

Instructions for Filing Application for Licensure Certified Residential Real Estate Appraiser

1. Completed application, this must be signed and notarized
2. \$300 application fee
3. Copy of the receipt from Cogent substantiating proof of fingerprinting
(if not completed when registered as a trainee)
4. Official transcript verifying Bachelor's degree
5. Verification of successful completion of:
 - a. Basic Appraisal Principles (30)
 - b. Basic Appraisal Procedures (30)
 - c. 15 Hour USPAP (15)
 - d. Residential Market Analysis and Highest and Best Use (15)
 - e. Residential Appraiser Site Valuation and Cost Approach (15)
 - f. Residential Sales Comparison and Income Approach (30)
 - g. Residential Report Writing and Case Studies (15)
 - h. Statistics, Modeling and Finance (15)
 - i. Advanced Residential Applications and Case Studies (15)
 - j. Appraisal Subject Matter Electives (20)
6. Upon completion of the experience requirement, the applicant will submit:
 - a. Experience Field and Review sheet
 - b. Trainee Experience log
 - c. The log must contain the required 24 months and 2,500 hours of experience
7. Supervisor affidavit must be completed for each approved supervisor.
8. Upon review of the appraisal log, work samples will be selected for Commission review.
9. Upon verifying the educational and experience requirements have been met, the exam information will be emailed directly to the applicant.