

ALABAMA APPLICATION PROCESS

- **Trainee application process:**
 - Application submission
 - Application review by staff
 - Application approved by Director
 - Applicant information uploaded to PSI website
 - When PSI downloads the file, staff will email exam approval letter and PSI handbook to applicant
 - Applicant has 24 months from date of approval to pass exam
 - Applicant must submit official score report to Board office with check or money order for \$335 license fee and Trainee/Mentor Registration form. Trainees not registered under a Mentor will be placed in an Inactive status until a Trainee/Mentor Registration form is received.
- **Upgrade application process:**
 - Application submission
 - Application and experience log review by staff
 - Experience log submitted to Board member for sample selection
 - Sample request to applicant from staff
 - Applicant forwards samples to staff
 - Board member reviews samples prior to giving decision at upcoming board meeting
 - Application should be submitted at least 45 days prior to the next board meeting to be considered

IMPORTANT APPLICATION REMINDERS

- Upgrade applications will not be processed until the Trainee Experience Log review has been completed.
- Applications not complete when received, including signatures where applicable, will be returned.
- Course completion certificates must accompany all applications. Course providers do not send this information to the board.
- The application fee for a Trainee application is \$150. The application fee for an upgrade applications is \$275. Checks or money orders are accepted and must be made payable to the Alabama Real Estate Appraisers Board.
- According to the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, all applicants are now required to provide proof of citizenship. Please send a legible photocopy of your driver's license, passport or non-driver identification with your application.
- Five references with signatures are required. Trainee applicants may use non-appraiser references.
- An official college/university transcript is required with applications for Certified Residential and Certified General Real Property Appraiser.