

Checklist.

CHECKLIST FOR BECOMING LICENSED AND/OR CERTIFIED APPRAISER

1. Meet personal, work experience and educational requirements. Educational courses taken after January 1, 1993 require prior approval by the Board. For Trainee Real Property Appraisers applying for licensure as a Certified General Real Property Appraiser, a personal interview with the Real Estate Appraisers Board may be required.
2. Complete state application for (1) Trainee Real Property Appraiser; (2) State Registered Real Property Appraiser; (3) Licensed Real Property Appraiser; (4) Certified Residential Real Property Appraiser; (5) Certified General Real Property Appraiser.
3. Return completed **TYPED** application with transcripts, course evaluation forms and non-refundable application fees to address below.
4. a. Effective June 21, 2011, the following fees are in effect:

Trainee Real Property Appraiser:

Application Fee	\$150.00
Annual License Fee	<u>275.00</u>
Total Amount	\$425.00

Licensed Real Property Appraiser:

Application Fee	\$275.00
Annual License Fee	275.00
Washington Registry Fee	<u>25.00</u>
Total Amount	\$575.00

State Registered Real Property Appraiser:

Application Fee	\$275.00
Annual License Fee	<u>275.00</u>
Total Amount	\$550.00

Certified Residential Real Property Appraiser:

Application Fee	\$275.00
Annual License Fee	275.00
Washington Registry Fee	<u>25.00</u>
Total Amount	\$575.00

Certified General Real Property Appraiser:

Application Fee	\$275.00
Annual License Fee	275.00
Washington Registry Fee	<u>25.00</u>
Total Amount	\$575.00

- b. Effective January 1, 2012, the following fees will be in effect:

Trainee Real Property Appraiser:

Application Fee -	\$150.00
Annual License Fee -	<u>275.00</u> 285.00
Total Amount -	\$425.00 <u>435.00</u>

Licensed Real Property Appraiser:

Application Fee -	\$275.00
Annual License Fee -	275.00 285.00
Washington Registry Fee -	<u>40.00</u>
Total Amount -	\$590.00 <u>600.00</u>

State Registered Real Property Appraiser:

Application Fee - \$275.00
Annual License Fee - ~~275.00~~ 285.00
Total Amount - ~~\$550.00~~ 560.00

Certified Residential Real Property Appraiser:

Application Fee - \$275.00
Annual License Fee - ~~275.00~~ 285.00
Washington Registry Fee - ~~40.00~~
Total Amount - ~~\$590.00~~ 600.00

Certified General Real Property Appraiser:

Application Fee - \$275.00
Annual License Fee - ~~275.00~~ 285.00
Washington Registry Fee - ~~40.00~~
Total Amount - ~~\$590.00~~ 600.00

5. If all requirements are met, you will receive:

Approval and Admission letter for exam (if required) and notification of instructions for scheduling exam.

6. After satisfactory completion of the examination applicant is required to send to the Board office the original picture examination score along with appropriate license and/or certification fee. Your Certificate of licensure and/or certification will be sent after required information is received.
7. Satisfactory completion of an exam must be made within twenty-four months after application is approved by the Board. The applicant may take exam as many times within the twenty-four month period as he or she chooses until a passing grade is obtained. After twenty-four-month expiration applicant must submit new application and necessary fees.

FIVE CATEGORIES OF APPRAISERS IN ALABAMA

1. **Trainee Real Property Appraiser** – This classification requires the trainee to work under the direct supervision of a certified or licensed real property appraiser who has been approved by the Board as a Mentor. The scope of practice for the appraiser trainee classification is the appraisal of those properties, which the supervising appraiser Mentor is permitted to appraise.
2. **State Registered Real Property Appraiser** – The “State Registered Real Property Appraiser” classification includes those individuals who may perform real estate appraisals on non-federally related properties (those properties which are the subject of appraisal for non-federally related transactions) including: (1) complex appraisals of 1 to 4 unit non-federally related residential properties having transaction value of \$250,000 or less; other non-federally related non-residential properties having transaction value of \$250,000 or less. (2) non-complex appraisals of 1 to 4 unit non-federally related residential properties having transaction values of \$1,000,000 or less. (3) This classification does not include the appraisal of subdivisions wherein a development analysis/appraisal is necessary and utilized.
3. **Licensed Real Property Appraiser** – This classification includes those individuals who are licensed to perform real estate appraisals on properties involved in federally-related transactions including: (a) complex appraisals of 1 to 4 unit residential properties having transaction value of \$250,000 or less; (b) non-complex appraisals of 1 to 4 unit residential properties having transaction value of \$1,000,000 or less; (c) appraisals of other types of real estate having transaction value of \$250,000 or less. The Licensed Real Property Appraiser is authorized to give a “Certified Appraisal” on a federally-related transaction, in accordance with FIRREA requirements.
4. **Certified Residential Real Property Appraiser** – This classification refers to those individuals licensed by the Board as being qualified to perform federally-related residential real estate appraisals on 1 to 4 unit

residential properties without regard to the complexity or dollar amount. These appraisers are also permitted to appraise non-residential properties having a transaction value of \$250,000 or less. The Certified Residential Real Property Appraiser is authorized to give a “certified appraisal” on a federally-related transaction in accordance with FIRREA requirements.

5. **Certified General Real Property Appraiser** – This classification shall consist of those persons certified by the Board as qualified to perform appraisals on all types of real estate, regardless of complexity or transaction value. This classification allows the appraiser to give a “certified appraisal” on a federally-related transaction in accordance with FIRREA requirements.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. The **“Trainee Real Property Appraiser”** – no experience required. Applicant must provide proof of 75 hours of appraisal education as set out in §780-X-3-.06(a)(6) completed during last ~~ten~~ five years, including a 15-hour Uniform Standards of Professional Appraisal Practice during last two years. USPAP courses taken to meet this requirement shall be a Board approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB. Trainee’s appraisal experience must be under the direct supervision of a Licensed or Certified Real Property appraiser who has been approved by the Board as a Mentor. If the Trainee plans to use these experience points as part of the experience needed for licensure, the work must be included in the Trainee’s assignment log, and the appraisal report must be signed by the supervising appraiser.
2. The **“State Registered Real Property Appraiser”** – Applicant must have a minimum of 100 points or 1000 hours of actual appraisal experience earned during at least 12 months. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of 75 hours of appraisal education as set out in §780-X-3-.06(b)(6) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. USPAP courses taken to meet this requirement shall be a Board approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB.
3. The **“Licensed Real Property Appraiser”** – ~~Applicant must have been an appraiser for twenty four (24) months and have a minimum of 200 points or 2000 hours of actual appraisal experience. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of satisfactorily completion of at least one hundred fifty (150) hours of appraisal education as set out in §780-X-3-.06(c)(6) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. USPAP courses taken to meet this requirement shall be a Board approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB.~~ Every applicant for a Licensed Real Property Appraiser license who submits an application on or after January 1, 2015 must submit proof of 30 semester credit hours of college level education from an accredited college, university or community college or an Associate Degree or higher in any field. The applicant also must submit satisfactory evidence that the appraisal education courses completed comply with the requirements of paragraphs 1–4 above and must demonstrate that he or she has completed 150 classroom hours of appraisal education including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. As of the date the application is filed with the Board, a minimum of 2,000 hours or 200 points appraisal experience is necessary for approval of a Licensed Real Property Appraiser license. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. Applicants may claim the full experience credit allowed for an appraisal, regardless of the number of signing appraisers, for all appraisals signed on or after January 1, 2014.

4. The **“Certified Residential Real Property Appraiser”** – Applicant must have been an appraiser and appraising real property for no less than 24 months with a minimum of 250 points or 2500 hours of actual appraisal experience. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of satisfactory completion of at least two hundred (200) hours of appraisal education as set out in §780 X 3 .06(d)(6) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice course during the last two years. USPAP courses taken to meet this requirement shall be a Board approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB. Every applicant for a Certified Residential Real Property Appraiser license who submits an application on or after January 1, 2015 must submit satisfactory evidence that the appraisal education courses completed comply with the requirements of paragraphs 1–4 above and must demonstrate that he or she has completed the following education requirements: A bachelor’s degree from a college or university accredited by the Southern Association of Colleges and Schools or a similar recognized entity within the United States; and a minimum of 200 classroom hours of Board-approved appraisal education including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. As of the date the application is filed with the Board, the equivalent of 2500 hours or 250 points appraisal experience is necessary for approval of a license for Certified Residential Real Property Appraiser classification. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. Applicants may claim the full experience credit allowed for an appraisal, regardless of the number of signing appraisers, for all appraisals signed on or after January 1, 2014.

5. The **“Certified General Real Property Appraiser”** – Applicant must have been an appraiser and appraising real property for no less than 30 months with a minimum of 300 points or 3000 hours of actual appraisal experience. At least 150 of the 300 points (or 1500 of the 3000 hours) of experience must be in non-residential appraisals. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of satisfactory completion of at least three hundred (300) hours of appraisal education as set out in §780 X 3 .06(e)(6) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice course during the last two years. USPAP courses taken to meet this requirement shall be a Board approved USPAP course taken prior to January 1, 2003 or, if taken on or after January 1, 2003 the National USPAP course or its equivalent as determined by the AQB taught by an instructor certified by the AQB. Every applicant for a Certified General Real Property Appraiser license who submits an application on or after January 1, 2015 must submit satisfactory evidence that the education courses completed comply with the requirements of paragraphs 1–4 above and must demonstrate that he or she has completed the following education requirements: A Bachelor’s degree or higher from a college or university accredited by the Southern Association of Colleges and Schools or a similar recognized entity within the United States; and a minimum of 300 classroom hours of education including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. As of the date the application is filed with the Board, the equivalent of three thousand (3000) hours of appraisal experience or 300 points is necessary for approval of a license for the Certified General Real Property classification. Experience shall be recorded on the log contained in the application. The log must contain all appraisals the applicant has signed or is entitled to claim for experience credit, beginning with the most recent appraisals (up to and including the date the application is filed with the Board) and going back, up to 5 years, until the required number of experience points is documented. Applicants may claim the full experience credit allowed for an appraisal, regardless of the number of signing appraisers, for all appraisals signed on or after January 1, 2014.

The Alabama Real Estate Appraisers Board does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.