REAL ESTATE APPRAISAL DIVISION
Application Requirements effective January 1, 2015.
CERTIFIED GENERAL RESIDENTIAL APPRAISER

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NATIONAL EXAMINATION

1. FEES

APPLICATION FEE $400.00 Submit a cashier's check, certified check or money order payable to the Department of Financial Institutions. Personal or business checks WILL NOT be accepted.

NATIONAL REGISTRY FEE DO NOT SUBMIT WITH THE APPLICATION. Once the Real Estate Appraisal Division has notification DIRECTLY FROM THE TESTING COMPANY that the applicant has passed the examination, applicant will be notified and payment of the National Registry fee will be requested. Upon request for payment of the National Registry fee, submit a cashier's check, certified check or money order payable to the Department of Financial Institutions. Personal or business checks WILL NOT be accepted. Upon receipt of payment of the National Registry fee, the certificate will be issued.

2. ARIZONA LEVEL ONE CLEARANCE CARD (Pursuant to A.R.S. §32-3620)
   a. All applicants must undergo a criminal background check through Arizona Department of Public Safety (DPS). As of July 24th, 2014, a DPS issued "clearance card", is required.
   b. The fee for this background check is $67.00 and can be submitted with a business check, cashier's check or money order made payable to DPS. Please send the fee, the appropriate DPS form, and the fingerprint card directly to DPS. (Forms are available at the Department of Financial Institutions. Please contact staff to send you the necessary documents).
   c. If applying for a clearance card, provide the DPS application number shown in the upper right corner of the yellow copy of this form, onto the Real Estate Appraisal application. If you already have an Arizona level one clearance card and it is active for two additional years, include your card number onto the Real Estate Appraisal application.

3. DOCUMENTATION FROM AN ACCREDITED COLLEGE, OR UNIVERSITY:
   Applicant must attach a copy of their Bachelor's degree, or higher.

4. DOCUMENTATION OF EDUCATION:

The Certified Residential Real Property Appraiser classification requires completion of two hundred (200) creditable class hours as specified in the AQB's Required Core Curriculum.

a. New Applicants may satisfy the educational requirements for the Certified General Real Property Appraiser credential by completing the following 300 hours in specific courses as specified by Appraisers Qualification Board Core Curriculum.

i.	Basic Appraisal Principles	30 Hours
ii.	Basic Appraisal Procedures	30 hours
iii.	15-hour USPAP class or its Equivalent	15 hours
iv.	General Appraiser Market Analysis and Highest and Best Use	30 Hours
v.	Statistics, Modeling and Finance	15 Hours
vi.	General Appraiser Sales Comparison Approach	30 Hours
vii.	General Appraiser Site Valuation and Cost Approach	30 Hours
viii.	General Appraiser Income Approach	60 Hours
ix.	General Appraiser Report Writing and Case Studies	30 Hours
x.	Appraisal Subject Matter Electives	30 Hours
	TOTAL	300 Hours

b. A valid Trainee Appraiser credential may satisfy the educational requirement by completing the following 225 hours education:

i.	General Appraiser Market Analysis and Highest and Best Use	30 Hours
ii.	Statistics, Modeling and Finance	15 Hours
iii.	General Appraiser Sales Comparison Approach	30 Hours
iv.	General Appraiser Site Valuation and Cost Approach	30 Hours
v.	General Appraiser Income Approach	60 Hours
vi.	General Appraiser Report Writing and Case Studies	30 Hours
vii.	Appraisal Subject Matter Electives	30 Hours
	TOTAL	225 Hours

c. Appraisers holding a valid Licensed Residential Real Property Appraiser**credential may satisfy the educational requirements by completing the following 150 hours education:

i.	General Appraiser Market Analysis and Highest and Best Use	15 Hours
ii.	Statistics, Modeling and Finance	15 Hours
iii.	General Appraiser Sales Comparison Approach	15 Hours
iv.	General Appraiser Site Valuation and Cost Approach	15 Hours
v.	General Appraiser Income Approach	45 Hours
vi.	General Appraiser Report Writing and Case Studies	15 Hours
vii.	Appraisal Subject Matter Electives	30 Hours
	TOTAL	150 Hours

d. Appraisers holding a valid Certified Residential Real Property Appraiser** credential may satisfy the educational requirements by completing the following 100 hours education:

i.	General Appraiser Market Analysis and Highest and Best Use	15 Hours
ii.	General Appraiser Sales Comparison Approach	15 Hours
iii.	General Appraiser Site Valuation and Cost Approach	15 Hours
iv.	General Appraiser Income Approach	45 Hours
v.	General Appraiser Report Writing and Case Studies	10 Hours
	TOTAL	100 Hours

e. As part of the required hours the 15-hour USPAP class or its Equivalent must have been taken with an exam within two years of application. (R4-46-201 F3a)

f. Applicant must submit course completion certificates or transcript reflecting the successful completion of each course.

g. Qualifying education courses taken through distance education MAY NOT EXCEED 75% OF THE REQUIRED HOURS.
h. A USPAP course taken through distance education or taken more than two years preceding the date of the application is not acceptable. (R4-46-201 F2a & 3a)
i. All courses must be approved to meet the Core Curriculum by the Real Estate Appraisal Division OR by another state. Proof of course approval to meet the Core Curriculum by another state must be submitted. Courses that are not approved to meet the Core Curriculum WILL NOT BE ACCEPTED. The submitted certificates for courses approved by the Real Estate Appraisal Division must be on the Real Estate Appraisal Division form of certificate. A list of Arizona-approved qualifying education courses is updated monthly on the Real Estate Appraisal Division website.

**Those who are upgrading their Licensed Residential appraisal credential are not considered to be trainees, thus do not have to be registered as such.

5. DOCUMENTATION OF ANY "YES" ANSWERS:
   a. If you answer "YES" to question 1 through 11, inclusive, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event.
   b. In addition, submit the following*:*
      1) For CRIMINAL matters, a certified copy of (1) Complaint and Indictment; (2) Information; (3) Plea agreement; (4) Presentence Report; (5) Judgment; (6) Sentencing documents: (7) Probation Papers; (8) Restoration of civil rights/expungement/dismissal documents.
      2) For CIVIL matters, a certified copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
      3) For DISCIPLINARY ACTIONS, a certified copy of (1) Notice of hearing and/or complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified License/Certificate History from each state, except Arizona, in which applicant is licensed/certified at the time of application.
      4) Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/certification or additional documentation that the Real Estate Appraisal Division may require.
   c. Note: If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and court. *Do not detach or unstaple certified documents. Documents must remain in the original order received.*

6. ARIZONA LAW:
   a. Applicant must certify that applicant has read, understands, and pledges to comply with the requirements of Chapter 36, Title 32, Arizona Revised Statutes and Rules of the Real Estate Appraisal Division.
   b. Note: According to the Real Estate Appraisal Division's rules, an applicant must meet all requirements for a license or certificate within one year of filing the application or the applicant's file will be closed and the applicant must reapply. Application fees are nonrefundable.

7. NATIONAL EXAMINATION:
   a. When the application has been approved by the Real Estate Appraisal Division, applicant will be provided information to take the examination.

8. DOCUMENTATION OF EXPERIENCE:
   a. Applicant must log actual time spent on each appraisal. Refer to the Criteria concerning what is considered actual time. Experience must have been acquired within ten years immediately preceding the filing of the application. *See page 5 for more information.
      i. New Applicants and Trainees: 3000 hours (1500 nonresidential) of experience are required to be obtained in no fewer than 30 months.
      ii. Appraisers holding a valid Licensed Residential Real Property Appraiser credential: 1500 nonresidential hours of experience are required to be obtained in no fewer than 12 months.
      iii. Appraisers holding a valid Certified Residential Real Property Appraiser credential: 1500 nonresidential hours of experience are required to be obtained in no fewer than 6 months.

b. Sample appraisal reports will be accepted as provided by the Criteria. There need not be a client in a traditional sense (i.e. a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience. All sample reports must be true appraisals of a subject property.
c. At least 1500 hours must reflect nonresidential appraisals.
d. The applicant must be named in the report as a significant contributor. The term "significant" means the contribution must be of substance to the development of the assignment results. Collecting or providing data for use in the analysis does not provide significant appraisal assistance. Examples of contributions that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses. No information on the submitted reports can be redacted or missing.
e. 75% of applicant's experience must include work product where applicant inspected the subject property. Follow the specific Instructions for completing the Experience Log.
f. See the specific Instructions on the Experience Log for more information.

9. APPRAISAL REPORTS REQUESTED BY THE REAL ESTATE APPRAISAL DIVISION:
   a. Upon receipt of the application, appraisal reports will be selected by staff from the experience log and requested from the applicant.
   b. A minimum of three (3) appraisal reports will be selected for review.
   c. Additional reports may be requested.
   d. When notified to do so, please submit the requested appraisal reports electronically (email or D).
   e. The submitted appraisal reports will be destroyed upon issuance of license.

10. EXPERIENCE LOG

Type or print all information in ink only. Experience Logs may be also be computer generated following the form. Entries must be made for each property claimed, as follows:

- DATE: Indicate in chronological order the date of the report (Month, Day, Year). Use only one date for each appraisal. Duplications will not be accepted. Experience must have been acquired within ten years immediately preceding the filing of the application.
- PROPERTY ADDRESS: Indicate the street address, city, state and zip code of the appraised property. Trainee should list sufficient information so that the report can be retrieved for review.
- TYPE OF PROPERTY: For residential appraisals, indicate the residential form number, i.e., 1004. (Forms 704, 1004D, 1075, 2000, 2000A, 2065, 2070, 2075, and 2095 are not acceptable). Form 2055 with interior or exterior inspection will be accepted. For nonresidential appraisals, indicate the type of property, such as store, golf course, office building, etc.)
- WORK PERFORMED BY TRAINEE: Indicate the significant contribution stated in the appraisal report that was completed by the trainee. The term "significant" means the contribution must be of substance to the development of the assignment results. A trainee who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses.
- SCOPE OF SUPERVISING APPRAISER'S REVIEW AND SCOPE OF SUPERVISING APPRAISER'S SUPERVISION: Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed. Assignments may differ significantly; therefore the level of review and supervision by the supervising appraiser may also differ from assignment to assignment. See attached sample completed Experience Log.
- PROPERTIES INSPECTED: Enter the number of total actual hours to prepare the appraisal for each property that the trainee inspected with the supervising appraiser. If the trainee did not inspect the subject property, enter "0".
- ACTUAL TIME: Indicate the actual contribution time trainee spent in preparation of the report in increments of quarter hours; i.e., one quarter hour, (15 minutes), is .25; one half hour, (30 minutes), is .50; and three quarters hour, (45 minutes), is .75; one and one quarter hour, is 1.25. The time spent driving to and from an appraisal assignment ("drive time") may qualify as appraisal experience if it is considered to be a part of the appraisal process.
- PAGE TOTAL: The actual time must be totaled on each page.
- TOTAL: Indicate the total of all experience hours on the LAST PAGE of the Experience Log.
- PERCENTAGE OF TOTAL PROPERTIES WHERE APPLICANT INSPECTED PROPERTY: Fill in the percentage of properties inspected by applicant by dividing the first column of the total by the last column of the total on the LAST PAGE of the Experience Log. The percentage must equal at least 75%.
- WORKFILES: Indicate the name and address of the person(s) in possession of the work files of the appraisals listed on each page.

- DATE AND TRAINEE/APPLICANT SIGNATURE: Trainee MUST date and sign each page as it is completed.
- SIGNATURE AND STATE CERTIFICATION NUMBER OF SUPERVISING APPRAISER: The supervising appraiser MUST sign AND provide his/her state certification or Designate Supervisory appraiser number on each page of the Experience Log acknowledging approval of the information provided as each page is completed by Trainee. An electronic signature will not be accepted.

*IF LICENSED OR CERTIFIED RESIDENTIAL AND UPGRADING TO CERTIFIED GENERAL: Only 1500 hours of nonresidential experience must be shown. Total time of experience must be no less than 30 months, which may include time as a residential appraiser. Experience should be within two (2) years of application. Licensed or Certified Residential appraisers should not sign the nonresidential reports as this is above their classification. They should be signed by a Certified General Appraiser who has inspected property and significant contribution should be noted of what was completed by applicant. However, the Licensed or Certified Residential appraiser applicant is not considered a Trainee, and does not need a "Supervisor."

11. SAMPLE EXPERIENCE LOG

Date of Report	Appraisal File#	Property Address City, State, Zip	Complex Y/N	Value Estimate	Type of Property (Residential Form #, Store, Golf Course, Office Building, Etc.)	Work Performed by Trainee (Significant Contribution)	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Properties Inspected (Actual Hours Worked)	Actual Hours Worked
1/6/06		123 Oak Street Washington, DC 20005			1004	Neighborhood, subject and comp data research ad analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation	Reviewed workfile and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with trainee, including physical inspection of subject property	7	7
6/7/06		455 Pine Street Washington, DC 20005			1004	Neighborhood, subject and comp data research and analyses, inter/exterior property inspection, cost/sales comparison approach, final reconciliation	Reviewed workfile and report, verified all comparable data and analyses, verified homeowner's association info., discussed with trainee, signed appraisal report	Oversight of comparable data selection and analyses, provided direction in site value analyses used in cost approach, physical inspection of subject property with trainee	7	7
1/10/07		202 Spruce Street Washington, DC 20005			Multifamily	Neighborhood, subject and comp data research and analyses, cost/sales comparison, income approach, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analysis; inspected subject property without trainee	0	10
1/24/07		115 Pennsylvania Ave. Washington, DC 20005			Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/ income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property	30	30
8/14/07		200 S. Broadway Washington, DC 20005			Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales/comparison/income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed report	Oversight of comparable data selection and analyses, provided direction in DFC analyses used in income approach, physical inspection of subject property with trainee	40	40
1/10/08		300 Capitol Avenue Washington, DC 20005			Office Building	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analyses, physical inspection of subject property with trainee	40	40
Page Total									184	194
Grand Total (Last Page of Experience Log Only)									184	194
Percentage of Total Properties Where Applicant Inspected Property (Divide First Column of Grand Total by Last Column of Grand Total) (Last Page of Experience Log Only) Must be at least 75%								94 %		

Workfiles for appraisals listed on this page are located at: Office of Stanley A. Supervisor, 111 Vine Avenue, Washington, DC 20005

Applicant/ Trainee Appraiser: License/ Trainee Appraiser (if applicable) #: Signature and Date:

Supervising Appraiser: Certification/ Supervisory Appraiser #: Signature and Date:

12. ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS:

a. Applicant must complete the Applicant Statement and submit documentation of status. Submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status per A.R.S. §41-1080.

41-1080. Licensing eligibility; authorized presence; documentation; applicability; definitions

A. Subject to subsections C and D of this section, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not provide documentation of citizenship or alien status by presenting any of the following documents to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law:

1. An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
4. A United States certificate of birth abroad.
5. A United States passport.
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

B. This section does not apply to an individual if:

1. Both of the following apply:
   (a) The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
   (b) The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.
2. All of the following apply:
   (a) The individual is a resident of another state.
   (b) The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
   (c) The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

C. If, pursuant to subsection A of this section, an individual has affirmatively established citizenship of the United States or a form of nonexpiring work authorization issued by the federal government, the individual, on renewal or reinstatement of a license, is not required to provide subsequent documentation of that status.

D. If, on renewal or reinstatement of a license, an individual holds a limited form of work authorization issued by the federal government that has expired, the individual shall provide documentation of that status.

E. If a document listed in subsection A, paragraphs 1 through 12 of this section does not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.

F. For the purposes of this section:

1. "Agency" means any agency, department, board or commission of this state or any political subdivision of this state that issues a license for the purposes of operating a business in this state or to an individual who provides a service to any person.
2. "License" means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and that is issued by any agency for the purposes of operating a business in this state or to an individual who provides a service to any person where the license is necessary in performing that service.