

REAL ESTATE APPRAISAL DIVISION
Application Requirements effective January 1, 2015.
TRAINEE APPRAISER 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 credit card or Master Card.
 - 1) In order to use this type of payment, you must **first submit your application to the Appraisal Division (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 (Pursuant to A.R.S. §32-3620)**

- a. As of July 24th, 2014, all applicants must undergo a criminal background check through Arizona Department of Public Safety (DPS).
- 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 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 AQB, 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](#). *Within five years of application.

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

- c. 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). 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).
- d. Applicant must submit course completion certificates or transcript reflecting the successful completion of each course.
- e. Qualifying education courses taken through distance education may not exceed 75% of the required hours and must be completed within the five (5) year period prior to the date of application.
- f. 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.
4. **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.
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. Also, 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. **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.

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.