST NAME: WARNING: PRACTICING ON AN EXPIRED LICENSE MAY RESULT IN DISCIPLINARY ACTIONS AND ADDITIONAL MONETARY PENALTIES.
LICENSES CANNOT BE FORWARDED BY THE POSTAL SERVICE.	THIS FORM IS INVALID AFTER JULY 30, 2021. AFTER JULY 30, 2021, YOU MUST CONTACT THE BOARD OFFICE FOR A REACTIVATION APPLICATION.

- I will not be practicing this profession in Pennsylvania after June 30, 2021 and request inactive status. No fee is required.
- I have a change of name and/or address. Complete only if name and/or address differs from above information. NOTE: Your renewal will not be processed until you have complied with the below requirements for Name Change

Name Change	Address Change
Submit an 8 1/2 X 11 photocopy of a legal document verifying your name change (i.e., marriage certificate, divorce decree, or court order). Copies of driver's license or Social Security cards are not acceptable. Failure to submit required document will result in your license being renewed in the name as shown on our records.	
New Name: _____	

LICENSE NUMBER:	LAST NAME:
-----------------	------------

I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. § C.S. 4911. I verify that the statements in this application are true and correct to the best of my knowledge, information, and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in suspension, revocation or denial of my license, certificate, or registration. I further understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature (Mandatory): _____ Date: _____

COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF STATE
 BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
 STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
 717-783-4866
WWW.DOS.PA.GOV/REAL

**CERTIFIED RESIDENTIAL APPRAISER
 RENEWAL APPLICATION
 EXPIRATION DATE: JUNE 30, 2021**

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

RETURN ADDRESS:

State Board of Certified Real Estate Appraisers
 PO Box 8420
 Harrisburg, PA 17105-8420

Your license will expire on June 30, 2021. To process your online renewal, click on www.mylicense.pa.gov. For security purposes you have been assigned a Renewal ID#, which is located on your wallet card. If you have previously renewed online, your User ID and Password are still valid. You will need a valid credit card (VISA, Mastercard, Discover, or American Express). Follow all instructions, and you will have immediate confirmation that your renewal is being processed. You will receive your updated license indicating an expiration date of June 30, 2021, within seven to ten days. After July 31, 2021, contact the Board Office for a reactivation application.

CERTIFICATION NO: RENEWAL FEE - \$225.00 National Registry Fee - \$80.00 <u>TOTAL RENEWAL: \$305.00</u> ONE CHECK PAYABLE TO "COMMONWEALTH OF PENNSYLVANIA" WRITE CERTIFICATION NUMBER ON CHECK. A \$20.00 FEE WILL BE CHARGED FOR PAYMENT RETURNED BY BANK.	LAST NAME: WARNING: PRACTICING ON AN EXPIRED LICENSE MAY RESULT IN DISCIPLINARY ACTIONS AND ADDITIONAL MONETARY PENALTIES.
LICENSES <u>CANNOT BE FORWARDED</u> BY THE POSTAL SERVICE.	THIS FORM IS INVALID AFTER JULY 30, 2021. AFTER JULY 30, 2021, YOU MUST CONTACT THE BOARD OFFICE FOR A REACTIVATION APPLICATION.

- I will not be practicing this profession in Pennsylvania after June 30, 2021 and request inactive status. No fee is required.
- I have a change of name and/or address. Complete only if name and/or address differs from above information. **NOTE: Your renewal will not be processed until you have complied with the below requirements for Name Change**

Name Change	Address Change
Submit an 8 1/2 X 11 photocopy of a legal document verifying your name change (i.e., marriage certificate, divorce decree, or court order). Copies of driver's license or Social Security cards are not acceptable. Failure to submit required document will result in your license being renewed in the name as shown on our records.	
New Name:	

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

CERTIFICATION NUMBER:		LAST NAME:		
If you answer YES to questions 3 through 8 – provide details AND attach certified copies of legal document(s). Certified copies of legal documents are not required if disciplinary action was taken against your PA license to practice this profession.			YES	NO
1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?				
2. If you answered yes to the above question, please provide the profession and state or jurisdiction. Please do not abbreviate the profession.				
3. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?				
4. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?				
5. Since your initial application or your last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?		<input type="checkbox"/> Check here if action was taken in PA. Certified Copies Not Required		
6. Since your initial application or your last renewal, whichever is later, have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?				
7. Since your initial application or last renewal, whichever is later, have you been convicted, found guilty or pleaded nolo contendere, or received probation without verdict or accelerated rehabilitative disposition (ARD) as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.				
8. Since your initial application or your last renewal, whichever is later, have you been found by a civil court of competent jurisdiction to have performed a fraudulent appraisal?				
9. Have you completed the 28 hour continuing education requirements within the biennial reporting period (July 1, 2019, through June 30, 2021), including the required 2-hour PA Law Course and 7-hour USPAP update course?				
10. Are you exempt from continuing education? If you became certified after December 28, 2020, you are exempt from continuing education requirements.				

I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. § C.S. 4911. I verify that the statements in this application are true and correct to the best of my knowledge, information, and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in suspension, revocation or denial of my license, certificate, or registration. I further understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature (Mandatory): _____ Date: _____

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
717-783-4866
WWW.DOS.PA.GOV/REAL

**CERTIFIED GENERAL APPRAISER
RENEWAL APPLICATION
EXPIRATION DATE: JUNE 30, 2021**

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

RETURN ADDRESS:

State Board of Certified Real Estate Appraisers
PO Box 8420
Harrisburg, PA 17105-8420

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LICENSES CANNOT BE FORWARDED BY THE POSTAL SERVICE.	THIS FORM IS INVALID AFTER JULY 30, 2021. AFTER JULY 30, 2021, YOU MUST CONTACT THE BOARD OFFICE FOR A REACTIVATION APPLICATION.

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Name Change	Address Change
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New Name:	

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

CERTIFICATION NUMBER:		LAST NAME:		
If you answer YES to questions 3 through 8 – provide details AND attach certified copies of legal document(s). Certified copies of legal documents are not required if disciplinary action was taken against your PA license to practice this profession.			YES	NO
1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?				
2. If you answered yes to the above question, please provide the profession and state or jurisdiction. Please do not abbreviate the profession.				
3. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?				
4. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?				
5. Since your initial application or your last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?		<input type="checkbox"/> Check here if action was taken in PA. Certified Copies Not Required		
6. Since your initial application or your last renewal, whichever is later, have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?				
7. Since your initial application or last renewal, whichever is later, have you been convicted, found guilty or pleaded nolo contendere, or received probation without verdict or accelerated rehabilitative disposition (ARD) as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.				
8. Since your initial application or your last renewal, whichever is later, have you been found by a civil court of competent jurisdiction to have performed a fraudulent appraisal?				
9. Have you completed the 28 hour continuing education requirements within the biennial reporting period (July 1, 2019, through June 30, 2021), including the required 2-hour PA Law Course and 7-hour USPAP update course?				
10. Are you exempt from continuing education? If you became certified after December 28, 2020, you are exempt from continuing education requirements.				

I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. § C.S. 4911. I verify that the statements in this application are true and correct to the best of my knowledge, information, and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in suspension, revocation or denial of my license, certificate, or registration. I further understand that practicing on an expired license may result in disciplinary actions and additional monetary penalties.

Signature (Mandatory): _____ **Date:** _____

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

«License_No»
«Last_Name»

REACTIVATION APPLICATION – LICENSED APPRAISER TRAINEE
Biennial Renewal Cycle – July 1, 2019 – June 30, 2021

«FULL_NAME»
«M_ADDRESS_LINE_1»
«M_ADDRESS_LINE_2»
«M_ADDRESS_LINE_3»
«M_ADDRESS_LINE_4»

State Board of Certified
Real Estate Appraisers
PO Box 2649
Harrisburg, PA 17105-2649

I have a change of name and/or address. Complete only if name and/or address differs from above information.

Name Change	Address Change
Submit an 8 1/2 X 11 photocopy of a legal document verifying name change (i.e., marriage certificate, divorce decree or court order.) Copies of driver's license or Social Security cards are not acceptable. Failure to submit required document will result in your license being renewed in the name as shown above.	
New Name:	

COMPLETE ONE OF THE FOLLOWING SECTIONS:

SECTION 1

YES, I HAVE PRACTICED this profession in Pennsylvania after «L_Expiration_Date» and I want to reactivate my license at this time. A late renewal fee of \$5.00 per month is assessed when postmarked after «L_Expiration_Date». Make fees payable to the "Commonwealth of PA." Write your license number on your payment. A \$20.00 fee charged for returned payments. FEES ARE NON-REFUNDABLE.

Renewal Fee	\$150.00	Late Fee	\$	Total Due	\$
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SECTION 2

NO, I HAVE NOT PRACTICED this profession in Pennsylvania at any time after «L_Expiration_Date» and I want to reactivate my license at this time.

SECTION 3

NO, I have not practiced this profession in Pennsylvania after «L_Expiration_Date» and request inactive status.
No fee is required.

You MUST request an official Criminal History Record Check (CHRC) from the state agency for every state in which you have resided in for the past 5 years. The report(s) must be dated within 6 months of the date of this application. This report can be sent to you and forwarded to the Board with your application. For a Pennsylvania CHRC, this can be done online at <http://epatch.state.pa.us>. For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of CHRCs from California and Arizona. Please go to <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks> and obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check in lieu of obtaining a CHRC from California and Arizona.

LICENSE NUMBER:	LAST NAME:
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Signature (Mandatory): _____ Date: _____

THIS APPLICATION MUST BE POST MARKED BY (STAFF TO INSERT DATE - 30 DAYS OUT). IF NOT, YOU MUST CONTACT THE BOARD OFFICE FOR A NEW REACTIVATION APPLICATION!

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

«License_No»
«Last_Name»

REACTIVATION APPLICATION – CERTIFIED RESIDENTIAL APPRAISER
Biennial Renewal Cycle – July 1, 2019 – June 30, 2021

«FULL_NAME»

«M_ADDRESS_LINE_1»
«M_ADDRESS_LINE_2»
«M_ADDRESS_LINE_3»
«M_ADDRESS_LINE_4»

State Board of Certified
Real Estate Appraisers
PO Box 2649
Harrisburg, PA 17105-2649

The application must be postmarked by ___/___/___

After this date, the application is expired, you must contact the Board office for a new reactivation application

I have a change of name and/or address. Complete only if name and/or address differs from above information.

Name Change	Address Change
Submit an 8 ½ X 11 photocopy of a legal document verifying name change (i.e., marriage certificate, divorce decree or court order.) Copies of driver's license or Social Security cards are not acceptable. Failure to submit required document will result in your license being renewed in the name as shown above.	
New Name:	

COMPLETE ONE OF THE FOLLOWING SECTIONS:

SECTION 1

YES, I HAVE PRACTICED this profession in Pennsylvania at any time after «L_Expiration_Date» and I want to reactivate my license at this time by paying the renewal fee(s), applicable late renewal fees, and attaching proof of the required _____ hours of continuing education as outlined in the regulations. A late renewal fee of \$5.00 per month is assessed when postmarked after «L_Expiration_Date». Make fees payable to the "Commonwealth of PA." Write your license number on your payment. A \$20.00 fee charged for returned payments. **FEES ARE NON-REFUNDABLE.**

Renewal Fee	\$225.00	National Registry Fee	\$80.00	Late Fee	\$	Total Due	\$
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SECTION 2

NO, I HAVE NOT PRACTICED this profession in Pennsylvania at any time after «L_Expiration_Date» and I want to reactivate my license at this time by paying the renewal fee(s), applicable late renewal fees, and attaching proof of the required _____ hours of continuing education as outlined in the regulations. Make fees payable to the "Commonwealth of PA." Write your license number on your payment. A \$20.00 fee charged for returned payments. **FEES ARE NON-REFUNDABLE.**

Renewal Fee	\$225.00	National Registry Fee	\$80.00	Total Due	\$
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You MUST request an official Criminal History Record Check (CHRC) from the state agency for every state in which you have resided in for the past 5 years. The report(s) must be dated within 6 months of the date of this application. This report can be sent to you and forwarded to the Board with your application. For a Pennsylvania CHRC, this can be done online at <http://epatch.state.pa.us>. For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of CHRCs from California and Arizona. Please go to <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks> and obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check in lieu of obtaining a CHRC from California and Arizona.

CERTIFICATION NUMBER:	LAST NAME:
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THE FOLLOWING QUESTIONS MUST BE ANSWERED

If you answer YES to questions 3 through 8 – provide details AND attach certified copies of legal document(s). Certified copies of legal documents are not required if disciplinary action was taken against your PA license to practice this profession.		YES	NO
1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?			
2. If you answered yes to the above question, please provide the profession and state or jurisdiction. Please do not abbreviate the profession.			
3. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?			
4. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?			
5. Since your initial application or your last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?	<input type="checkbox"/> Check here if action taken in PA Certified Copies Not Required		
6. Since your initial application or your last renewal, whichever is later, have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?			
7. Since your initial application or last renewal, whichever is later, have you been convicted, found guilty or pleaded nolo contendere, or received probation without verdict or accelerated rehabilitative disposition (ARD) as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.			
8. Since your initial application or your last renewal, whichever is later, have you been found by a civil court of competent jurisdiction to have performed a fraudulent appraisal?			
9. Have you completed the 28 hour continuing education requirements within the biennial reporting period (July 1, 2019, through June 30, 2021), including the required 2-hour PA Law Course and 7-hour USPAP update course?			
10. Are you exempt from continuing education? If you became certified after December 28, 2020, you are exempt from continuing education requirements.			

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Signature (Mandatory): _____ Date: _____

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

«License_No»
«Last_Name»

REACTIVATION APPLICATION – CERTIFIED GENERAL APPRAISER
Biennial Renewal Cycle – July 1, 2019 – June 30, 2021

«FULL_NAME»

«M_ADDRESS_LINE_1»

«M_ADDRESS_LINE_2»

«M_ADDRESS_LINE_3»

«M_ADDRESS_LINE_4»

State Board of Certified
Real Estate Appraisers
PO Box 2649
Harrisburg, PA 17105-2649

The application must be postmarked by ___/___/___

After this date, the application is expired, you must contact the Board office for a new reactivation application

I have a change of name and/or address. Complete only if name and/or address differs from above information.

Name Change	Address Change
Submit an 8 ½ X 11 photocopy of a legal document verifying name change (i.e., marriage certificate, divorce decree or court order.) Copies of driver's license or Social Security cards are not acceptable. Failure to submit required document will result in your license being renewed in the name as shown above.	
New Name:	

COMPLETE ONE OF THE FOLLOWING SECTIONS:

SECTION 1

YES, I HAVE PRACTICED this profession in Pennsylvania at any time after «L_Expiration_Date» and I want to reactivate my license at this time by paying the renewal fee(s), applicable late renewal fees, and attaching proof of the required _____ hours of continuing education as outlined in the regulations. A late renewal fee of \$5.00 per month is assessed when postmarked after «L_Expiration_Date». Make fees payable to the "Commonwealth of PA." Write your license number on your payment. A \$20.00 fee charged for returned payments. FEES ARE NON-REFUNDABLE.

Renewal Fee	\$225.00	National Registry Fee	\$80.00	Late Fee	\$	Total Due	\$
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SECTION 2

NO, I HAVE NOT PRACTICED this profession in Pennsylvania at any time after «L_Expiration_Date» and I want to reactivate my license at this time by paying the renewal fee(s), applicable late renewal fees, and attaching proof of the required _____ hours of continuing education as outlined in the regulations. Make fees payable to the "Commonwealth of PA." Write your license number on your payment. A \$20.00 fee charged for returned payments. FEES ARE NON-REFUNDABLE.

Renewal Fee	\$225.00	National Registry Fee	\$80.00	Total Due	\$
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CERTIFICATION NUMBER:	LAST NAME:
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THE FOLLOWING QUESTIONS MUST BE ANSWERED

If you answer YES to questions 3 through 8 – provide details AND attach certified copies of legal document(s). Certified copies of legal documents are not required if disciplinary action was taken against your PA license to practice this profession.	YES	NO
1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?		
2. If you answered yes to the above question, please provide the profession and state or jurisdiction. Please do not abbreviate the profession.		
3. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?		
4. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
5. Since your initial application or your last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?	<input type="checkbox"/> Check here if action taken in PA Certified Copies Not Required	
6. Since your initial application or your last renewal, whichever is later, have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
7. Since your initial application or last renewal, whichever is later, have you been convicted, found guilty or pleaded nolo contendere, or received probation without verdict or accelerated rehabilitative disposition (ARD) as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.		
8. Since your initial application or your last renewal, whichever is later, have you been found by a civil court of competent jurisdiction to have performed a fraudulent appraisal?		
9. Have you completed the 28 hour continuing education requirements within the biennial reporting period (July 1, 2019, through June 30, 2021), including the required 2-hour PA Law Course and 7-hour USPAP update course?		
10. Are you exempt from continuing education? If you became certified after December 28, 2020, you are exempt from continuing education requirements.		

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Signature (Mandatory): _____ **Date:** _____



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
2601 North Third Street
Harrisburg, PA 17110

Telephone: 717-783-4866
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

CONTINUING EDUCATION AND INITIAL EDUCATION PROGRAM APPROVAL APPLICATION

INSTRUCTIONS:

- a. Submit one application for each continuing education program. Please print or type.
- b. Applications cannot be considered unless all questions are answered.
- c. Submit \$85.00 application fee. Make check or money order payable to "Commonwealth of PA." **Application fees are not refundable.** If you do not receive the Board's approval of the continuing education program within one year from the date the application is received, you will be required to submit another application fee. A processing fee of \$20.00 will be charged for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.
- e. If your course has been approved by AQB or IDECC, please attach your approval.
- e. Program Schedule: Attach detailed time schedule, hour by hour, of subject matter.
- f. Certificate of Attendance: Providers must provide a Certificate of Attendance on the approved Board form, which is attached.
- g. Submit applications for approval of programs to this Board 30 days in advance of presentation.
- h. If your course has not been approved by AQB or IDECC your course must fall under the subject matters in accordance with the Board's regulations. See 49 Pa. Code § 36.42. You may access the Board's regulations at www.dos.pa.gov/real The Continuing Education Committee will review your application for continuing education approval. If the program is approved, please note the continuing education approval number, the number of approved credit hours, and the expiration date when you receive your approval letter. The approval number and the number of approved credit hours must be listed on certificates of attendance given to attendees of your program.
- i. For information regarding distance education requirements, please review the Board's regulations at 49 Pa. Code 36.43.



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
2601 North Third Street
Harrisburg, PA 17110

Telephone: 717-783-4866
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

CONTINUING EDUCATION AND INITIAL EDUCATION PROGRAM APPROVAL APPLICATION

SUBMIT APPLICATION AT LEAST 30 DAYS PRIOR TO COURSE PRESENTATION COURSE MAY NOT BE PRESENTED PRIOR TO RECEIPT OF BOARD APPROVAL

FEES: \$85.00 NON-REFUNDABLE APPLICATION FEE. MAKE CHECK OR MONEY ORDER PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." FEE IS NON-REFUNDABLE, NON-TRANSFERABLE AND SUBJECT TO CHANGE. APPLICANTS WILL BE CHARGED \$20.00 FOR ALL CHECKS RETURNED "NOT PAID" REGARDLESS OF THE REASON FOR NON-PAYMENT. IF A PENDING APPLICATION IS OLDER THAN ONE YEAR FROM THE DATE SUBMITTED AND THE APPLICANT WISHES TO CONTINUE THE APPLICATION PROCESS, THE BOARD SHALL REQUIRE THE APPLICANT TO SUBMIT A NEW APPLICATION INCLUDING THE REQUIRED FEE. IN ORDER TO COMPLETE THE APPLICATION PROCESS, MANY OF THE SUPPORTING DOCUMENTS ASSOCIATED WITH THE APPLICATION CANNOT BE MORE THAN SIX MONTHS FROM THE DATE OF ISSUANCE.

PLEASE NOTE: BOARD APPROVED COURSES EXPIRE THREE (3) YEARS FROM DATE OF APPROVAL. AQB OR IDECC APPROVED COURSES HAVE A SET EXPIRATION DATE. YOUR BOARD APPROVAL LETTER WILL STATE THE EXPIRATION DATE OF THIS COURSE. IN ORDER TO CONTINUE OFFERING THE COURSE AFTER THE EXPIRATION DATE, YOU MUST SUBMIT A NEW APPLICATION AND FEE.

INDICATE WHICH TYPE OF APPROVAL YOU ARE REQUESTING:

Existing Provider Number: _____	<input type="checkbox"/> New Course
<input type="checkbox"/> New Education Provider	<input type="checkbox"/> Resubmission of course previously approved; Expiration date _____
<input type="checkbox"/> Secondary Provider (must attach letter from original provider granting permission to offer their course.	
<input type="checkbox"/> Changes to Existing Course (Highlight Changes)	

SECTION 1 – Provider Information

PRINT OR TYPE		
PROVIDER NAME:		
PROVIDER NUMBER, IF APPLICABLE:		
MAILING ADDRESS:		
TELEPHONE:	Office:	Fax:
WEBSITE ADDRESS:		
CONTACT PERSON:		
ADDRESS:		
TELEPHONE:	Office:	Fax:
E-MAIL ADDRESS:		
TYPE OF PROVIDER:	<input type="checkbox"/> GOVERNMENT AGENCY (STATE LOCAL OR FEDERAL) <input type="checkbox"/> APPRAISAL ORGANIZATION <input type="checkbox"/> REAL ESTATE ORGANIZATION <input type="checkbox"/> OTHER:	

SECTION 2 – Submit the following information for courses being offered to CERTIFIED RESIDENTIAL AND GENERAL APPRAISERS AND LICENSED APPRAISER TRAINEES:

Submit the following information:

INITIAL EDUCATION:

1. ATTACH A SAMPLE EXAMINATION that will be used to evaluate attendee performance.

INITIAL EDUCATION AND CONTINUING EDUCATION:

1. Course description, objectives and course content outline
2. Detailed time schedule, hour by hour, of subject matter. Classroom hour is defined as 50 minutes for each 60 minute segment.
3. Attach a description of the method to be used to verify attendance and satisfactory completion of the course/seminar.
4. IDECC Certificate (for distance education courses) in the Provider's name.
5. Instructor AQB certification or recertification course.
6. USPAP Courses: AQB letter granting permission to use their course (or AQB approval if equivalent course)
7. If course is approved by IDECC and/or CAP, the expiration date of the IDECC and/or CAP approval will be reflected on the Board's records. To continue offering the course after the expiration date, the provider must submit an approval letter from IDECC and/or CAP indicating a current expiration date.

Courses offered to CERTIFIED RESIDENTIAL, GENERAL APPRAISERS AND LICENSED APPRAISER TRAINEES:

Credit Requested for:

Initial Education
 MUST be at least 15 hours in length. Examination REQUIRED

Continuing Education
 MUST be at least 2 hours in length. No examination required.

Distance Education
 MUST be at least 2 hours in length. Examination REQUIRED

TITLE OF COURSE/SEMINAR: _____

TOTAL NUMBER OF HOURS: _____ **NUMBER OF EXAM HOURS (if applicable)** _____

INSERT NUMBER OF HOURS COVERED IN EACH OF THE FOLLOWING SUBJECTS

INITIAL EDUCATION		CONTINUING EDUCATION	
	BASIC APPRAISAL PRINCIPLES		AD VALOREM TAXATION
	BASIC APPRAISAL PROCEDURES		ARBITRATION, DISPUTE RESOLUTION
	NATIONAL 15 HOUR USPAP OR EQUIVALENT		COURSES RELATED TO THE PRACTICE OF REAL ESTATE APPRAISAL OR CONSULTING
	RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE		DEVELOPMENT COST-ESTIMATING
	RESIDENTIAL APPRAISAL SITE VALUATION AND COST APPROACH		ETHICS & STANDARDS OF PROFESSIONAL PRACTICE, USPAP
	RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES		LAND USE PLANNING, ZONING
	RESIDENTIAL REPORT WRITING AND CASE STUDIES		MANAGEMENT, LEASING, TIMESHARING
	STATISTICS, MODELING, AND FINANCE		PROPERTY DEVELOPMENT, PARTIAL INTERESTS
	ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES		REAL ESTATE LAW, EASEMENTS AND LEGAL INTERESTS
	GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE		REAL ESTATE LITIGATION, DAMAGES, CONDEMNATION
	GENERAL APPRAISER SALES COMPARISON APPROACH		REAL ESTATE FINANCING AND INVESTMENT
	GENERAL APPRAISER SITE VALUATION AND COST APPROACH		REAL ESTATE APPRAISAL RELATED COMPUTER APPLICATIONS
	GENERAL APPRAISER INCOME APPROACH		REAL ESTATE SECURITIES AND SYNDICATION
	GENERAL APPRAISER REPORT WRITING AND CASE STUDIES		DEVELOPING OPINIONS OF REAL PROPERTY VALUE IN APPRAISALS THAT ALSO INCLUDE PERSONAL PROPERTY AND/OR BUSINESS VALUE
	APPRAISAL SUBJECT MATTER ELECTIVES		SELLER CONCESSIONS AND IMPACT ON VALUE
			ENERGY EFFICIENT ITEMS AND "GREEN BUILDING" APPRAISALS

**SECTION 2 - SUBMIT THE FOLLOWING INFORMATION FOR COURSES BEING OFFERED TO
CERTIFIED PENNSYLVANIA EVALUATORS**

INITIAL EDUCATION:

1. Attach a sample examination that will be used to evaluate attendee performance.

INITIAL EDUCATION AND CONTINUING EDUCATION:

1. Course description, objectives and course content outline
2. Detailed time schedule, hour by hour, of subject matter. Classroom hour is defined as 50 minutes for each 60 minute segment.
3. Attach a description of the method to be used to verify attendance and satisfactory completion of the course/seminar.

INSERT THE NUMBER OF HOURS COVERED IN EACH OF THE FOLLOWING CORE SUBJECTS:

INITIAL EDUCATION		CONTINUING EDUCATION	
	INFLUENCES IN REAL ESTATE VALUE		AD VALOREM TAXATION
	LEGAL CONSIDERATION IN APPRAISAL		ARBITRATION
	TYPES OF VALUE		BUSINESS COURSES RELATED TO THE PRACTICE OF REAL ESTATE APPRAISAL
	ECONOMIC PRINCIPLES		DEVELOPMENT COST-ESTIMATING
	REAL ESTATE MARKET AND ANALYSIS		NATIONAL 7 HOUR USPAP OR EQUIVALENT
	VALUATION PROCESS		ETHICS AND STANDARDS OF PROFESSIONAL PRACTICE
	PROPERTY DESCRIPTION		LAND USE PLANNING, ZONING AND TAXATION
	HIGHEST AND BEST USE ANALYSIS		MANAGEMENT, LEASING, BROKERAGE TIMESHARING
	APPRAISAL STATISTICAL CONCEPTS		PROPERTY DEVELOPMENT
	SALES COMPARISON APPROACH		REAL ESTATE APPRAISAL
	SITE VALUE		REAL ESTATE FINANCE AND INVESTMENT
	COST APPROACH		REAL ESTATE LAW
	INCOME APPROACH, INCLUDING DIRECT & YIELD CAPITALIZATION TECHNIQUES		REAL ESTATE LITIGATION
	VALUATION OF PARTIAL INTERESTS		REAL ESTATE APPRAISAL RELATED COMPUTER APPLICATIONS
	USPAP		REAL ESTATE SECURITIES AND SYNDICATION
	NARRATIVE REPORT WRITING		REAL PROPERTY EXCHANGE
	ASSESSMENT LAW AND PRACTICE		MASS APPRAISAL MODEL BUILDING
	MASS APPRAISAL SYSTEMS		MASS APPRAISAL MODEL CALIBRATION
	MAPPING		ASSESSMENT ADMINISTRATION
			MAPPING
			PENNSYLVANIA ASSESSORS CERTIFICATION LAW AND RULES AND REGULATIONS

SECTION 3 – Standards for Providers

By signing this application, I certify that:

1. The provider has established a mechanism measuring the quality of the course/continuing education program being offered.
2. The provider has established criteria for selecting and evaluating faculty.
3. The provider has established criteria for the evaluation of each course/continuing education program upon completion.
4. The provider shall provide adequate facilities and appropriate instructional materials to carry out the courses/continuing education programs.
5. The provider shall ensure that the instructors have suitable qualifications and are of good reputation and character.
6. The provider will not present the course until official approval has been received from the Board office.
7. Any transcripts/completion certificates provided to students will reflect the correct course title and provider as listed on this application.

SECTION 4: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS FORM IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa. C.S. § 49.11.

ADDITIONALLY, I CERTIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENT MADE IS SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES AND MAY RESULT IN THE SUSPENSION OR REVOCATION OF MY LICENSE OR CERTIFICATE.

PROVIDER REPRESENTATIVE SIGNATURE _____ DATE _____



Commonwealth of Pennsylvania
 DEPARTMENT OF STATE
 BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
 PO Box 2649
 HARRISBURG, PA 17105-2649

**STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
 CERTIFICATE OF COMPLETION**

THIS FORM IS FOR USE IN REPORTING CONTINUING EDUCATION CREDITS.

CERTIFICATE HOLDER: This form must be completed properly. **YOU MUST RETAIN A COPY OF THIS FORM FOR SUBMISSION TO THE BOARD.** You must submit a separate form for each program attended. Continuing education hours shall be applied to ONLY one renewal period. The same continuing education hours cannot be applied to a subsequent renewal.

SECTION A – To be completed by Program Provider

Name of Participant & Certificate # →	
Number of Program Hours →	
Provider →	
Provider # →	
Title of Program →	
Date(s) of Program →	
Instructor(s) /Presenter(s) →	

SIGNATURE OF INSTRUCTOR/PRESENTER: _____ DATE: _____

SECTION B – TO BE COMPLETED BY CERTIFICATE HOLDER

I certify that I have read and understand the information contained in the instructions and completed the program described in Section A. I am aware that any misrepresentations by me may be subject to appropriate disciplinary action. I further understand that any false statement made is subject to the penalties of 18 PA C.S. Section 4904 relating to unsworn falsification to authorities and may result to the suspension or revocation of my license or certificate.

Signature: _____ Date: _____
Printed Name: _____ PA Certificate# _____

Experience logs for an upgrade to a general real estate appraiser certification: Experience log for that did not include an interior and exterior inspection (actual hours in whole numbers incurred by trainee) (April, 2018)

APPLICANT NAME:		RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION NUMBER:		RESIDENTIAL REAL ESTATE APPRAISER SIGNATURE:		SUPERVISING CERTIFIED APPRAISER:		SUPERVISING CERTIFIED APPRAISER SIGNATURE:		CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:								
Date of Appraisal (Mo/Yr)	LIST IN DATE ORDER	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	RESIDENTIAL COMMERCIAL INDICATE	PROPERTY TYPE	CLIENT YES OR NO	T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED	1. Inspected Interior and exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nbrhd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	XI. Prepared the Real Estate Appraisal Report	XII. Other (please attach explanation)
						T - Check all that apply												
						S - indicate level (P,C,R) →												
						T - Check all that apply												
						S - indicate level (P,C,R) →												
						T - Check all that apply												
						S - indicate level (P,C,R) →												
						T - Check all that apply												
						S - indicate level (P,C,R) →												
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		TOTAL					PAGE											OF

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Date of Appraisal (Mo/Yr) LIST IN DATE ORDER	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	Property Type		CLIENT YES OR NO	T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED
		RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS		
					1. Inspected Interior and exterior of subject property
					II. Developed Site Desc. & Analysis
					III. Developed Bldg. Desc. & Analysis
					IV. Nbrhd Description & Dev. Analysis
					V. Developed the Highest & Best Use
					VI. Collected, Verified, and Analyzed Data
					VII. Developed Income Approach
					VIII. Developed Cost Approach
					IX. Developed Sales Comparison
					X. Developed Final Reconciliation
					XI. Prepared the Real Estate Appraisal Report
SUBTOTAL					
TOTAL					

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hours in whole numbers incurred by trainee April 2018

APPLICANT NAME:		RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION NUMBER:		RESIDENTIAL REAL ESTATE APPRAISER SIGNATURE:		SUPERVISING CERTIFIED APPRAISER:		SUPERVISING CERTIFIED APPRAISER SIGNATURE:		CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:							
Date of Appraisal (Mo/Yr)	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS	CLIENT YES OR NO	T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED	1. Inspected interior and exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nhd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	XI. Prepared the Real Estate Appraisal Report	XII. Other (please attach explanation)
					T - Check all that apply S - Indicate level (P,C,R) →												
					T - Check all that apply S - Indicate level (P,C,R) →												
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FOR AN UPGRADE TO A GENERAL REAL ESTATE APPRAISER CERTIFICATION:
 (YOU MAY MAKE COPIES OF THIS FORM AS NEEDED) (April 2018)

"OTHER" TYPES OF EXPERIENCE ONLY

APPLICANT NAME:			RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION NUMBER:				
RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION SIGNATURE:			RESIDENTIAL REAL ESTATE APPRAISER CERTIFICATION NUMBER:				
NAME OF SUPERVISING APPRAISER:			CERTIFICATE NUMBER OF SUPERVISING APPRAISER:				
PERIOD OF SUPERVISION:			SUPERVISING APPRAISER SIGNATURE:				
OTHER - SEE §36.11 OR §36.12 FOR DESCRIPTIONS OF OTHER TYPES OF ACCEPTABLE EXPERIENCE							
Date of Appraisal (Mo./Yr.) MUST LIST IN DATE ORDER	Assignment Identification Address (Out-of-State Locations are Acceptable) Include City and State P. O. Box Numbers are Unacceptable	Report Type (✓) One		Property Type (✓) One		Number of Actual Hours of Experience Claimed USE WHOLE NUMBERS ONLY	List the type of experience as per §36.11(e)(2) (ii)(v-x) or §36.12(e)(2) (ii)(v-x) of the Board's regulations
		FORM	NARRATIVE	RESIDENTIAL	NON RESIDENTIAL		
PAGE _____ OF _____		TOTALS					

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Experience log for Licensed Appraiser Trainee that included exterior only inspection (actual hours in whole numbers incurred by trainee) (Oct 2017)

APPLICANT NAME:		LICENSED APPRAISER TRAINEE NUMBER:		LICENSED APPRAISER TRAINEE SIGNATURE:		SUPERVISING CERTIFIED APPRAISER:		SUPERVISING CERTIFIED APPRAISER SIGNATURE:		CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:									
Date of Appraisal (Mo/Yr)	LIST IN DATE ORDER	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS	CLIENT YES OR NO	T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED	1. Inspected exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nbrhd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	XI. Prepared the Real Estate Appraisal Report	XII. Other (please attach explanation)	
						T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) →													
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		TOTAL																	

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10/2017

Experience log for Licensed Appraiser Trainee that included an interior and exterior inspection (actual hours in whole numbers incurred by trainee) (Oct 2017)

APPLICANT NAME:						T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED	Property Type		CLIENT YES OR NO	T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) → T - Check all that apply S - Indicate level (P,C,R) →										
Date of Appraisal (Mo/Yr)	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS																	
LICENSED APPRAISER TRAINEE NUMBER:																				
LICENSED APPRAISER TRAINEE SIGNATURE:																				
SUPERVISING CERTIFIED APPRAISER:																				
SUPERVISING CERTIFIED APPRAISER SIGNATURE:																				
CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:																				
	I. Inspected interior and exterior of subject property																			
	II. Developed Site Desc. & Analysis																			
	III. Developed Bldg. Desc. & Analysis																			
	IV. Nbrhd Description & Dev. Analysis																			
	V. Developed the Highest & Best Use																			
	VI. Collected, Verified, and Analyzed Data																			
	VII. Developed Income Approach																			
	VIII. Developed Cost Approach																			
	IX. Developed Sales Comparison																			
	X. Developed Final Reconciliation																			
	XI. Prepared the Real Estate Appraisal Report																			
SUBTOTAL																				
TOTAL																				

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Experience log - Review Appraisals performed by appraiser trainee (actual hours in whole numbers incurred by trainee) (June 2017)

Date of Appraisal (Mo/Yr)	LIST IN DATE ORDER	Assignment Identification Address (Out of State Locations, Acceptable) Include City and State PO Box Numbers are Unacceptable	Property Type		CLIENT YES OR NO	T - Trainee S - Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED	1. Inspected Interior and exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nbrhd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	XI. Prepared the Real Estate Appraisal Report	XII. Other (please attach explanation)	
			RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS															
APPLICANT NAME:																			
LICENSED APPRAISER TRAINEE NUMBER:																			
LICENSED APPRAISER TRAINEE SIGNATURE:																			
SUPERVISING CERTIFIED APPRAISER:																			
SUPERVISING CERTIFIED APPRAISER SIGNATURE:																			
CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:																			
						T - Check all that apply													
						S - Indicate level (P,C,R) →													
						T - Check all that apply													
						S - Indicate level (P,C,R) →													
						T - Check all that apply													
						S - Indicate level (P,C,R) →													
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						S - Indicate level (P,C,R) →													
						T - Check all that apply													
						S - Indicate level (P,C,R) →													
SUBTOTAL																			
TOTAL																			
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EXPERIENCE LOG - OTHER (SEE §36.11 OR §36.12 FOR DESCRIPTION OF OTHER TYPES OF ACCEPTABLE EXPERIENCE) (YOU MAY MAKE COPIES OF THIS FORM AS NEEDED) [June 2017]

USE THIS PAGE FOR "OTHER" TYPES OF EXPERIENCE ONLY

APPLICANT NAME: _____

LICENSED APPRAISER TRAINEE NUMBER: _____

LICENSED APPRAISER TRAINEE SIGNATURE: _____

NAME OF SUPERVISING APPRAISER: _____

CERTIFICATE NUMBER OF SUPERVISING APPRAISER: _____

PERIOD OF SUPERVISION: _____

SUPERVISING APPRAISER SIGNATURE: _____

OTHER - SEE §36.11 OR §36.12 FOR DESCRIPTIONS OF OTHER TYPES OF ACCEPTABLE EXPERIENCE

Date of Appraisal (Mo./Yr.) MUST LIST IN DATE ORDER	Assignment/Identification Address (Out-of-State Locations are Acceptable) Include City and State P. O. Box Numbers are Unacceptable	Report Type (√) One		Property Type (√) One	Number of Actual Hours of Experience Claimed USE WHOLE NUMBERS ONLY	List the type of experience as per §36.11(e)(2) (ii)(iv - x) or §36.12(e)(2) (iii)(iv - x) of the Board's regulations
		FORM	NARRATIVE			
TOTALS						

PAGE ____ OF ____

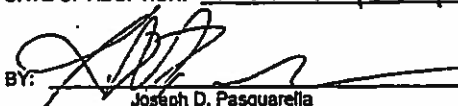
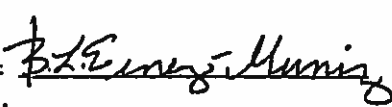
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FACE SHEET
FOR FILING DOCUMENTS
WITH THE LEGISLATIVE REFERENCE BUREAU
(Pursuant to Commonwealth Documents Law)



DO NOT WRITE IN THIS SPACE

<p>Copy below is hereby approved as to form and legality. Attorney General</p> <p>BY: _____ (DEPUTY ATTORNEY GENERAL)</p> <p>_____ DATE OF APPROVAL</p> <p><input type="checkbox"/> Check if applicable Copy not approved. Objections attached.</p>	<p>Copy below is hereby certified to be a true and correct copy of a document issued, prescribed or promulgated by:</p> <p><u>State Board of Certified Real Estate Appraisers</u> (AGENCY)</p> <p>DOCUMENT/FISCAL NOTE NO. <u>16A-7022</u></p> <p>DATE OF ADOPTION: <u>march 6, 2019</u></p> <p>BY:  Joseph D. Pasquarella</p> <p>TITLE <u>Chairman</u> (EXECUTIVE OFFICER, CHAIRMAN OR SECRETARY)</p>	<p>Copy below is hereby approved as to form and legality. Executive or Independent Agencies.</p> <p>BY: </p> <p><u>JUL 12 2019</u> DATE OF APPROVAL</p> <p><u>Deputy General Counsel</u> (Chief Counsel, Independent Agency) (Strike inapplicable title)</p> <p><input type="checkbox"/> Check if applicable. No Attorney General approval or objection within 30 days after submission.</p>
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FINAL RULEMAKING

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

49 Pa. Code §§ 36.1-36.3, 36.11-36.13, 36.41-36.43, and 36.54

FEDERALLY—MANDATED REVISIONS

The State Board of Certified Real Estate Appraisers (Board) hereby amends Chapter 36 to read as set forth in Annex A.

Effective date

The rulemaking will be effective upon final-form publication in the *Pennsylvania Bulletin*.

Statutory Authority

Section 5(1) of the Real Estate Appraisers Certification Act (act) (63 P.S. § 457.5(1)) authorizes the Board to pass upon the qualifications and fitness of applicants for certification or licensure and to adopt and revise rules and regulations requiring applicants for certification to pass examinations regarding qualifications for certification. Section 5(2) of the act authorizes the Board to adopt and revise rules and regulations as may be necessary to carry out the act. Under section 6 of the act (63 P.S. § 457.6), the Board is authorized to issue licenses and certificates to real estate appraisers who meet the minimum education and experience criteria established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation under Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) (Pub. L. No. 101-73, 103 Stat. 183) (12 U.S.C. §§ 3331—3356).

FIRREA is the Federal legislation that established the broad framework by which state appraiser regulatory bodies are to credential licensed appraiser trainees and real estate appraisers in Federally-related transactions. The Appraisal Foundation, through the AQB, is charged under FIRREA with establishing the minimum initial education, continuing education, examination and experience requirements for state-credentialed appraisers. These minimum qualification criteria are binding on the Board. The AQB publication establishing the minimum education, experience, examination and continuing education requirements for real property appraisers is *The Real Property Appraiser Qualification Criteria* (AQB Qualification Criteria).

The act of July 7, 2016 (P.L. 474, No. 72) (Act 72) amended the act to implement AQB Qualification Criteria, including minimum requirements for licensed appraiser trainees. Section 4 of Act 72 added section 10(b.2) of the act (63 P.S. § 457.10(b.2)) which provides that licensed appraiser trainees are subject to the same continuing education requirements for licensure renewal as residential and general real estate appraisers.

Background and Purpose

This final-form rulemaking incorporates the mandated Federal amendments, including updates in qualification criteria for general and residential real estate appraisers and licensed appraiser trainees. The final regulation incorporates the May 1, 2018 AQB Qualification Criteria updates in postsecondary education, appraisal education, experience, examinations, supervisory appraiser criteria and continuing education. The final regulation also requires applicants to submit an official criminal history record information check.

Historically, the Board has promulgated regulations by adopting the AQB Qualification Criteria almost verbatim in the regulations. The Board has determined that having two separate standards (the AQB Qualification Criteria and the Board regulations that restate the minimum qualification criteria) causes confusion among licensees and is difficult for the Board to administer. When Federal law changes or the AQB evaluates and modifies its minimum qualification criteria, the regulations are not immediately reflective of the new AQB Qualification Criteria because the Board must amend its regulations. The Board determined that it is more efficient and prudent to adopt and incorporate the AQB Qualification Criteria by reference, where practicable. By adopting and incorporating the AQB Qualification Criteria by reference, the Board eliminates the need to amend its regulations when the AQB updates or modifies the minimum qualification criteria. Where the Board requires more stringent standards than the Federal minimum standards, this final rulemaking adopts the AQB Qualification Criteria and incorporates the Board's more stringent standards.

Summary of Comments and the Board's Response

Notice of proposed rulemaking was published at 48 Pa. B. 3955 (July 7, 2018), with a 30-day public comment period. The Board received comments from the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (ASC) and the Coalition of Pennsylvania Real Estate Appraisers (CPREA). The Board also received comments from the Independent Regulatory Review Commission (IRRC) as part of its review of proposed rulemaking under the Regulatory Review Act. The Board did not receive comments from the House Professional Licensure Committee or the Senate Consumer Protection and Professional Licensure Committee.

Generally

ASC is the Federal agency responsible for the oversight of State appraiser regulatory programs. In drafting the proposed regulations, the Board worked closely with the ASC to ensure that its proposed regulatory amendments appropriately implement Federal requirements. The ASC audits the Board on a biennial basis and the Board works diligently to ensure compliance with those standards. The ASC submitted a comment supporting the Board's proposed regulations.

CPREA is the legislative arm of the Appraisal Institute in the Commonwealth and is the largest organization of professional appraisers in Pennsylvania. CPREA supports the proposed rulemaking and is specifically supportive of the technique/strategy of incorporating the AQB Qualification Criteria via reference rather than verbatim.

§§ 36.11(e)(2) and 36.12(e)(2)—Experience

The proposed regulations at §§ 36.11(e)(2) and 36.12(e)(2) (relating to qualifications for certification as residential real estate appraiser; and qualifications for certification as general real estate appraiser) would have required at least 50% of the total experience requirement to be in the actual preparation of real estate appraisal reports which includes physical inspection of interior and exterior of the subject properties. CPREA commented on this proposed amendment and

suggests increasing the number of hours in the actual preparation of real estate appraisal reports from 50% to 75% for both residential and general real estate appraisers. IRRC also commented regarding this issue and asked whether the Board considered requiring a higher percentage of actual preparation hours to account for the lower number of total hours required by the AQB Qualification Criteria. IRRC also asked the Board to explain why the number of hours of actual preparation of real estate appraisal reports required for both residential and general real estate appraisers is reasonable to protect the public health safety and welfare.

While the AQB Qualification Criteria does not require a specified number of hours in the actual preparation of real estate appraisal reports, the Board has historically believed and continues to believe that the actual preparation of appraisal reports is a critical component of experience. The public relies upon the accuracy of professionally-prepared real estate appraisals in deciding to purchase or sell (and at what price) real estate, as well as whether to extend a loan secured by real estate. If the public is unable to rely upon the competency and professionalism of appraisers, the credibility of the profession is threatened, which undermines confidence in the real estate and financial markets which base their decisions on sound and credible real property appraisals.

For the residential real estate appraiser certification, the Board's existing regulation at § 36.11(e)(1) requires 2,500 hours of experience with 1,250 hours in the actual preparation of real estate appraisal reports which includes physical inspection of the interior and exterior of the subject properties. The 1,250 hours in actual preparation of real estate appraisal reports represents 50% of the total number of required experience hours. The final regulation adopting the updated AQB Qualification Criteria decreases the total required experience hours from 2,500 experience hours to 1,500 experience hours. For the general real estate appraiser certification, the Board's existing regulation at § 36.12(e)(1) requires 3,000 hours with 1,500 hours in the actual preparation of real estate appraisal reports which includes physical inspection of interior and exterior of the subject properties. The 1,500 hours in actual preparation of real estate appraisal reports represents 50% of the total number of required experience hours. For the general real estate appraiser certification, the final regulation adopting the AQB Qualification Criteria does not change the total experience hours required for general appraisers.

When the Board adopted the 50% standard in the proposed regulations, the Board considered and adopted the existing regulatory standard for the general and residential real estate appraisers (the equivalent of 50% for both general and residential real estate appraiser certifications). During its September 11, 2018, and March 6, 2019 board meetings, the Board considered IRRC's comment and the concerns of CPREA. The Board discussed the updated AQB Qualification Criteria that decreases the residential real estate appraiser certification experience requirements and evaluated whether it is more appropriate and, in the public's best interest, to increase the number of hours in actual preparation of real estate appraisal reports to account for the lower number of hours. In doing so, the Board considered the underlying reasons for requiring a specified number of hours in actual preparation of real estate appraisal reports. For residential real estate appraisers, the Board historically required 1,250 hours in the actual preparation of appraisal reports to ensure that trainees receive sufficient exposure to appraising different types of properties. Requiring a significant number of hours in the actual preparation of appraisal reports exposes trainees to different problems and issues that may arise in appraising properties. During

the training period, trainees must develop appraisal skills, including online searches of properties and analysis of deeds and contracts. Trainees must also develop appraisal skills by using the sales comparison approach, the income approach and the cost approach. Another example of a skill requiring exposure to a variety of property types is rating the quality and condition of properties, as required in a standard Fannie Mae residential appraisal report form. In the Board's opinion, a trainee develops competence in rating the quality and condition of properties after being exposed to many different properties with different qualities and conditions. The Board believes trainees need to learn the theoretical aspects of appraising and must have significant experience in applying those methods and theories to actual properties. Obtaining a variety of experience through actual preparation of appraisal reports, under the supervision of a certified appraiser, develops those critical skills.

After considering all of the above factors with regard to the residential real estate appraiser certification, the Board determined that increasing the number of hours of actual preparation of appraisal reports to 75% will provide sufficient training in the activity for which the licensed appraiser trainee will be certified—preparing appraisal reports. The increased percentage will provide a sufficient number of experience hours for development of basic skills that may be necessary prior to engaging in the actual preparation of real estate appraisal reports and will provide sufficient flexibility to obtain experience in other ways. The Board recognizes other types of experience hours that help develop appraisal competency, including fee and staff appraisals, ad valorem tax appraisal, review appraisals, case studies or practicum courses and research assistance in highest and best use analysis and feasibility analysis; however, experience in actual preparation of appraisal reports is an essential skill that must be developed throughout the training period. Accordingly, regarding the residential real estate appraiser certification, the Board amends § 36.11(e)(2) to require 75% of the total required experience hours in the actual preparation of real estate appraisal reports which includes physical inspection of the interior and exterior of the subject properties.

For general real estate appraisers, the Board does not support an increase in the number of hours in the actual preparation of appraisal reports. The final form regulation at § 36.12(e)(2) requires 50% or 1,500 hours in the actual preparation of real estate appraisal reports. The Board believes this is a sufficient number of hours and is comparable to the number of hours required for residential real estate appraisers given the disparity between the total number of experience hours required for each certification.

Clarity and lack of ambiguity

IRRC questioned how the Board intends to notify the regulated community and applicants of changes in the AQB Qualification Criteria and asked whether the Board considered a mechanism for notification.

The Board currently has mechanisms in place for notification of AQB Qualification Criteria changes and will continue to implement these mechanisms upon publication of the final-form rulemaking. When AQB Qualification Criteria changes, the Board currently notifies licensees and stakeholders via email notices and newsletters and through notices on its website. The Board

takes steps to ensure that appropriate associations receive notification and the Board discusses all AQB Qualification Criteria changes in its public board meetings. Additionally, the Board's applications for initial certification, initial licensure and the supervisor registry contain information about and links to the AQB. The AQB website does not require payment or subscription for AQB Qualification Criteria, but rather, is available to the public. Therefore, the Board is confident that the AQB Qualification Criteria is accessible to applicants, licensees and other stakeholders.

As suggested by IRRC, the Board amended the final regulations to include a notification requirement. The Board amended § 36.2 (relating to application process) by adding subsection (f). Under this provision, whenever the AQB adopts changes to the AQB Qualification Criteria, the Board will post a notice on the Board's web site, notify all licensees via email, and announce the AQB Qualification Criteria changes at its next scheduled board meeting. Additionally, the Board may, in its discretion, publish notice of AQB Qualification Criteria changes in the Pennsylvania Bulletin.

Other Amendments to the Final-form Rulemaking

The following description includes changes other than those based on comments from IRRC and the public.

The Board amended § 36.1 (relating to definitions) to correct a typographical error in the definition of distance education. The proposed regulation provided examples of distance education to include "CD-ROM or DUD-ROM." The Board amends this section by changing DUD-ROM to DVD-ROM.

The Board amended § 36.3(a) (relating to examinations) to allow for an examination equivalent to the AQB-approved National examination. While the Board does not currently anticipate a change in the examination, the Board amends this provision so the Board will have some flexibility to change the examination in the event such change is necessary due to amendments in Federal or state law. The existing regulations allow for an equivalent examination; therefore, this amendment is not a change to the existing regulatory authority regarding examinations.

Fiscal Impact and Paperwork Requirements

The rulemaking reflects the AQB Qualification Criteria for postsecondary education and experience standards for certified residential real estate appraiser. Prior to May 1, 2018, the AQB Qualification Criteria required applicants for certified residential real estate appraisers to hold a bachelor's degree, or higher, from an accredited college or university. The new AQB Qualification decreases the post-secondary education requirements and also decreases the number of experience hours from 2,500 hours to 1,500 hours. The new AQB Qualification Criteria and the final-form rulemaking will lessen the financial burden on applicants for certified residential real estate appraiser credential due to decreased post-secondary education and experience requirements.

Current AQB Qualification Criteria for certified general real estate appraisers requires

applicants to hold a bachelor's degree or higher. This Federal requirement represents an increase in education as compared to the Board's existing regulations. However, because the bachelor's degree is Federally mandated, the Board implemented this requirement on January 1, 2015. Similarly, the regulatory amendments that require licensed appraiser trainees to obtain 28 classroom hours of continuing education reflect the amendments in Act 72 and the current AQB Qualification Criteria and are mandated for compliance with Federal requirements. The Board's amendments also require an official criminal history record information check from the State Police or other state agency for every state in which the candidate has lived or worked during the past 5 years. This rulemaking will have a fiscal impact on the regulated community due to the cost of continuing education for licensed appraiser trainees (total annual cost of approximately \$105,315) and criminal history record information checks (annual cost of approximately \$7,480).

Regarding paperwork requirements, the Board has already revised its application forms to reflect the current Federal standards. Therefore, the Board does not anticipate additional paperwork requirements. The final-form rulemaking requires completion of experience logs for licensed appraiser trainees and certified residential real estate appraisers pursuing experience credit.

Sunset Date

The Board continuously monitors the effectiveness of the regulations and will continue to do so with respect to these regulations. Therefore, no sunset date has been assigned.

Regulatory Review

Under section 5(a) of the Regulatory Review Act (71 P. S. § 745.5(a)), on June 22, 2018, the Board submitted a copy of the proposed rulemaking, published at 48 Pa. B. 3955 (July 7, 2018), and a copy of a Regulatory Analysis form to IRRC and to the Chairpersons of the Senate Consumer Protection and Professional Licensure Committee and the House Professional Licensure Committee. A copy of this material is available to the public upon request.

In compliance with section 5(c) of the Regulatory Review Act (71 P.S. § 745.5(c)), the Board also provided IRRC, SCP/PLC, and HPLC with copies of comments received, as well as other documents when requested. In preparing the final-form regulation, the Board has considered the comments received from IRRC and the public.

On July 29, 2019, the Board delivered final-form rulemaking to IRRC, the HPLC and the SCP/PLC. Under section 5.1(j.2) of the Regulatory Review Act (71 P.S. § 745.5a(j.2)), on _____, 2019, the final-form rulemaking was deemed approved by the HPLC and by the SCP/PLC. Under section 5.1(e) of the Regulatory Review Act, (71 P.S. § 745.5a(e)), the final regulation was approved by IRRC on _____, 2019.

Additional Information

Further information may be obtained by contacting Heidi Weirich, Board Administrator, State Board of Certified Real Estate Appraisers, P.O. Box 2649, Harrisburg, PA 17105-2649. Please reference No. 16A-7022 (Federally Mandated Revisions) when requesting information.

Findings

The Board finds that:

- (1) Public notice of proposed rulemaking was given under sections 201 and 202 of the act of July 31, 1968 (P.L. 769, No. 240) and regulations promulgated thereunder, 1 Pa. Code §§ 7.1 and 7.2.
- (2) A public comment period was provided as required by law.
- (3) This final-form rulemaking does not include any amendments that would enlarge the scope of proposed rulemaking published at 48 Pa. B. 3955 (July 7, 2018).
- (4) The final-form rulemaking adopted by this order is necessary and appropriate for the administration of the Real Estate Appraisers Certification Act.

Order

The Board, acting under its authorizing statute, orders that:

- (a) The regulations of the Board at 49 Pa. Code, Chapter 36, are amended to read as set forth in Annex A.
- (b) The Board shall submit this order and Annex A to the Office of Attorney General and the Office of General Counsel for approval as required by law.
- (c) The Board shall submit this order and Annex A to IRRC, the HPLC and the SCP/PLC as required by law.
- (d) The Board shall certify this order and Annex A and deposit them with the Legislative Reference Bureau as required by law.
- (e) The final-form rulemaking shall take effect upon publication in the *Pennsylvania Bulletin*.

Joseph D. Pasquarella
Chairman
State Board of Certified Real Estate Appraisers

ANNEX A

TITLE 49. PROFESSIONAL AND VOCATIONAL STANDARDS

PART I. DEPARTMENT OF STATE

Subpart A. PROFESSIONAL AND OCCUPATIONAL AFFAIRS

CHAPTER 36. STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

Subchapter A. GENERAL PROVISIONS

GENERAL PROVISIONS

§ 36.1. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

[AOB—The Appraiser Qualifications Board of the Appraisal Foundation.]

AOB—The Appraiser Qualifications Board of The Appraisal Foundation—The independent board of The Appraisal Foundation that establishes the minimum education, experience, examination and continuing education requirements for real property appraisers under Title XI of FIRREA (12 U.S.C. §§ 3331—3356). The term includes any successor organization as designated by the United States Congress or the ASC.

AOB Qualification Criteria—the AOB publication, *The Real Property Appraiser Qualification Criteria*, establishing the minimum education, experience, examination and continuing education requirements for real property appraisers to obtain a state license or certification. The publication may be accessed at The Appraisal Foundation web site at www.appraisalfoundation.org.

ASC—The Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

Act—The Real Estate Appraisers Certification Act (63 P. S. §§ 457.1—457.19).

Ad valorem tax appraisal—Valuation for tax purposes involving the appraisal of real estate, its analysis, opinions and conclusions regarding taxation.

Applicant—A natural person.

Appraisal—A written analysis, opinion or conclusion relating to the nature, quality, value or utility of specified interests in, or aspects of, identified real property, for or in expectation of compensation.

Appraisal review—An analysis of a completed appraisal report to determine if it conforms to specific requirements and guidelines and to [insure] ensure that the report is consistent and mathematically correct.

Board—The State Board of Certified Real Estate Appraisers within the Bureau of Professional and Occupational Affairs in the Department of State of the Commonwealth.

Certified broker/appraiser—A person who holds a certificate issued under authority of section 6(a)(3) of the act (63 P. S. § 457.6(a)(3)) and who is authorized to perform appraisals of all types of real property in non-Federally-related transactions.

Certified general real estate appraiser—A person who holds a certificate issued under authority of section 6(a)(2) and (e) of the act and § 36.12 (relating to qualifications for certification as general real estate appraiser) and who is authorized to perform appraisals of all types of real property in all transactions, whether Federally-related or non-Federally-related.

Certified real estate appraiser—A certified broker/appraiser, certified residential real estate appraiser or certified general real estate appraiser.

Certified residential real estate appraiser—A person who holds a certificate issued under authority of section 6(a)(1) and (d) of the act and § 36.11 (relating to qualifications for certification as residential real estate appraiser) and who is authorized to perform appraisals of residential

properties of one-to-four dwelling units in all transactions, whether Federally-related or non-Federally-related.

Distance education—[An] Except as otherwise required by AOB Qualification Criteria, an educational process based on the geographical separation of the learner and instructor, which provides interaction between the learner and instructor and includes testing. Examples include [CD or DVD ROM] ~~CD-ROM~~ or ~~DVD-ROM~~ DVD-ROM, on-line learning, correspondence courses, video conferencing, and video and remote television courses.

FIRREA—The Financial Institutions Reform, Recovery, and Enforcement Act of 1989 [, the act of August 9, 1989], (Pub. L. No. 101-73, 103 Stat. 183).

Feasibility analysis—A study of the cost-benefit relationship of an economic endeavor.

Federally-related transaction—A real estate-related financial transaction which a Federal financial institution regulatory agency or the Resolution Trust Corporation engages in, contracts for or regulates, and which requires the services of an appraiser.

Highest and best use analysis—A study which represents the reasonable and probable use that results in the highest present value of the land or improved property after considering all legally permissible, physically possible and economically feasible uses.

IDECC—International Distance Education Certification Center.

In good standing –

(i) When referring to an individual certified or licensed by the Board to perform appraisals, an individual who is authorized under the act to perform appraisals or to act as a licensed appraiser trainee.

(ii) The term includes an individual who has an active, unrestricted certificate or license, or a certificate or license that is on probation or subject to a restriction ordered by

the Board.

(iii) The term does not include an individual who holds a certificate or license that is inactive, expired, suspended or revoked.

Licensed appraiser trainee—A person who holds a license issued under section 6(a.1) of the act and § 36.12a (relating to qualifications for licensure as appraiser trainee) and who is authorized to assist a certified residential real estate appraiser or certified general real estate appraiser in the performance of an appraisal.

Real estate counseling—Providing, for a fee, disinterested and unbiased advice, professional guidance and judgment in the broad field of real estate, involving all segments of the business, including marketing, leasing, managing, planning, financing, appraising, providing testimony and other similar services. Real estate counseling is a specialty area in which the counselor clearly identifies the real estate problem to be solved, determines the most satisfactory solutions and, where appropriate, follows through on the implementation.

Real estate-related financial transaction—A transaction involving the following:

- (i) Sale, lease, purchase, investment in or exchange of real property, including interests in property or the financing thereof.
- (ii) Refinancing of real property or interests in real property.
- (iii) Use of real property or interests in property as security for a loan or investment, including mortgage-backed securities.

Review appraiser—A person who performs an appraisal review.

USPAP—The Uniform Standards of Professional Appraisal Practice promulgated by the Appraisal Standards Board of [the] The Appraisal Foundation.

§ 36.2. Application process.

[(a) *Application form.* A person interested in becoming a licensed appraiser trainee, a certified residential real estate appraiser or a certified general real estate appraiser shall complete and file with the Board a notarized application form and an application fee. Application forms may be obtained by visiting the Board’s website at www.dos.state.pa.us/real or by writing, telephoning, or e-mailing the Board at Post Office Box 2649, Harrisburg, PA 17105-2649, (717) 783-4866, or ST-APPRAISE@state.pa.us, respectively.

(b) *Application fee.* The application fee for licensure as an appraiser trainee or certification as a residential real estate appraiser or general real estate appraiser is set forth in § 36.6 (relating to fees). Application fees are nonrefundable. Payments must be in the form of a personal check or money order made payable to the “Commonwealth of Pennsylvania.”

(c) *Approved applications.* Subject to the provisions of subsection (e), an approved application for certification as a residential real estate appraiser or general real estate appraiser will be valid for 1 year from the date of approval. If an applicant does not pass the certification examination within this 1-year period, the applicant’s application will be considered to have been withdrawn. If the applicant wishes to take the examination after 1 year from the date of approval, a new application, along with the required fee, shall be submitted to the Board.]

(a) *Application form.* An individual who applies for licensure as a licensed appraiser trainee or for certification as a certified residential real estate appraiser or a certified general real estate appraiser shall do all of the following:

- (1) *Submit an application to the Board on a form provided by the Board.*

(2) Submit an official criminal history record information check from the State Police or other state agency for every state in which the candidate has lived or worked during the past 5 years. A report must be dated within 90 days of the date of application.

(3) Pay the required application fee in the amount prescribed § 36.6 (relating to fees).

(4) Satisfy the requirements for licensure or certification in this subchapter.

(5) Satisfy the requirements in the AOB Qualification Criteria.

(b) Application fee. The payment of a fee for processing an application is nonrefundable and must satisfy the following conditions:

(1) The application fee must be in the amount in § 36.6.

(2) Payment of the application fee must be in the form of a personal check or money order payable to “Commonwealth of Pennsylvania” or an electronic payment in a form or method approved by the Commissioner of Professional and Occupational Affairs.

(c) Approved applications. Residential real estate appraiser and general real estate appraiser certification applications approved by the Board are subject to all of the following conditions:

(1) Approval by the Board of an initial application for certification as a residential real estate appraiser or a general real estate appraiser constitutes approval to take the examination approved by the AOB with all of the following limitations:

(i) Approval of the application will be valid for 1 year from the date of approval.

(ii) Approval of the application will be subject to subsection (e).

(iii) If an applicant does not pass the certification examination approved by the AOB within 1 year of the date of approval, the application will be deemed to be withdrawn.

(iv) If an applicant wishes to take the certification examination approved by the AOB more than 1 year after the date of approval of an application, the applicant shall file a new application that complies with subsections (a) and (b).

(2) Approval by the Board of an application for licensure as an appraiser trainee, certification as a residential real estate appraiser, or certification as a general real estate appraiser under section 7 of the act (63 P.S. § 457.7), regarding reciprocity, constitutes approval to issue a license or certificate to the applicant.

(d) *Disapproved applications.* Subject to [the provisions of] subsection (e), an applicant for licensure as an appraiser trainee, certification as a residential real estate appraiser[,] or certification as a general real estate appraiser whose application has been disapproved by the Board will be notified in writing of the reasons for the disapproval, and will have 1 year from the date of disapproval to correct the deficiencies or to file a request for reconsideration.

(1) A request for reconsideration must give the reason for the applicant's request, must be accompanied by documentary materials not previously submitted which the applicant wishes the Board to consider and may include a request for an informal interview with the Board.

(2) If a request for reconsideration is denied or, subject to [the provisions of] subsection (e), an applicant is unable to correct the deficiencies which resulted in the disapproval of the application within 1 year from the date of disapproval, a new application, along with the required fee, shall be submitted to the Board.

(e) *Compliance with new requirements.*

(1) Residential real estate appraiser and general real estate appraiser applicants.

Except as otherwise provided in §§ 36.11 and § 36.12 (relating to qualifications for.

certification as residential real estate appraiser; and qualifications for certification as general real estate appraiser) or as required by the AQB Qualification Criteria, an applicant for certification as a residential real estate appraiser or general real estate appraiser shall comply with any increased education or experience requirements that take effect between the applicant's filing of an initial application and the applicant's passing the certification examination.

[An] (2) Appraiser trainee applicants. Except as otherwise provided in § 36.12a (relating to qualifications for licensure as appraiser trainee), or as required by the AQB Qualification Criteria, an applicant for licensure as an appraiser trainee shall comply with any increased education requirement that takes effect between the applicant's filing of an application that is disapproved and the applicant's filing of a new application.

(f) *NOTIFICATION OF AQB QUALIFICATION CRITERIA CHANGES.*

(1) WHENEVER THE AQB ADOPTS CHANGES TO THE AQB QUALIFICATION CRITERIA, THE BOARD WILL:

(i) POST A NOTICE ON THE BOARD'S WEB SITE.

(ii) NOTIFY LICENSEES VIA EMAIL.

(iii) ANNOUNCE THE AQB QUALIFICATION CRITERIA CHANGES AT THE NEXT SCHEDULED BOARD MEETING.

(2) THE BOARD MAY IN ITS DISCRETION PUBLISH NOTICE OF AQB QUALIFICATION CRITERIA CHANGES IN THE PENNSYLVANIA BULLETIN.

§ 36.3. Examinations.

(a) [The examination required for certification as a residential real estate appraiser is the AQB-endorsed Uniform State Certified Residential Real Property Appraiser Examination or its

equivalent. The examination required for certification as a general real estate appraiser is the AQB-endorsed Uniform State Certified General Real Property Appraiser Examination or its equivalent.] The examination required for certification as a residential real estate appraiser or a general real estate appraiser is the AOB-approved National examination, OR ITS EQUIVALENT, for the certification for which an applicant is applying. The certification examinations are administered by a professional testing organization under contract with the Board at times and places established by the professional testing organization. An examination is not required for licensure as an appraiser trainee.

(b) Interested persons may obtain information about the certification examinations from the professional testing organization. Contact information for the professional testing organization appears on the Board's [www.dos.state.pa.us/real] web site.

* * * * *

QUALIFICATIONS FOR CERTIFICATION OR LICENSURE

§ 36.11. Qualifications for certification as residential real estate appraiser.

[(a) *Overview.* An applicant for certification as a residential real estate appraiser shall be of good moral character, meet the following education and experience requirements prior to examination, and pass an examination for certification as a residential real estate appraiser. Neither a real estate salesperson's license nor a real estate broker's license issued under the Real Estate Licensing and Registration Act (63 P. S. § 455.101—455.902) is a prerequisite to certification as a residential real estate appraiser.

(b) *Appraisal classroom hours.* Effective January 1, 2008, an applicant shall submit evidence to the Board of having completed 200 classroom hours in the appraisal curriculum set forth in

subsection (c)(2). This requirement does not apply to an applicant who submits an otherwise qualifying application before January 1, 2013, that shows evidence of the applicant's having completed 120 classroom hours of courses related to real estate appraisal, including the 15-hour National USPAP Course or equivalent course approved by the AQB, together with coverage of the topics listed in subsection (c)(1), before January 1, 2008.

(1) *Length of classroom hour requirement.* Credit toward the classroom hour requirement will only be granted when the length of the course is at least 15 hours, and the applicant successfully completes an examination pertinent to the course. A classroom hour is defined as 50 minutes out of each 60 minute segment.

(2) *Providers of appraisal courses.* Credit for the classroom hour requirement may be obtained from accredited colleges or universities and community or junior colleges. Subject to Board approval under § 36.31 (relating to provider registration/appraisal courses), credit for the classroom hour requirement may also be obtained from real estate appraisal or real estate related organizations, State or Federal agencies or commissions, proprietary schools, and other providers.]

(a) General qualifications – An applicant for certification as a residential real estate appraiser shall:

(1) Be of good moral character.

(2) Satisfy the education and experience requirements prescribed by this section prior to the date of examination.

(3) Pass an AQB-approved examination for certification as a residential real estate appraiser.

(4) Satisfy the requirements in the AOB Qualification Criteria for certification as a residential real estate appraiser.

(b) Appraisal classroom hours. An applicant for certification as a residential real estate appraiser shall submit evidence to the Board of having completed the classroom hours required by the AOB Qualification Criteria as of the date of the application.

(1) Length of classroom hour and courses; course examination requirement.

(i) The length of classroom hours and courses must comply with the requirements in the AOB Qualification Criteria.

(ii) Credit toward the classroom hour requirement will be granted only if the applicant successfully completes an examination pertinent to the course and attends at least the minimum length of time, as required by the AOB Qualification Criteria, to receive course credit.

(iii) The course examination must comply with the requirements in the AOB Qualification Criteria.

(2) Providers of appraisal courses. Credit for the classroom hour requirement may be obtained from types of providers set forth in the AOB Qualification Criteria subject to the following:

(i) Credit for the classroom hour requirement may be obtained from accredited colleges or universities and community or junior colleges.

(ii) Real estate appraisal or real estate related organizations, State or Federal agencies or commissions, proprietary schools, and other providers are subject to Board approval under § 36.31 (relating to provider registration/appraisal courses).

(3) *Distance education.* Distance education courses must comply with the requirements in the AQB Qualification Criteria. A distance education course is acceptable to meet the classroom hour requirement if the course is approved by the Board and meets all of the following conditions:

- (i) The course is presented by one of the following:
 - (A) An accredited (Commission on Colleges or a regional accreditation association) college or university that offers distance education programs in other disciplines.
 - (B) A course provider that has received approval for course design and delivery mechanism from the IDECC and approval for course content from the Board or from the AQB through its Course Approval Program.
- (ii) The applicant successfully completes a written examination proctored by an official approved by the college, university or other course provider.
- (iii) The length and content of the course meet the requirements of paragraph (1) and subsection (c), respectively.

[(c) *Content of appraisal education.* The content of an applicant's appraisal education must be as follows:

(1) An applicant who is subject to the 120-classroom hour requirement in subsection (b) shall demonstrate that the classroom hours included coverage of the following topics, with particular emphasis on the appraisal of one-to-four unit residential properties:

- (i) Influences in real estate value.
 - (A) Physical and environmental.
 - (B) Economic.

- (C) Governmental and legal.
- (D) Social.
- (ii) Legal considerations in appraisal.
 - (A) Real estate versus real property.
 - (B) Real property versus personal property.
 - (C) Limitations on real estate ownership.
 - (D) Legal rights and interests.
 - (E) Forms of property ownership.
 - (F) Legal descriptions.
 - (G) Transfer of title.
- (iii) Type of values.
 - (A) Market value or value in exchange.
 - (B) Price.
 - (C) Cost.
 - (D) Investment value.
 - (E) Value in use.
 - (F) Assessed value.
 - (G) Insurable value.
- (iv) Economic principles.
 - (A) Anticipation.
 - (B) Balance.
 - (C) Change.
 - (D) Competition.

- (E) Conformity.
- (F) Contribution.
- (G) Increasing and decreasing returns.
- (H) Opportunity cost.
- (I) Substitution.
- (J) Supply and demand.
- (K) Surplus productivity.
- (v) Real estate markets and analysis.
 - (A) Characteristics of real estate markets.
 - (B) Absorption analysis.
 - (C) Role of money and capital markets.
 - (D) Real estate financing.
- (vi) Valuation process.
 - (A) Definition of the problem.
 - (B) Collection and analysis of data.
 - (C) Analysis of highest and best use.
 - (D) Application and limitations of each approach to value.
 - (E) Reconciliation and final value estimate.
 - (F) The appraisal report.
- (vii) Property description.
 - (A) Site description.
 - (B) Improvement description.
 - (C) Basic construction and design.

- (viii) Highest and best use analysis.
 - (A) Four tests.
 - (B) Vacant site or as if vacant.
 - (C) As improved.
 - (D) Interim use.
- (ix) Appraisal math and statistics.
 - (A) Compound interest concepts.
 - (B) Statistical concepts used in appraisal.
- (x) Sales comparison approach.
 - (A) Research and selection of comparables.
 - (B) Elements of comparison.
 - (C) Adjustment process.
 - (D) Application of sales comparison approach.
- (xi) Site value.
 - (A) Sales comparison.
 - (B) Land residual.
 - (C) Allocation.
 - (D) Extraction.
 - (E) Plottage and assemblage.
- (xii) Cost approach.
 - (A) Steps in cost approach.
 - (B) Application of the cost approach.
- (xiii) Income approach.

- (A) Gross rent multiplier analysis.
- (B) Estimation of income and expenses.
- (C) Operating expense ratios.
- (D) Direct capitalization.
- (xiv) Valuation of partial interests.
 - (A) Life estates.
 - (B) Undivided interest in commonly held property
 - (C) Easements.
 - (D) Timeshares.
 - (E) Cooperatives.
 - (F) Leased fee estate.
 - (G) Leasehold estate.
- (xv) Appraisal standards and ethics.
- (xvi) Narrative report writing.
- (2) An applicant who is subject to the 200-classroom hour requirement in subsection (b) shall demonstrate that the classroom hours satisfy the following curriculum requirements:
 - (i) Basic appraisal principles (30 hours).
 - (A) Real property concepts and characteristics.
 - (I) Basic real property concepts.
 - (II) Real property characteristics.
 - (III) Legal description.
 - (B) Legal considerations.

- (I) Forms of ownership.
- (II) Public and private controls.
- (III) Real estate contracts.
- (IV) Leases.
- (C) Influences on real estate.
 - (I) Governmental.
 - (II) Economic.
 - (III) Social.
 - (IV) Environmental, geographic and physical.
- (D) Types of value.
 - (I) Market value.
 - (II) Other value types.
- (E) Economic principles.
 - (I) Classical economic principles.
 - (II) Application and illustrations of the economic principles.
- (F) Overview of real estate markets and analysis.
 - (I) Market fundamentals, characteristics and definitions.
 - (II) Supply analysis.
 - (III) Demand analysis.
 - (IV) Use of market analysis.
- (G) Ethics and how they apply in appraisal theory and practice.
- (ii) Basic appraisal procedures (30 hours).
 - (A) Overview of approaches to value.

- (B) Valuation procedure.
 - (I) Defining the problem.
 - (II) Collecting and selecting the data.
 - (III) Analyzing.
 - (IV) Reconciling and final value opinion.
 - (V) Communicating the appraisal.
- (C) Property description.
 - (I) Geographic characteristics of the land/site.
 - (II) Geologic characteristics of the land/site.
 - (III) Location and neighborhood characteristics.
 - (IV) Land/site considerations for highest and best use.
 - (V) Improvements—architectural styles and types of construction.
- (D) Residential applications.
- (iii) National USPAP Course or equivalent (15 hours).
 - (A) Preamble and ethics rules.
 - (B) Standard 1.
 - (C) Standard 2.
 - (D) Standards 3 to 10.
 - (E) Statements and advisory opinions.
- (iv) Residential market analysis and highest and best use (15 hours).
 - (A) Residential markets and analysis.
 - (I) Market fundamentals, characteristics and definitions.

- (II) Supply analysis.
- (III) Demand analysis.
- (IV) Use of market analysis.
- (B) Highest and best use.
 - (I) Test constraints.
 - (II) Application of highest and best use.
 - (III) Special considerations.
 - (IV) Market analysis.
 - (V) Case studies.
- (v) Residential appraiser site valuation and cost approach (15 hours).
 - (A) Site valuation.
 - (I) Methods.
 - (II) Case studies.
 - (B) Cost approach.
 - (I) Concepts and definitions.
 - (II) Replacement/reproduction cost new.
 - (III) Accrued depreciation.
 - (IV) Methods of estimating accrued depreciation.
 - (V) Case studies.
- (vi) Residential sales comparison and income approaches (30 hours).
 - (A) Valuation principles and procedures—sales comparison approach.
 - (B) Valuation principles and procedures—income approach.
 - (C) Finance and cash equivalency.

- (D) Financial calculator introduction.
 - (E) Identification, derivation and measurement of adjustments.
 - (F) Gross rent multipliers.
 - (G) Partial interests.
 - (H) Reconciliation.
 - (I) Case studies and applications.
 - (vii) Residential report writing and case studies (15 hours).
 - (A) Writing and reasoning skills.
 - (B) Common writing problems.
 - (C) Form reports.
 - (D) Report options and USPAP compliance.
 - (E) Case studies.
 - (viii) Statistics, modeling and finance (15 hours).
 - (A) Statistics.
 - (B) Valuation models (AVMs and mass appraisal).
 - (C) Real estate finance.
 - (ix) Advanced residential applications and case studies (15 hours).
 - (A) Complex property, ownership and market conditions.
 - (B) Deriving and supporting adjustments.
 - (C) Residential market analysis.
 - (D) Advanced case studies.
 - (x) Appraisal subject matter electives (20 hours).
- (d) *Postsecondary education.*

(1) Effective January 1, 2008, an applicant shall submit evidence to the Board of having satisfied one of the following requirements:

(i) Possession of an associate's degree, or higher, from an accredited college or university.

(ii) Completion of 21 semester credit hours in the following college-level subjects at an accredited college or university:

- (A) English composition.
- (B) Principles of economics (micro or macro).
- (C) Finance.
- (D) Algebra, geometry or higher mathematics.
- (E) Statistics.
- (F) Computer science.
- (G) Business or real estate law.

(2) This requirement does not apply to an applicant who submits an otherwise qualifying application before January 1, 2012, that shows evidence of the applicant's having completed 120 classroom hours of courses related to real estate appraisal, including the 15-hour National USPAP Course or equivalent course approved by the AQB, together with coverage of the topics listed in subsection (c)(1), before January 1, 2008.]

(c) Content of appraisal education.

(1) The content of an applicant's appraisal education must comply with the qualifying education requirements in the AQB Qualification Criteria and as specified in the Required Core Curriculum in the AQB Qualification Criteria.

(2) All courses must consist of instruction in the subject areas in Guide Note 1 of the AOB Qualification Criteria or any successor Guide Note.

(d) Postsecondary education. An applicant for certification as a residential real estate appraiser shall satisfy the postsecondary education requirements in the AOB Qualification Criteria.

(e) Experience. An applicant's experience must comply with all of the following:

[(1) In addition to meeting the education requirements, an applicant shall submit evidence to the Board of having acquired 2,500 hours of acceptable appraisal experience during a period of at least 24 months. At least 1,250 hours of the experience acquired by an applicant must be in the actual preparation of real estate appraisal reports, which includes physical inspections of the interior and exterior of the subject properties, in accordance with § 36.13 (relating to experience options regarding preparation of appraisal reports). Hours may be treated as cumulative to achieve the necessary 2,500 hours of appraisal experience. Cumulative is defined to mean that experience may be acquired over any time period in excess of 24 months. There is no minimum number of hours which must be acquired in any 12 months. The following will serve as an example:

Year 1 400 Hours

Year 2 800 Hours

Year 3 200 Hours

Year 4 500 Hours

Year 5 600 Hours

Total 2,500 Hours]

(1) An applicant for certification as a residential real estate appraiser shall satisfy the experience requirements in the AOB Qualification Criteria.

(2) At least 50% 75% of the total experience requirement shall be in the actual preparation of real estate appraisal reports, which includes physical inspections of the interior and exterior of the subject properties, in accordance with § 36.13 (relating to experience options for preparation of appraisal reports; experience logs).

[(2)] (3) Effective January 1, 2008, experience must be acquired after January 30, 1989 and must comply with USPAP. Experience acquired after August 2, 1993, will not be accepted unless the applicant [has first] completed 45 classroom hours of appraisal education, including 15 hours on USPAP prior to acquiring the experience. Effective January 1, 2020, experience credit may be obtained only by individuals who possess a license as an appraiser trainee.

(4) Acceptable categories of appraisal experience include all of the following:

- (i) Fee and staff appraisals.
- (ii) Ad valorem tax appraisals, if the [appraiser can demonstrate that the appraiser used techniques to value properties similar to those used by other appraisers and that the appraiser] applicant can demonstrate that the applicant used techniques to value properties similar to those used by appraisers and that the applicant effectively used the appraisal process.
- (iii) Review appraisals.
- (iv) Appraisal analysis (synonymous with an appraisal).
- (v) Real estate counseling, if the counselor can satisfactorily demonstrate that:
 - (A) The client clearly asked for counseling services.

- (B) The client was informed that the counselor's time would be devoted to counseling services, which are separate from other real estate functions such as appraising, sales management and mortgage lending.
- (C) A file memorandum was prepared on each assignment indicating the nature of the assignment, recommendations and disposition.
- (D) Compensation for the counseling services was separate from other real estate services rendered.
- (vi) Highest and best use analysis.
- (vii) Feasibility analysis/study.
- (viii) Real estate related experience such as that of an officer of a lending institution, if the experience consists of the actual performance or professional review of real estate appraisals.
- (ix) Evaluations under FIRREA in accordance with requirements of Federal financial institution regulatory agencies.
- (x) Case studies or practicum courses that are approved by the AQB Course Approval Program.

§ 36.12. Qualifications for certification as general real estate appraiser.

[(a) *Overview.* An applicant for certification as a general real estate appraiser shall be of good moral character, meet the following education and experience requirements prior to examination, and pass an examination for certification as a general real estate appraiser. Neither a real estate salesperson's license nor a real estate broker's license issued under the Real Estate Licensing and Registration Act (63 P. S. § § 455.101—455.902) is a prerequisite to certification as a general real estate appraiser.

(b) *Appraisal classroom hours.* Effective January 1, 2008, an applicant shall submit evidence to the Board of having completed 300 classroom hours in the appraisal curriculum set forth in subsection (c)(2). This requirement does not apply to an applicant who submits an otherwise qualifying application before January 1, 2013, that shows evidence of the applicant's having completed 180 classroom hours of courses related to real estate appraisal, including the 15-hour National USPAP Course or equivalent course approved by the AQB, together with coverage of the topics listed in subsection (c)(1), before January 1, 2008.

(1) *Length of classroom hour requirement.* Credit toward the classroom hour requirement will only be granted when the length of the course is at least 15 hours, and the applicant successfully completes an examination pertinent to the course. A classroom hour is defined as 50 minutes out of each 60 minute segment.

(2) *Providers of appraisal courses.* Credit for the classroom hour requirement may be obtained from accredited colleges or universities and community or junior colleges. Subject to Board approval under § 36.31 (relating to provider registration/appraisal courses), credit for the classroom hour requirement may also be obtained from real estate appraisal or real estate related organizations, State or Federal agencies or commissions, proprietary schools, and other providers.

(3) *Distance education.* A distance education course is acceptable to meet the classroom hour requirement if the course is approved by the Board, and meets the following conditions:

(i) The course is presented by one of the following:

- (A) An accredited (Commission on Colleges or a regional accreditation association) college or university that offers distance education programs in other disciplines.
 - (B) A course provider that has received approval for course design and delivery mechanism from the IDECC and approval for course content from the Board or from the AQB through its Course Approval Program.
 - (ii) The applicant successfully completes a written examination proctored by an official approved by the college, university or other course provider.
 - (iii) The length and content of the course meet the requirements of paragraph (1) and subsection (c), respectively.
- (c) *Content of appraisal education.* The content of an applicant's appraisal education must be as follows:
- (1) An applicant who is subject to the 180-classroom hour requirement in subsection (b) shall demonstrate that the classroom hours included coverage of the following topics, with particular emphasis on the appraisal of nonresidential properties. Residential is defined as one to four residential units.
 - (i) Influences on real estate value.
 - (A) Physical and environmental.
 - (B) Economic.
 - (C) Governmental and legal.
 - (D) Social.
 - (ii) Legal considerations in appraisal.
 - (A) Real estate versus real property.

- (B) Real property versus personal property.
 - (C) Limitations on real estate ownership.
 - (D) Legal rights and interests.
 - (E) Forms of property ownership.
 - (G) Legal descriptions.
 - (H) Transfer of title.
- (iii) Type of values.
- (A) Market value or value in exchange.
 - (B) Price.
 - (C) Cost.
 - (D) Investment value.
 - (E) Value in use.
 - (F) Assessed value.
 - (G) Insurable value.
 - (H) Going concern value.
- (iv) Economic principles.
- (A) Anticipation.
 - (B) Balance.
 - (C) Change.
 - (D) Competition.
 - (E) Conformity.
 - (F) Contribution.
 - (G) Increasing and decreasing returns.

- (H) Opportunity cost.
- (I) Substitution.
- (J) Supply and demand.
- (K) Surplus productivity.
- (v) Real estate markets and analysis.
 - (A) Characteristics of real estate markets.
 - (B) Absorption analysis.
 - (C) Role of money and capital markets.
 - (D) Real estate financing.
- (vi) Valuation process.
 - (A) Definition of the problem.
 - (B) Collection and analysis of data.
 - (C) Analysis of highest and best use.
 - (D) Application and limitations of each approach to value.
 - (E) Reconciliation and final value estimate.
 - (F) The appraisal report.
- (vii) Property description.
 - (A) Site development.
 - (B) Improvement description.
 - (C) Basic construction and design.
- (viii) Highest and best use analysis.
 - (A) Four tests.
 - (B) Vacant site or as if vacant.

- (C) As improved.
- (D) Interim use.
- (ix) Appraisal math and statistics.
 - (A) Compound interest concepts.
 - (B) Statistical concepts used in appraisal.
- (x) Sales comparison approach.
 - (A) Research and selection of comparables.
 - (B) Elements of comparison.
 - (C) Adjustment process.
 - (D) Application of sales comparison approach.
- (xi) Site value.
 - (A) Sales comparison.
 - (B) Land residual.
 - (C) Allocation.
 - (D) Extraction.
 - (E) Ground rent capitalization.
 - (F) Subdivision analysis.
 - (G) Plottage and assemblage.
- (xii) Cost approach.
 - (A) Steps in cost approach.
 - (B) Application of the cost approach.
- (xiii) Income approach.
 - (A) Estimation of income and expenses.

- (B) Operating statement ratios.
 - (C) Direct capitalization.
 - (D) Cash flow estimates (before tax only).
 - (E) Measures of cash flow.
 - (F) Discounted cash flow analysis (DCF).
- (xiv) Valuation of partial interests.
- (A) Interests created by a lease.
 - (B) Lease provisions.
 - (C) Valuation considerations.
 - (D) Other partial interests.
- (xv) Appraisal standards and ethics.
- (xvi) Narrative report writing.
- (2) An applicant who is subject to the 300-hour classroom requirement in subsection (b) shall demonstrate that the classroom hours satisfy the following curriculum requirements:
- (i) Basic appraisal principles (30 hours).
 - (A) Real property concepts and characteristics.
 - (I) Basic real property concepts.
 - (II) Real property characteristics.
 - (III) Legal description.
 - (B) Legal considerations.
 - (I) Forms of ownership.
 - (II) Public and private controls.

- (III) Real estate contracts.
- (IV) Leases.
- (C) Influences on real estate.
 - (I) Governmental.
 - (II) Economic.
 - (III) Social.
 - (IV) Environmental, geographic and physical.
- (D) Types of value.
 - (I) Market value.
 - (II) Other value types.
- (E) Economic principles.
 - (I) Classical economic principles.
 - (II) Application and illustrations of the economic principles.
- (F) Overview of real estate markets and analysis.
 - (I) Market fundamentals, characteristics and definitions.
 - (II) Supply analysis.
 - (III) Demand analysis.
 - (IV) Use of market analysis.
- (G) Ethics and how they apply in appraisal theory and practice.
- (ii) Basic appraisal procedures (30 hours).
 - (A) Overview of approaches to value.
 - (B) Valuation procedure.
 - (I) Defining the problem.

- (II) Collecting and selecting the data.
 - (III) Analyzing.
 - (IV) Reconciling and final value opinion.
 - (V) Communicating the appraisal.
- (C) Property description.
- (I) Geographic characteristics of the land/site.
 - (II) Geologic characteristics of the land/site.
 - (III) Location and neighborhood characteristics.
 - (IV) Land/site considerations for highest and best use.
 - (V) Improvements—architectural styles and types of construction.
- (D) Residential applications.
- (iii) National USPAP Course or equivalent (15 hours).
- (A) Preamble and ethics rules.
 - (B) Standard 1.
 - (C) Standard 2.
 - (D) Standards 3 to 10.
 - (E) Statements and advisory opinions.
- (iv) General appraiser market analysis and highest and best use (30 hours).
- (A) Real estate markets and analysis.
 - (I) Market fundamentals, characteristics and definitions.
 - (II) Supply analysis.
 - (III) Demand analysis.

- (IV) Use of market analysis.
- (B) Highest and best use.
 - (I) Test constraints.
 - (II) Application of highest and best use.
 - (III) Special considerations.
 - (IV) Market analysis.
 - (V) Case studies.
- (v) General appraiser site valuation and cost approach (30 hours).
 - (A) Site valuation.
 - (I) Methods.
 - (II) Case studies.
 - (B) Cost approach.
 - (I) Concepts and definitions.
 - (II) Replacement/reproduction cost new.
 - (III) Accrued depreciation.
 - (IV) Methods of estimating accrued depreciation.
 - (V) Case studies.
- (vi) General appraiser sales comparison approach (30 hours).
 - (A) Value principles.
 - (B) Procedures.
 - (C) Identification and measurement of adjustments.
 - (D) Reconciliation.
 - (E) Case studies.

- (vii) General appraiser income approach (60 hours).
 - (A) Overview.
 - (B) Compound interest.
 - (C) Lease analysis.
 - (D) Income analysis.
 - (E) Vacancy and collection loss.
 - (F) Estimating operating expenses and reserves.
 - (G) Reconstructed income and expense statement.
 - (H) Stabilized net operating income estimate.
 - (I) Direct capitalization.
 - (J) Discounted cash flow.
 - (K) Yield capitalization.
 - (L) Partial interests.
 - (M) Case studies.
- (viii) General appraiser report writing and case studies (30 hours).
 - (A) Writing and reasoning skills.
 - (B) Common writing problems.
 - (C) Report options and USPAP compliance.
 - (D) Case studies.
- (ix) Statistics, modeling and finance (15 hours).
 - (A) Statistics.
 - (B) Valuation models (AVMs and mass appraisal).
 - (C) Real estate finance.

- (x) Appraisal subject matter electives (30 hours).
- (d) *Postsecondary education.*
- (1) Effective January 1, 2008, an applicant shall submit evidence to the Board of having satisfied one of the following requirements:
 - (i) Possession of a bachelor's degree, or higher, from an accredited college or university.
 - (ii) Completion of 30 semester credit hours in the following college-level subjects at an accredited college or university:
 - (A) English composition.
 - (B) Macroeconomics.
 - (C) Microeconomics.
 - (D) Finance.
 - (E) Algebra, geometry or higher mathematics.
 - (F) Statistics.
 - (G) Computer science.
 - (H) Business or real estate law.
 - (I) Two elective courses in accounting, geography, ag-economics, business management or real estate.
 - (2) This requirement does not apply to an applicant who submits an otherwise qualifying application before January 1, 2012, that shows evidence of the applicant's having completed 180 classroom hours of courses related to real estate appraisal, including the 15-hour National USPAP Course or equivalent course approved by the AQB, together with coverage of the topics listed in subsection (c)(1), before January 1, 2008.]

(a) General qualifications – An applicant for certification as a general real estate appraiser shall:

- (1) Be of good moral character.
- (2) Satisfy the education and experience requirements prescribed by this section as of the date of the examination.
- (3) Pass an AOB-approved examination for certification as a general real estate appraiser.
- (4) Satisfy all the requirements in the AOB Qualification Criteria for certification as a general real estate appraiser.

(b) Appraisal classroom hours. An applicant for certification as a general real estate appraiser shall submit evidence to the Board of having completed the classroom hours required by the AOB Qualification Criteria as of the date of application.

- (1) Length of classroom hour and courses; course examination requirement.
 - (i) The length of classroom hours and courses must comply with the requirements in the AOB Qualification Criteria.
 - (ii) Credit toward the classroom hour requirement will be granted only if the applicant successfully completes an examination pertinent to the course and attends at least the minimum length of time, as required by the AOB Qualification Criteria, to receive course credit.
 - (iii) The course examination must comply with the requirements in the AOB Qualification Criteria.
- (2) Providers of appraisal courses. Credit for the classroom hour requirement may be obtained from the types of providers set forth in the AOB Qualification Criteria subject to all of the following:

(i) Credit for the classroom hour requirement may be obtained from accredited colleges or universities and community or junior colleges.

(ii) Real estate appraisal or real estate related organizations, State or Federal agencies or commissions, proprietary schools, and other providers are subject to Board approval under § 36.31 (relating to provider registration/appraisal courses).

(3) *Distance education.* Distance education courses must comply with the requirements in the AOB Qualification Criteria. A distance education course is acceptable to meet the classroom hour requirement if the course is approved by the Board, and meets all of the following conditions:

(i) The course is presented by one of the following:

(A) An accredited (Commission on Colleges or a regional accreditation association) college or university that offers distance education programs in other disciplines.

(B) A course provider that has received approval for course design and delivery mechanism from the IDECC and approval for course content from the Board or from the AOB through its Course Approval Program.

(ii) The applicant successfully completes a written examination proctored by an official approved by the college, university or other course provider.

(iii) The length and content of the course meet the requirements of paragraph (1) and subsection (c), respectively.

(c) *Content of appraisal education.*

- (1) The content of an applicant's appraisal education must comply with the qualifying education requirements in the AOB Qualification Criteria and as specified in the Required Core Curriculum in the AOB Qualification Criteria.
- (2) All courses must consist of instruction in the subject areas outlined in Guide Note 1 of the AOB Qualification Criteria or any successor Guide Note.
- (d) Postsecondary education. An applicant for certification as a general real estate appraiser shall satisfy the postsecondary education requirements in the AOB Qualification Criteria.
- (e) Experience. An applicant's experience must comply with all of the following:

[(1) In addition to meeting the education requirements, an applicant shall submit evidence to the Board of having acquired 3,000 hours of acceptable appraisal experience, including 1,500 hours in nonresidential work, during a period of no less than 30 months. At least 1,500 hours of the experience acquired by an applicant shall be in the actual preparation of real estate appraisal reports, which includes physical inspections of the interior and exterior of the subject properties, in accordance with § 36.13 (relating to experience options regarding preparation of appraisal reports). Hours may be treated as cumulative to achieve the necessary 3,000 hours of appraisal experience. Cumulative is defined to mean that experience may be acquired over any time period in excess of 30 months. There is no minimum number of hours which must be acquired in any 1 year. The following will serve as an example:

Year 1 1,000 Hours

Year 2 800 Hours

Year 3 100 Hours

Year 4 1,000 Hours

Year 5 100 Hours

Total 3,000 Hours]

(1) An applicant for certification as a general real estate appraiser shall satisfy the experience requirements in the AOB Qualification Criteria.

(2) At least 50 % of the total experience requirement must be in the actual preparation of real estate appraisal reports, which includes physical inspections of the interior and exterior of the subject properties, in accordance with § 36.13 (relating to experience options for preparation of appraisal reports; experience logs).

[2] (3) Effective January 1, 2008, experience must be acquired after January 30, 1989, and must comply with USPAP. Experience acquired after August 2, 1993, will not be accepted unless the applicant [has first] completed 45 classroom hours of appraisal education, including 15 hours on USPAP prior to acquiring the experience. Effective January 1, 2020, experience credit can be obtained only by individuals who possess a license as an appraiser trainee or a certification as a residential real estate appraiser.

(4) Acceptable categories of appraisal experience include:

(i) Fee and staff appraisals.

(ii) Ad valorem tax appraisals, if the [appraiser can demonstrate that the appraiser used techniques to value properties similar to those used by other appraisers and that the appraiser] applicant can demonstrate that the applicant used techniques to value properties similar to those used by appraisers and that the applicant effectively used the appraisal process.

- (iii) Review appraisals.
- (iv) Appraisal analysis (synonymous with an appraisal).
- (v) Real estate counseling, if the counselor can satisfactorily demonstrate that:
 - (A) The client clearly asked for counseling services.
 - (B) The client was informed that the counselor's time would be devoted to counseling services, which are separate from other real estate functions such as appraising, sales management and mortgage lending.
 - (C) A file memorandum was prepared on each assignment, indicating the nature of the assignment, recommendations and disposition.
 - (D) Compensation for the counseling services was separate from other real estate services rendered.
- (vi) Highest and best use analysis.
- (vii) Feasibility analysis/study.
- (viii) Real estate experience such as that of an officer of a lending institution, if the experience consists of the actual performance or professional review of real estate appraisals.
- (ix) Evaluations under FIRREA in accordance with requirements of Federal financial institution regulatory agencies.
- (x) Case studies or practicum courses that are approved by the AQB Course Approval Program.

§ 36.12a. Qualifications for licensure as appraiser trainee.

[(a) *Overview.* An applicant for licensure as an appraiser trainee shall be of good moral character and meet the education requirements prescribed by this section. Neither a real estate salesperson's

license nor a real estate broker's license issued under the Real Estate Licensing and Registration Act (63 P. S. § 455.101—455.902) is a prerequisite for licensure as an appraiser trainee.

(b) *Appraisal classroom hours.* An applicant shall submit evidence to the Board of having completed 75 classroom hours in the appraisal curriculum in paragraph (1), except that this requirement does not apply to an applicant who had satisfied the education requirement for certification as a residential real estate appraiser that was in effect as of December 31, 2007.

(1) *Content of appraisal education.* An applicant's classroom hours must satisfy the following curriculum requirements:

- (i) Basic appraisal principles (30 hours).
 - (A) Real property concepts and characteristics.
 - (I) Basic real property concepts.
 - (II) Real property characteristics.
 - (III) Legal description.
 - (B) Legal considerations.
 - (I) Forms of ownership.
 - (II) Public and private controls.
 - (III) Real estate contracts.
 - (IV) Leases.
 - (C) Influences on real estate.
 - (I) Governmental.
 - (II) Economic.
 - (III) Social.
 - (IV) Environmental, geographic and physical.

- (D) Types of value.
 - (I) Market value.
 - (II) Other value types.
- (E) Economic principles.
 - (I) Classical economic principles.
 - (II) Application and illustrations of the economic principles.
- (F) Overview of real estate markets and analysis.
 - (I) Market fundamentals, characteristics and definitions.
 - (II) Supply analysis.
 - (III) Demand analysis.
 - (IV) Use of market analysis.
- (G) Ethics and how they apply in appraisal theory and practice.
- (ii) Basic appraisal procedures (30 hours).
 - (A) Overview of approaches to value.
 - (B) Valuation procedure.
 - (I) Defining the problem.
 - (II) Collecting and selecting the data.
 - (III) Analyzing.
 - (IV) Reconciling and final value opinion.
 - (V) Communicating the appraisal.
 - (C) Property description.
 - (I) Geographic characteristics of the land/site.
 - (II) Geologic characteristics of the land/site.

- (III) Location and neighborhood characteristics.
- (IV) Land/site considerations for highest and best use.
- (V) Improvements—architectural styles and types of construction.
- (D) Residential applications.
- (iii) National USPAP Course or equivalent (15 hours).
 - (A) Preamble and ethics rules.
 - (B) Standard 1.
 - (C) Standard 2.
 - (D) Standards 3 to 10.
 - (E) Statements and advisory opinions.

(2) *Examination requirement; length of classroom hour.* Credit towards the classroom hour requirement will only be granted when the applicant successfully completes an examination pertinent to the course. A classroom hour is defined as 50 minutes out of each 60 minute segment.

(3) *Providers of appraisal courses.* Credit for the classroom hour requirement may be obtained from accredited colleges or universities and community or junior colleges. Subject to Board approval under § 36.31 (relating to provider registration/appraisal courses), credit for the classroom hour requirement may also be obtained from real estate appraisal or real estate related organizations, State or Federal agencies or commissions, proprietary schools, and other providers.]

(a) General qualifications—An applicant for licensure as an appraiser trainee shall:

- (1) Be of good moral character.

- (2) Satisfy the education requirements prescribed by this section.
 - (3) Complete a course that, at a minimum, complies with the specifications for course content established by the AOB Qualification Criteria, which is specifically oriented to the requirements and responsibilities of supervisory appraisers and licensed appraiser trainees.
 - (4) Satisfy the requirements in the AOB Qualification Criteria for licensure as an appraiser trainee.
- (b) Appraisal classroom hours. An applicant for licensure as an appraiser trainee shall comply with the qualifying educational standards required by the AOB Qualification Criteria.

(1) Content of appraisal education.

- (i) The content of an applicant's appraisal education must comply with the qualifying education requirements in the AOB Qualification Criteria.
 - (ii) All courses must consist of instruction in the subject areas outlined in Guide Note 1 of the AOB Qualification Criteria or any successor Guide Note.
- (2) Length of classroom hour and courses; course examination requirement. The length of classroom hours and course requirements must comply with all of the following:
- (i) The length of classroom hours and courses must comply with the requirements in the AOB Qualification Criteria.
 - (ii) Credit toward the classroom hour requirement will be granted only when the applicant successfully completes an examination pertinent to the course and attends at least the minimum length of time, as required by the AOB Qualification Criteria, to receive course credit.
 - (iii) The course examination must comply with the requirements in the AOB Qualification Criteria.

(3) Providers of appraisal courses. Credit for the classroom hour requirement may be obtained from the types of providers set forth in the AOB Qualification Criteria subject to all of the following:

(i) Credit for the classroom hour requirement may be obtained from accredited colleges or universities and community or junior colleges.

(ii) Real estate appraisal or real estate related organizations, State or Federal agencies or commissions, proprietary schools, and other providers are subject to Board approval under § 36.31 (relating to provider registration/appraisal courses).

(4) Distance education. Distance education courses must comply with the requirements in the AOB Qualification Criteria. A distance education course is acceptable to meet the classroom hour requirement if the course is approved by the Board and meets all of the following conditions:

(i) The course is presented by one of the following:

(A) An accredited (Commission on Colleges or a regional accreditation association) college or university that offers distance education programs in other disciplines.

(B) A course provider that has received approval for course design and delivery mechanism from the IDECC and approval for course content from the Board or from the AQB through its Course Approval Program.

(ii) The applicant successfully completes a written examination proctored by an official approved by the college, university or other course provider.

(iii) The content and classroom hours of the course meet the requirements of paragraphs (1) and (2).

(c) *Noneligibility for licensure.* A certified real estate appraiser is not eligible to be licensed as an appraiser trainee.

(d) *Limitation on license renewal.* An appraiser trainee license may not be biennially renewed more than four times unless the Board, for good cause shown and on a case-by-case basis, should determine that one or more additional renewals is warranted.

§ 36.13. Experience options for preparation of appraisal reports; experience logs.

* * * * *

(b) [An] For experience acquired before October 1, 2010, an assistant to a certified general real estate appraiser or certified residential real estate appraiser shall [observe] comply with all of the following requirements when preparing an appraisal report:

* * * * *

(c) A licensed appraiser trainee shall [observe] comply with all of the following requirements when preparing an appraisal report for a certified general real estate appraiser or certified residential real estate appraiser:

* * * * *

(d) A certified residential real estate appraiser shall [observe] comply with all of the following requirements when preparing an appraisal report for a certified general real estate appraiser:

- (1) The residential appraiser shall perform an inspection of the interior and exterior of the property.
- (2) The residential appraiser may not arrive at an independent determination of value.
- (3) The residential appraiser shall comply with USPAP.

(4) The residential appraiser shall co-sign the appraisal report as set forth in § 36.52 (relating to use of certificate number and title) and ensure that the nature of his significant real property appraisal assistance is specified in the report.

(5) Jointly maintain an appraisal experience log with the general real estate appraiser on forms provided by the Board.

(e) The licensed appraiser trainee shall jointly maintain an appraisal experience log with the supervisory appraiser on forms provided by the Board. An appraisal experience log must comply with the requirements in the AQB Qualification Criteria.

* * * * *

CONTINUING EDUCATION

§ 36.41. Continuing education requirement.

(a) Continuing education for certified real estate appraisers and licensed appraiser trainees is necessary to ensure that they maintain and increase their skill, knowledge and competency in real estate appraising. Except as provided in subsection (b), [a certified real estate appraiser and shall complete 28 classroom hours of continuing education—including the 7-hour National USPAP Update Course, or an equivalent 7-hour course approved by the AQB, and] certified real estate appraisers and licensed appraiser trainees shall satisfy the continuing education requirements in the AQB Qualification Criteria, which must include at least 2 hours on the act, this chapter and the policies of the Board [—] during each biennial renewal period as a condition of renewal of certification for the next biennial renewal period.

(b) A certified general real estate appraiser [or], residential real estate appraiser or licensed appraiser trainee whose initial certification or license becomes effective between January 1 and

June 30 of a biennial renewal year will not be required to furnish proof of continuing education as a condition of renewal of certification in that biennial renewal year.

§ 36.42. [Continuing education subject matter] Subject matter and sources of continuing education.

[(a) The following subjects are acceptable for continuing education:

- (1) Ad valorem taxation.
- (2) Arbitration.
- (3) Business courses related to the practice of real estate appraisal.
- (4) Development cost-estimating.
- (5) Ethics and standards of professional practice.
- (6) Land use planning, zoning and taxation.
- (7) Management, leasing, brokerage and timesharing.
- (8) Property development.
- (9) Real estate appraisal.
- (10) Real estate financing and investment.
- (11) Real estate law.
- (12) Real estate litigation.
- (13) Real estate appraisal related computer applications.
- (14) Real estate securities and syndication.
- (15) Real property exchange.
- (16) Mass appraisal model building.
- (17) Mass appraisal model calibration.
- (18) Assessment administration.

(19) Mapping.

(b) Credit toward the classroom hour requirement will be granted only when the length of the education offering is at least 2 hours. A classroom hour is defined as 50 minutes out of each 60 minute segment.]

(a) Continuing education subject matter and sources must comply with the requirements in the AOB Qualification Criteria.

(b) Subjects acceptable for continuing education include the subjects set forth by the AOB Qualification Criteria.

(c) Credit for the classroom hour requirement may be obtained from colleges or universities and community or junior colleges. Subject to Board approval under § 36.31 (relating to provider registration/appraisal courses), credit for the classroom hour requirement may also be obtained from real estate appraisal or real estate related organizations, State or Federal agencies or commissions, proprietary schools and other providers.

(d) Educational offerings which cover real estate appraisal related topics other than those [listed in subsection (a)] in subsection (b) may be acceptable for continuing education credit if the applicant can demonstrate to the Board that the topic or program contributed to the applicant's professional competence and is consistent with the purpose of continuing education as stated in § 36.41 (relating to [purpose] continuing education requirement).

[(e) Continuing education credit may also be granted—up to 50% of the biennial requirement—for participation, other than as a student, in appraisal educational processes and programs. Examples of activities for which credit may be granted include teaching, program development, authorship of textbooks or similar activities which the applicant can demonstrate to the Board are equivalent to obtaining continuing education.]

§ 36.43. Distance education.

[A] Distance education courses must comply with the requirements in the AQB Qualification Criteria. A distance education course is acceptable for continuing education credit if it is approved by the Board and meets all of the following conditions:

- (1) The course is presented by one of the following:
 - (i) A course provider that presents the course to an organized group in an instructional setting with a person qualified and available to answer questions, provide information and monitor attendance.
 - (ii) An accredited (Commission on Colleges or a regional accreditation association) college or university that offers distance education programs in other disciplines.
 - (iii) A course provider that has received approval for course design and delivery mechanism from the IDECC and approval for course content from the Board or from the AQB through its Course Approval Program.
- (2) With regard to a course presented under paragraph (1)(ii) or (iii), the certified real estate appraiser or the licensed appraiser trainee either successfully completes a written examination proctored by an official approved by the college, university or other course provider or successfully completes the course mechanisms required for course accreditation that evidence the learner's mastery and fluency of the course content.
- (3) The content and length of the course meet the requirements of § 36.42 (relating to [continuing education subject matter] subject matter and sources of continuing education).

STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE

§ 36.54. Duties of supervisory appraiser.

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(b) A certified residential real estate appraiser or certified general real estate appraiser who utilizes a licensed appraiser trainee shall:

(1) Have at least 5 [years'] years of experience as a residential real estate or general real estate appraiser.

(2) Comply with the supervisory appraiser requirements in the AOB Qualification Criteria.

(3) Provide written notification to the Board of the name and address of the licensed appraiser trainee before the trainee begins work for the appraiser.

(4) Be a certified residential real estate appraiser or certified general real estate appraiser in this Commonwealth for at least 3 years immediately preceding the supervisory appraiser's notification to the Board.

(5) Be a certified residential real estate appraiser or certified general real estate appraiser in good standing in this Commonwealth.

(i) The supervisory appraiser shall be in good standing in this Commonwealth for a period of at least 3 years immediately preceding the supervisory appraiser's notification to the Board.

(ii) The supervisory appraiser shall be in good standing while serving as a supervisor.

(6) Have not received from the Board or any jurisdiction any disciplinary action that affects or affected the supervisor's legal eligibility to engage in appraisal practice within 3 years immediately preceding the supervisory appraiser's notification to the Board.

(7) Prior to supervising a licensed appraiser trainee, complete a course, that, at a minimum, complies with the specifications for course content established by the AOB Qualification Criteria, which is specifically oriented to the requirements and responsibilities of supervisory appraisers and licensed appraiser trainees.

[(2)] (8) Supervise no more than three licensed appraiser trainees at one time.

[(3)] (9) Directly supervise and control the licensed appraiser trainee's work, assuming total responsibility for the contents of the appraisal report, including all value conclusions.

[(4)] (10) Accompany the licensed appraiser trainee during the physical inspection of the property until the licensed appraiser trainee has logged 300 hours of appraisal experience or until the supervising appraiser determines the licensed appraiser trainee is competent under USPAP to perform the physical inspection unaccompanied, whichever is the longer period.

[(5)] (11) Co-sign a Board-approved appraiser trainee checklist that has been completed by the licensed appraiser trainee, relates to the licensed appraiser trainee's work on the appraisal report and is made part of the appraisal report submitted to the client.

(12) Jointly maintain an appraisal experience log with the licensed appraiser trainee. An appraisal experience log must comply with the requirements in the AOB Qualification Criteria.

[(6)] (13) Provide a current or former licensed appraiser trainee who is applying for appraiser certification with copies of designated appraisal reports requested by the Board to verify the licensed appraiser trainee's experience.

(c) A certified general real estate appraiser who utilizes a certified residential real estate appraiser as an assistant for an appraisal of nonresidential property or an appraisal of residential property of more than four dwelling units shall:

(1) Directly supervise and control the residential appraiser's work, assuming total responsibility for the contents of the appraisal report, including all value conclusions.

(2) Accompany the residential appraiser during the physical inspection of the property until the general appraiser determines the residential appraiser is competent under USPAP to perform the physical inspection unaccompanied.

(3) Co-sign the appraisal report as set forth in § 36.52 and specify in the appraisal report the nature of the significant real property appraisal assistance rendered by the residential appraiser.

(4) Provide the residential appraiser, at the time of application for general appraiser certification, with copies of designated appraisal reports requested by the Board to verify the residential appraiser's experience.

(5) Jointly maintain an appraisal experience log with the general real estate appraiser on forms provided by the Board.

(6) Comply with the requirements in the AQB Qualification Criteria.

* * * * *

COMMENTERS

R. Scott Hartman, SRA, Chairman
Coalition of Pennsylvania Real Estate Appraisers
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James R. Park, Executive Director
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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF REAL ESTATE APPRAISERS

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July 29, 2019

The Honorable George D. Bedwick, Chairman
INDEPENDENT REGULATORY REVIEW COMMISSION
14th Floor, Harrisstown 2, 333 Market Street
Harrisburg, Pennsylvania 17101

Re: Final Regulation
State Board of Real Estate Appraisers
16A-7022: FEDERALLY MANDATED REVISIONS

Dear Chairman Bedwick:

Enclosed is a copy of a final rulemaking package of the State Board of Real Estate Appraisers pertaining to Federally Mandated Revisions.

The Board will be pleased to provide whatever information the Commission may require during the course of its review of the rulemaking.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Thomas Smith".

D. Thomas Smith, Chairperson
State Board of Real Estate Appraisers

JAW:sc

Enclosure

cc: K. Kalonji Johnson, Acting Commissioner of Professional and Occupational Affairs
Marc Farrell, Deputy Director of Policy, Department of State
Cynthia Montgomery, Deputy Chief Counsel, Department of State
Jacqueline Wolfgang, Counsel, State Board of Real Estate Appraisers
Heidi Weirich, Board Administrator, State Board of Real Estate Appraisers

**TRANSMITTAL SHEET FOR REGULATIONS SUBJECT TO THE
REGULATORY REVIEW ACT**

I.D. NUMBER: 16A-7022
SUBJECT: Federally-Mandated Revisions
AGENCY: DEPARTMENT OF STATE
 Bureau of Professional and Occupational Affairs
 State Board of Real Estate Appraisers



TYPE OF REGULATION

- Proposed Regulation
- Final Regulation
- Final Regulation with Notice of Proposed Rulemaking Omitted
- 120-day Emergency Certification of the Attorney General
- 120-day Emergency Certification of the Governor
- Delivery of Disapproved Regulation
 - a. With Revisions
 - b. Without Revisions

FILING OF REGULATION

<u>DATE</u>	<u>SIGNATURE</u>	<u>DESIGNATION</u>
		<i>HOUSE COMMITTEE ON PROFESSIONAL LICENSURE</i>
7/29/19	<i>Cathy O'Donnell</i>	MAJORITY CHAIR <u>Rep. David Hickernell</u>
7/29/19	<i>Susan Stager</i>	MINORITY CHAIR <u>Rep. Harry Readshaw</u>
		<i>SENATE COMMITTEE ON CONSUMER PROTECTION & PROFESSIONAL LICENSURE</i>
7/29/19	<i>Tom Tomlinson</i>	MAJORITY CHAIR <u>Sen. Robert M. Tomlinson</u>
7/29/19	<i>Lisa M. Boscola</i>	MINORITY CHAIR <u>Sen. Lisa M. Boscola</u>
7/29/19	<i>K Cooper</i>	<i>INDEPENDENT REGULATORY REVIEW COMMISSION</i>
_____	_____	<i>ATTORNEY GENERAL (for Final Omitted only)</i>
_____	_____	<i>LEGISLATIVE REFERENCE BUREAU (for Proposed only)</i>