

DEPARTMENT OF FINANCIAL INSTITUTIONS
Application Requirements (Effective January 1, 2015)
TRAINEE RESIDENTIAL APPRAISER

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1. **FEES**

\$300.00 Application fee

Payment by:

- We are now able to accept credit card payments. Accepted credit cards: Visa or Master Card.
 - 1) In order to use this type of payment, you must **first submit your application to the Department of Financial Institutions (Department) via email, mail or in person.**
 - 2) For your security do not mail or email in your credit card information.
 - 3) If your application is submitted via email or mail, you will receive a confirmation email with instructions on how to make a payment by phone.
- 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.

2. **ARIZONA LEVEL ONE CLEARANCE CARD**

As of July 24th, 2014, all applicants must undergo a criminal background check through Arizona Department of Public Safety (DPS).

If you do not have an AZ Clearance Card, there are two ways to apply for one:

- a. **Online** (must be located in Arizona): Go to azdps.gov under Fingerprint Clearance Cards/Online Application. After the live scan of your prints is complete, a confirmation email will be sent to you with the DPS application number.
- b. **By mail:** Request a DPS packet via email to: reainfo@azdfi.gov, providing your name and mailing address. A DPS packet will be mailed to you. Packet will include: application, fingerprint card and self-addressed return envelope. The DPS application number is located at the top right side of the application in bold red (example: **0002221111**). Please provide this number on your application to the Department.

3. **DOCUMENTATION OF ANY "YES" ANSWERS:**

- a. If you answer "YES" to any question, 1 through 11, provide a signed, detailed statement describing the facts and circumstances. Include 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) Pre-Sentence 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 any state, other than 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 Department 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/ or court. **Do not detach or un-staple certified documents. Documents must remain in the original order received.**

4. 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 Department.
- b. **Note:** According to the Department'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.

5. DOCUMENTATION OF EDUCATION:

- a. **Training Education:** Submit a completion certificate for the required **4 Hour Supervisory/Trainee Course**. Trainee Appraisers shall be required to complete a course that, at minimum, complies with the specifications for course content established by the Appraiser Qualifications Board (AOB), which is specifically oriented to the requirements and responsibilities of Supervisory Appraisers and Trainee Appraisers. Further, the Trainee Appraiser course is not eligible towards the 75 hours of qualifying education required.
- b. **Qualifying Education** As the prerequisite for the application, an applicant must have completed 75 creditable class hours as specified in the [AOB's Required Core Curriculum](#).

i.	Basic Appraisal Principles*	30 hours
ii.	Basic Appraisal Procedures*	30 hours
iii.	15-hour USPAP class or its Equivalent	15 hours
	*Within five years of application	
	Total	75 hours

- c. Applicant must submit course completion certificates or transcript reflecting the successful completion of each course.
 - d. Qualifying education courses taken through distance education MAY NOT EXCEED 75% OF THE REQUIRED HOURS.
 - e. Courses must be approved by the Department of Financial Institutions (DFI) OR by the AOB's Course Approval Program (CAP). On the Department's website is a list of DFI approved qualifying education and a web link to the AOB CAP approved courses.
 - f. The 15-hour USPAP course or its Equivalent must have been taken with an exam and taught by an AOB approved instructor. A USPAP course taken through distance education or taken more than two years preceding the date of the application is not acceptable.
- 6. NOTIFICATION OF APPRAISER TRAINEE BY DESIGNATED SUPERVISORY APPRAISER:**
A Designated Supervisory Appraiser must complete the Notification of Engagement of Appraiser Trainee by Designated Supervisory Appraiser form. Submit this form with Trainee Appraiser application.
- 7.. ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS:**
- a. Applicant must complete the Applicant Statement and submit documentation of status.
 - b. Submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status per A.R.S. §41-1080 (see below).

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.