



STATE OF MISSOURI
 DEPARTMENT OF INSURANCE, FINANCIAL
 INSTITUTIONS AND PROFESSIONAL REGISTRATION
**APPLICATION FOR REAL ESTATE APPRAISER
 CERTIFICATION/LICENSURE**

REAL ESTATE APPRAISERS COMMISSION
 P.O. BOX 1335, 3605 MISSOURI BLVD.
 JEFFERSON CITY, MISSOURI 65102
 pr.mo.gov/appraisers

GENERAL INSTRUCTIONS

Carefully follow the steps outlined for each section of the application on the instruction sheet. Type or print legibly with black ink only. The application must be completed in its entirety. If an area is not applicable please indicate as "N/A". Incomplete applications or applications completed that do not comply with the instructions will be returned to the applicant. All signature areas must contain an **original** signature (copies of signatures are not acceptable). **THE APPLICATION FEE MUST ACCOMPANY THE APPLICATION AND IS NOT REFUNDABLE!**

PART I — APPLICANT'S APPLYING STATUS

CHECK THE ONE BOX THAT BEST DESCRIBES YOUR APPLYING STATUS

- | | |
|--|---|
| <input type="checkbox"/> This is the first time I have made application for this profession in Missouri. | <input type="checkbox"/> My application for this profession had previously been denied in Missouri. I am reapplying since I have fulfilled additional requirements. |
| <input type="checkbox"/> I have previously made application for this profession in Missouri; however, my previous application expired and I am now reapplying. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> I am currently a Missouri Licensed/Certified Appraiser (Lic. # _____) and am now applying for a higher appraiser category. | _____ |
| | _____ |
| | _____ |

PART II — APPLICATION CATEGORY

CHECK ONE BOX IN AREA 1, 2, AND COMPLETE AREA 3

(SEE INSTRUCTIONS PERTAINING TO APPRAISER CATEGORIES, METHODS OF LICENSURE AND APPROPRIATE FEES.)

1. APPLICATION CATEGORY <input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> Certified Residential Appraiser <input type="checkbox"/> Certified General Appraiser	2. LICENSURE METHOD <input type="checkbox"/> Examination <input type="checkbox"/> Examination Acceptance <input type="checkbox"/> Reciprocity	3. FEE (SEE FEE SCHEDULE FOR AMOUNT TO ENTER) \$ _____
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PART III — APPLICANT IDENTIFYING INFORMATION

1. APPLICANT NAME (LAST, FIRST, M.I.) MR. MRS. MS.		2. SOCIAL SECURITY NUMBER* (see below and attachment) — —	
3. LIST ANY NAMES OTHER THAN ABOVE UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED		4. DATE OF BIRTH	5. AGE
6. HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)		7. COUNTY	
8. BUSINESS NAME			
9. BUSINESS ADDRESS		10. COUNTY	
11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED WORK ()		12. TELEPHONE NUMBER HOME ()	
13. E-MAIL ADDRESS			

*You must provide your social security number pursuant to state law. Your social security number may be used for the following purposes: a) to identify you in record keeping and information exchanges with state agencies (Missouri and other states), federal agencies and other data sources; b) to make criminal history checks and to verify all information provided in the application; and c) to the Division of Child Support Enforcement of the Department of Social Services (see attachment). Discovery of false information in the application or discovery of relevant criminal history may result in denial of your application.

PART IV — EDUCATION INFORMATION FOR STATE LICENSE APPLICANTS

REAL ESTATE APPRAISAL COURSES COMPLETED. To receive credit, courses must be Commission approved and verified by the course provider. List each course by provider, course name, year attended, classroom hours and attach the verification documents.

COURSE PROVIDER	COURSE NAME	YEAR	HOURS
1. Uniform Standards of Professional Appraisal Practice			
2. Appraisal Principles			
3. Appraisal Procedures			
4. Market Data Analysis and Highest and Best Use			
5. Appraiser Site Valuation and Cost Approach			
6. Sales Comparison and Income Approach			
7. Report Writing and Case Studies			

EDUCATION INFORMATION FOR STATE CERTIFIED RESIDENTIAL APPLICANTS

REAL ESTATE APPRAISAL COURSES COMPLETED. To receive credit, courses must be Commission approved and verified by the course provider. List each course by provider, course name, year attended, classroom hours and attach the verification documents.

COURSE PROVIDER	COURSE NAME	YEAR	HOURS
1. Uniform Standards of Professional Appraisal Practice			
2. Appraisal Principles			
3. Appraisal Procedures			
4. Residential Market Data Analysis and Highest and Best Use			
5. Residential Appraiser Site Valuation and Cost Approach			
6. Residential Sales Comparison and Income Approach			
7. Residential Report Writing and Case Studies			
8. Statistics, Modeling and Finance			
9. Advanced Residential Applications and Case Studies			
10. Appraisal Subject Matter Electives			

PART V — RECORD OF LICENSING INFORMATION

If you have ever been licensed/certified to practice Real Estate Appraisal in Missouri or any other jurisdiction you must complete the information requested below. This also applies to temporary, trainee, and apprenticeship licenses or permits. Failure to disclose all (active, nonactive or expired) licenses, certifications and/or permits may result in the denial of this application. **If Part V is not applicable, please indicate below as "N/A."**

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (ACTIVE, LAPSED, ETC.)
STATE OF ORIGINAL LICENSURE/ CERTIFICATION				
STATE OF CURRENT LICENSURE/ CERTIFICATION WHERE YOU MOST RECENTLY HAVE BEEN PRACTICING.				
OTHER STATES OF LICENSURE/CERTIFICATION				

(IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.)

PART VI — RECORD OF EXAMINATION

If you have ever taken a certification or licensure examination in Missouri or any other state, for the appraisal profession, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action. **If Part VI is not applicable, please indicate below as N/A.**

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS (PASSED, FAILED, ABSENT)

(IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.)

PART VII — PERSONAL HISTORY INFORMATION			
THIS PART MUST BE COMPLETED BY ALL APPLICANTS		YES	NO
1. Has applicant ever been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, whether or not sentence was imposed? If yes, explain fully.			
2. Do you now, or have you within the past five (5) years, suffered from, been diagnosed as having, or been treated for any disease or condition that would interfere with your ability to perform the essential functions of your profession which is generally regarded by the medical community as chronic? If yes, attach detailed statement, including an explanation regarding whether or not you are currently under treatment.			
3. Have you been denied a professional license, certification, or permit, or privilege of taking an examination, or had a professional license, certification, or permit disciplined in any way by any licensing authority in Missouri or elsewhere? If yes, attach a detailed explanation.			
4. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.			
5. Are you a U.S. citizen OR a lawfully admitted alien of the United States?			

PART VIII — CERTIFYING STATEMENT	
<p>1. I agree to comply with the provisions set forth in the Missouri Statutes, rules and regulations governing real estate appraisers.</p> <p>2. I authorize the Missouri Real Estate Appraisers Commission to interview the employees of companies, institutions, or organizations listed for my education, experience, or testing experience and to inspect my office appraisal files to verify information given on my application.</p> <p>3. If an appraisal license/certificate is issued to me in error, I agree to return the license/certificate upon request after being given appropriate due process.</p> <p>The foregoing statements are made for the purpose of procuring a Missouri Real Estate Appraisers License/Certification and I hereby consent that these statements may be used as evidence by the Commission, or in any court in Missouri where a violation of the Law is claimed, and that the application and representations made by me in order to procure a Real Estate Appraiser License/Certification, and the statements herein made may at any time be used in evidence.</p> <p>I further agree to comply with the standards set forth in the Missouri Statutes, Missouri Real Estate Appraisers rules and regulations, and the Uniform Standards of Professional Appraisal Practice, and fully understand the types of misconduct for which disciplinary proceedings may be initiated against me as a state licensed/certified real estate appraiser.</p>	

MUST BE SIGNED IN PRESENCE OF NOTARY	APPLICANT SIGNATURE	
		
	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS (DAY, MONTH, YEAR)	
NOTARY PUBLIC EMBOSSEER SEAL OR BLACK INK RUBBER STAMP SEAL	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	
USE RUBBER STAMP IN CLEAR AREA BELOW.		

Consult "Real Estate Appraiser Instructions" for supporting documentation, and additional specific information concerning the filing of your application.

SPECIAL NEEDS: If you have special needs addressed by the Americans with Disabilities Act, you must notify this office to insure that reasonable accommodations are made for your needs. Notification must be in writing and mailed to the Missouri Real Estate Appraisers Commission, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102. Notification of special needs must be received by the Commission at a reasonable time in advance of the date on which the accommodation for special needs is required.



APPLICANT

Complete Work History for the last five (5) years. Include all work experience and account for entire time period. You are authorized to photocopy this form if additional space is required.

1. NAME (LAST, FIRST, MIDDLE)		2. DATE OF BIRTH ____ / ____ / ____ MONTH DAY YEAR	
3. SOCIAL SECURITY NUMBER* - -		4. ADDRESS (STREET, CITY, STATE, ZIP CODE)	
5. MAIDEN OR GIVEN SURNAME		6. CHECK HERE IF YOU HAVE NEVER BEEN EMPLOYED <input type="checkbox"/>	8. DATE FORM COMPLETED

8. RECORD WORK HISTORY CHRONOLOGICALLY - COMPLETE WORK HISTORY BEGINNING WITH PRESENT EMPLOYMENT

A. NAME OF BUSINESS/INSTITUTION		JOB TITLE	
ADDRESS (STREET, CITY, STATE, ZIP CODE)		DESCRIPTION OF DUTIES PERFORMED	
SUPERVISOR NAME			
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ / ____ / ____ TO ____ / ____ / ____ MONTH DAY YEAR MONTH DAY YEAR			
B. NAME OF BUSINESS/INSTITUTION		JOB TITLE	
ADDRESS (STREET, CITY, STATE, ZIP CODE)		DESCRIPTION OF DUTIES PERFORMED	
SUPERVISOR NAME			
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ / ____ / ____ TO ____ / ____ / ____ MONTH DAY YEAR MONTH DAY YEAR			
C. NAME OF BUSINESS/INSTITUTION		JOB TITLE	
ADDRESS (STREET, CITY, STATE, ZIP CODE)		DESCRIPTION OF DUTIES PERFORMED	
SUPERVISOR NAME			
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ / ____ / ____ TO ____ / ____ / ____ MONTH DAY YEAR MONTH DAY YEAR			

*You must provide your social security number pursuant to state law. Your social security number may be used for the following purposes: a) to identify you in record keeping and information exchanges with state agencies (Missouri and other states), federal agencies and other data sources; b) to make criminal history checks and to verify all information provided in the application; and c) to the Division of Child Support Enforcement of the Department of Social Services (see attachment). Discovery of false information in the application or discovery of relevant criminal history may result in denial of your application.

MISSOURI REAL ESTATE APPRAISER APPLICATION INSTRUCTIONS

This application package should contain the following forms:
**BASIC APPLICATION, EXPERIENCE LOG,
MASS APPRAISAL, AND WORK HISTORY**

GENERAL:

All applicants for appraiser licensure or certification are required to complete an application and submit proof of submission of fingerprints. In addition, applicants must complete the Work History form and submit applicable supporting documents to verify experience. Follow specific instructions, herein, for completing each of these supporting documents.

Education must be supported by documentation (transcripts, certification letters, etc.), for each course for which credit is requested.

All areas of the application that require a signature must contain an **original** signature; copies are not acceptable! The application form(s) must be completed by typewriter or with black ink (print). Fees must accompany your application and are **NOT REFUNDABLE**. If the name shown on your application is different than that shown on any documentation, you must submit proof of legal name change such as marriage license, divorce decree or court order.

BASIC (Four Page) APPLICATION:

Basic Application Part I, Application Status:

In Part one, check the box that best describes your application status.

Basic Application Part II, Appraiser Category:

In part two, areas one (1) and two (2), check the box that indicates your application category and licensure method. In area three (3) enter the appropriate fee. A fee schedule is included on the last page of these instructions.

Most applicants will designate "examination" for licensure method. This means they intend to qualify for licensure by taking a Missouri examination. Licensure by examination acceptance may be applicable to you if you have already passed an examination in another state for the appraiser category for which you are applying in Missouri. Your licensure method may be reciprocity if you are already licensed or certified in another state that has a current reciprocity agreement with Missouri.

Basic Application Part III, Identification Information:

Information requested here is self-explanatory. If your name on any supporting documentation is different than the name used on your application, you must enter the other name in box 5 and submit proof of a legal name change (marriage license, divorce decree, court order, etc.).

Basic Application Part IV, Education:

Only courses approved by the Missouri Real Estate Appraisers Commission will be credited towards the education requirement.

Please refer to Addendum 1 of the application form for specific educational requirements.

List each appraisal course by provider and course name. Include the provider's course number, if any. List the year that you successfully completed the course and course hours. Attach the course provider documentation (transcript, certification letter, etc.).

Some college courses may be accepted as electives **only**. Those courses accepted by the Missouri Real Estate Appraisers Commission will be awarded 15 educational or credit hours for each accepted college credit hour.

Listings of approved course providers are available on the website from the Division of Professional Registration, Missouri Real Estate Appraisers Commission, 3605 Missouri Blvd., P.O. Box 1335, Jefferson City, MO 65102, or by calling 573-751-0038.

Basic Application Part V and Part VI, Record of Licensure/Record of Examination:

On this page of the application you must list the appraiser licenses, certifications, permits, etc., that you have or had, in Missouri or other jurisdictions. Failure to do so could result in the discipline of your license or denial of an original license. In addition, you must list examinations that you have taken for licensure or certification as an appraiser. Again, failure to do so could result in discipline or denial.

Basic Application Part VII and Part VIII, Personal History/Certifying Statement:

The completion of these parts are self-explanatory. In Part VII, all questions must be answered. If any question is unanswered the application will be returned to you. Falsifying an answer could result in discipline to your license or denial of licensure. The certification (Part VIII) must contain an **original** signature. Copies of signatures are not acceptable.

SUPPORTING DOCUMENT EXPERIENCE LOG

Appraisal Experience Log:

State License — requires 2,000 hours of appraisal experience obtained during no fewer than 12 months.

Certified Residential — requires 2,500 hours of appraisal experience obtained during no fewer than 24 months.

Certified General — requires 3,000 hours of experience obtained during no fewer than 30 months with at least 1500 hours being in non-residential appraisal work. Residential is defined as one to four residential units.

An appraisal log (Supporting Document Form Appraisal Experience Log) must be completed as evidence of field and review appraisals as an appraiser. All appraisals listed on the appraisal log must be in conformance with USPAP if prepared after January 1, 1992; or, meet reasonable minimum standards, if prepared before January 1, 1992. All appraisals listed are subject to Commission review.

In completing the appraisal log, **FOLLOW THESE INSTRUCTIONS CAREFULLY!** Appraisal logs not prepared in accordance with these instructions will be returned.

First, photocopy the Supplemental Appraisal Experience Log to attain the number of pages needed to list the appraisals that you intend to submit. Start listing your appraisals for the most current year. List residential appraisals (code R) for that year followed by the nonresidential appraisals code (code G). After the last listing (for the most current year) start a new page and repeat the listing process for the next (or second) most current year. Repeat this process.

In listing the appraisals indicate the location of subject property, the city, and state where the subject property is located, the date the report is signed, the type of property by code, client's name, appraisers involved, appraised value, form used and the number of hours to complete the appraisal.

The hours listed in the following table are considered maximum. If you feel that more time should be awarded for any appraisal, you may list the appraisal as code G9 and request at a higher amount; however, a written justification for each such listing must accompany the appraisal log. In such cases, the Missouri Real Estate Appraisers Commission will consider your request and may ask that sample appraisals be submitted for their consideration.

Refer to the following for entering code and maximum authorized experience hours:

(A) R1 = Single Family, Condo., or similar*	
i. 1004 (URAR)	10 hrs
ii. exterior only forms (2055, etc.)	5 hrs
(B) R2 = 2, 3, or 4 unit family dwellings	15 hrs
(C) R3 = vacant residential sites (up to 40 acres)	5 hrs
(D) G1 = apartments 5 - 12 units	20 hrs
(E) G2 = apartments 13 and more units	35 hrs
(F) G3 = vacant land (other than single family)**	10 hrs
(G) G4 = industrial	35 hrs
(H) G5 = office space	35 hrs
(I) G6 = retail space	35 hrs
(J) G7 = special use property (provide explanation)	35 hrs
(K) G8 = operating or special use agriculture***	35 hrs
(L) G9 = other (provide detailed explanation)	
*1. Includes homes on acreage, hobby farms, etc.	
**2. Includes non-agricultural acreage, commercial land, etc.	
***3. If operating, primary income shall come from property. Some explanation relating to type of use should be provided.	

After you have completed the listings of appraisals, number each page (top right) and complete the "appraisal log summary" (on the front page of form Appraisal Experience Log). Double check the summary to make sure that the page numbers, number of appraisals and total credit hours, balance with the log pages. Also, make sure that the certification at the bottom of the page is signed (**original** signature - no copies).

The Missouri Real Estate Appraisers Commission will request random samples of your work from the assignment log submitted with this application. When requested please submit **signed copies** of the selected works samples inasmuch as they will be destroyed upon completion of the review. Include all file memoranda (work file) pertinent to the appraisal report(s) to be reviewed by the commission. If your signature is not the only signature on the work samples submitted to the Missouri Real Estate Appraisers Commission, a letter of explanation from the co-signer or reviewer should be forwarded explaining the applicant's participation of the appraisal report and also if reviewer or co-signer inspected the property. If you have not participated fully in the preparation of a report or reports, the number of hours shown on the experience log should be reflective of the actual hours spent.

MISSOURI DEPARTMENT OF TRANSPORTATION EMPLOYEES

- (1) License and Residential must submit work samples that include the Cost and Sales Comparison approach.
- (2) General must submit work samples that, in total, include all 3 approaches, or applicant may submit demonstration appraisals on actual property with required approaches.
- (3) The CODE section of the appraisal log must also show type of report, i.e. Standard Format (SF), Value Finding Format (VFF), or Payment Estimate (PE).

MASS APPRAISAL AND AD VALOREM TAX ASSESSMENT EMPLOYEES

Mass appraisals may be used for ad valorem tax assessments or for other intended uses.

The experience requirement for mass appraisals shall be fulfilled by submitting an appraisal log. Qualifying mass appraisal experience should be USPAP compliant under Standard 6 for mass appraisals, Standards 1 and 2 for appraisals of individual properties, and Standard 3 for review of individual appraisals.

The submitted log should clarify the type of mass appraisal experience under one or more of the following:

- 1) Mass appraisal projects or reports that comply with USPAP Standard 6 (or if performed prior to USPAP should be performed in a manner similar to Standard 6). For example, projects and reports should indicate model development specifying which approaches to value have been used (cost, sales comparison, income) and model calibration specifying what techniques have been used. Experience for ad valorem assessment work, or other mass appraisals, is dependent on the applicant's ability to demonstrate proficiency in valuation methodology and techniques. Assessment duties within an assessment jurisdiction will only be considered in as much as they are described in a mass appraisal report compliant with USPAP Standard 6-8. (**Note:** If a Standard 6-8 report has not been completed in your assessment jurisdiction, you will need to address all requirements that would normally be included in such a report.)
- 2) Appraisals of individual properties. Such appraisals shall have been prepared to the same standards as would be expected of any other appraiser (USPAP Standards 1 and 2) and should be available for the Commission's review,
- 3) The review and analysis of individual appraisals employing cost, income and market sales techniques. (**Comments:** this refers to review appraisals on individual properties. Such review appraisals shall have been prepared to the same standards as required by appraisers who are not employed in the ad valorem assessment/mass appraisal field. Standards for review appraisals are contained in USPAP Standard 3).

SUPPORTING DOCUMENT, WORK HISTORY

The History Work form must be completed for all appraiser applicants. In completing the form, list all your work history for the sixty months preceding the signature date of your application.

FEES:

This application must be accompanied by the appropriate **NONREFUNDABLE fee in the form of a check or money order made payable to the Missouri Real Estate Appraisers Commission.** Application fees are as follows:

State Licensed Real Estate Appraiser	\$300
Certified Residential Real Estate Appraiser	\$300
Certified General Real Estate Appraiser	\$300

ASSISTANCE:

If assistance is needed, you may contact the Commission by calling the following telephone number: 573-751-0038

ADDRESS:

Missouri Real Estate Appraisers Commission
3605 Missouri Blvd.
P.O. Box 1335
Jefferson City, MO 65102