

**Instructions for Filing Application for Licensure
State License 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. 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 Approaches (30)
 - g. Residential Report Writing and Case Studies (15)
 - h. Valuation Bias and Fair Housing Laws and Regulations (8)
5. 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 12 months and 2,000 hours of experience
6. Supervisor affidavit must be completed for each approved supervisor.
7. Upon review of the appraisal log, work samples will be selected for Commission review.
8. Upon verifying the educational and experience requirements have been met, the exam information will be emailed directly to the applicant.