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 substantiating proof of fingerprinting
   (if not completed when registered as a trainee)
4. Official transcript verifying education requirements (options 1-5).
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. Valuation Bias and Fair Housing Laws and Regulations (8)
   k. Appraisal Subject Matter Electives (12)
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 12 months and 1,500 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.

College Level Education for Certified Residential					
☐ Option #1	☐ Option #2	☐ Option #3	☐ Option #4	☐ Option #5	☐ Option #6
Bachelor's Degree in any field of study	Associates Degree in a field of study related to: • *Business Administration* • *Accounting* • *Finance* • *Economics*; or • *Real Estate*	Successful completion of 30 semester hours of college-level courses that cover **each** of the following specific topic areas and hours: • *English Composition* (3 hours) • *Microeconomics* (3 hours) • *Macroeconomics* (3 hours) • *Finance* (3 hours) • *Algebra, Geometry,* or *Higher Math* (3 hours) • *Statistics* (3 hours) • *Computer Science* (3 hours) • *Business Law* or *Real Estate Law* (3 hours) • Two elective courses in any of the above topics, or in *Accounting*, *Geography*, *Agricultural Economics*, *Business Management*, or *Real Estate* (3 hours each)	Successful completion of at least 30 semester hours of College Level Examination Program® (CLEP®) examinations (see Equivalency Table on next page)	Any combination of Option #3 and Option #4 that includes all of the topics identified in Option #3	No college-level education required. This option applies only to appraisers who **have held** a Licensed Residential credential for a minimum of five (5) years ***and*** have 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

Equivalency Table		
CLEP Exams	**CLEP Semester Hours Granted**	**Applicable College Courses**
College Algebra	3	*Algebra, Geometry, Statistics, or higher mathematics*
College Composition	6	*English Composition*
College Composition Modular	3	*English Composition*
College Mathematics	6	*Algebra, Geometry, Statistics, or higher mathematics*
Principles of Macroeconomics	3	*Macroeconomics **or** Finance*
Principles of Microeconomics	3	*Microeconomics **or** Finance*
Introductory Business Law	3	*Business Law or Real Estate Law*
Information Systems	3	*Computer Science*