

**Instructions for Filing Application for Licensure
Certified General Real Estate Appraiser**

1. Completed application, this must be signed and notarized
2. \$300 application fee
3. Copy of the receipt 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. General Appraiser Market Analysis and Highest and Best Use (30)
 - e. General Appraiser Site Valuation and Cost Approach (30)
 - f. General Appraiser Sales Comparison (30)
 - g. General Appraiser Income Approach (60)
 - h. Statistics, Modeling or Finance (15)
 - i. General Appraiser Report Writing and Case Studies (30)
 - j. Appraisal Subject Matter Electives (30)
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 18 months and 3,000 hours of experience
(1,500 must be commercial).
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.