

DISTRICT OF COLUMBIA BOARD OF REAL ESTATE APPRAISERS REQUIREMENTS FOR APPLICANTS Effective JULY 1, 2006

Department of Consumer and regulatory Affairs
941 N. Capitol Street, NE, Room 7200
Washington, DC 20002
Telephone Number (202) 442-4320 Fax Number (202) 444-4528

TYPES OF APPRAISER CLASSIFICATIONS

Appraiser Trainee – may appraise those properties that his or her supervising appraiser is permitted to appraise.

Licensed Residential Real Property Appraisers - a person licensed to appraise properties which involve federally related loans (1) for non-complex one to four unit residential properties where the value of such a property does not exceed \$1,000,000.00, and (2) for any other real estate involved in a federally related transaction having a transaction value less than \$250,000.00.

Certified Residential Real Property Appraisers – a person licensed to appraise any residential real estate or residential real property of one to four units regardless of transaction value or complexity. Certified Residential Real Property Appraisers may also appraise nonresidential real property with a transaction value of up to \$250,000.

Certified General Real Property Appraisers - a person licensed to appraise any type of property for any purpose.

GENERAL REQUIREMENT

In order to qualify as a trainee, licensed residential, certified residential, or certified general appraiser, an individual must be at least 18 years of age and must be a high school graduate or the holder of a general educational development equivalency diploma (G.E.D.).

APPLICATION PROCEDURES

I. **Board Review/Preliminary Decision** - Applicants must complete the application on the forms provided by the Board as directed by the Board and shall provide any information requested by the Board at any time during the application process. Specific requirements may be found in 17 DCMR Chapter 23, section 2301.

II. **Fees** - A NONREFUNDABLE fee in the form of a cashier's check, money order or personal check must be made payable to Promissor, Inc. This fee covers all fees due from the date of issuance until the last day of February in next the even numbered calendar year following the date of registration, licensure, or certification. See specific requirements regarding fees below.

SPECIFIC REQUIREMENTS

PLEASE NOTE: Any appraiser who held and retains an active licensed level appraiser classification on or before July 1, 2006 and who seeks a different classification shall meet new requirements for certification, when applying after July 1, 2006.

All other Applicants for an appraiser classification after July 1, 2006, must meet the requirements currently in effect.

APPRAISER TRAINEE fee - \$235.00 - paid by cashier's check, money order or personal check.

Education - An applicant must furnish evidence of successful completion of 75 hours of courses of study approved by the Board of which 15 hours must be relative to the National Uniform Standards of Professional Appraisal Practice (USPAP). Qualifying education shall have been obtained within the five-year period immediately preceding application for licensure.

Experience - none required **Examination** - none required*

Within four (4) years of submitting his or her initial application for registration, the appraiser trainee shall pass one of the following examinations approved by the Board, the licensed residential real property appraiser examination, certified residential real property appraisal examination, or certified general real property appraiser examination.

LICENSED RESIDENTIAL REAL PROPERTY APPRAISERS

Fee - \$415.00 (personal check, cashier's check or money order) - If the applicant fails to apply for licensure within 24-months of taking the examination, the applicant must retake the examination.

Education - **If an applicant filed an application with the District on or before July 1, 2006**, he or she must furnish evidence of successful completion of at least **90** hours of courses approved by the Board. Applicants who seek to meet all or part of the educational requirement with college credit courses must submit an official transcript. All must evidence the completion of a Board approved USPAP course of at least fifteen classroom hours with examination in the National Uniform Standards of Professional Appraisal Practice.

All other applicants must:

Furnish evidence of successful completion of at least **150** classroom hours in a course or courses approved by the Board. Applicants who seek to meet all or part of the educational requirement with college credit courses must submit an official transcript. All must evidence the completion of a Board approved course of at least fifteen classroom hours with examination in the National Uniform Standards of Professional Appraisal Practice.

Experience - An applicant must submit a log of having acquired at least 2,000 hours of real property appraisal experience gained over a period of at least 12 months.

Examination - An applicant for licensed real property appraiser must pass an examination approved by the Board. Promissor, Inc. administers such examinations at testing centers. Applicants may obtain application booklets, which contains information regarding fees, test dates, and locations of test centers by writing to Promissor/DC Board of Appraisers, Metro-PlexII, Suite 400, 8201 Corporate Drive, Landover, MD 20785, by calling 1-888-204-6206, **or by downloading an application booklet from www.Promissor.com**.

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISERS

Fee - \$415.00 (personal check, cashier's check or money order) - If the applicant fails to apply for licensure within 24-months of taking the examination, the applicant must retake the examination.

Education - **If an applicant filed and application with the District on or before July 1, 2006**, he or she must furnish evidence of successful completion of at least **120** classroom hours in a course or courses approved by the Board. Applicants who seek to meet all or part of the educational requirement with college credit courses must submit an official transcript. All must evidence the completion of a Board approved course of at least fifteen classroom hours with examination in the National Uniform Standards of Professional Appraisal Practice.

All other applicants must:

(1) Furnish evidence of successful completion of at least **200** classroom hours in a course or courses approved by the Board. Applicants who seek to meet all or part of the educational requirement with college credit courses must submit an official transcript. All must evidence the completion of a Board approved USPAP course of at least fifteen classroom hours with examination in the National Uniform Standards of Professional Appraisal Practice.

AND

(2) Hold an associate degree or higher from a college or university accredited by one of the regional accrediting associations recognized by the United States Department of Education or provide college transcripts documenting successful completion of college-level courses of three semester hours or five quarter hours each in English composition, economics, finance, higher mathematics, statistics, basic computer applications, and business or real estate law.

Experience - An applicant must submit a log of having acquired at least 2,500 hours of real property appraisal experience gained continuously over a period of at least 24 months (to include at least 625 hours of property appraisal experience in complex one to four unit residential real property appraisal work).

Examination - An applicant for certified residential real property appraiser must pass an examination approved by the Board. Promissor, Inc. administers such examinations at testing centers. Applicants may obtain application booklets, which contains information regarding fees, test dates, and locations of test centers by writing to Promissor/DC Board of Appraisers, Metro-PlexII, Suite 400, 8201 Corporate Drive, Landover, MD 20785, by calling 1-888-204-6206, **or by downloading an application booklet from www.Promissor.com.**

CERTIFIED GENERAL REAL PROPERTY APPRAISERS

Fee - \$415.00 (cashier's check or money order only) If the applicant fails to apply for certification within 24-months of taking the examination, the applicant must retake the examination.

Education - If an applicant filed an application with the District on or before July,1 2006, he or she must furnish evidence of successful completion of at least **180** classroom hours in a course or courses approved by the Board. Applicants who seek to meet all or part of the educational requirement with college credit courses must submit an official transcript. All must evidence the completion of a Board approved course of at least fifteen classroom hours with examination in the National Uniform Standards of Professional Appraisal Practice.

All other applicants must

(1) Furnish evidence of successful completion of at least **300** classroom hours in a course or courses approved by the Board. Applicants who seek to meet all or part of the educational requirement with college credit courses must submit an official transcript. All must evidence the completion of a Board approved USPAP course of at least fifteen classroom hours with examination in the National Uniform Standards of Professional Appraisal Practice.

AND

(2) Hold a bachelor's degree or higher from a college or university accredited by one of the regional accrediting associations recognized by the United States Department of Education or provide college transcripts documenting successful completion of college-level courses of three semester hours or five

quarter hours each in English composition, micro economics, macro economics, finance, higher mathematics, statistics, basic computer applications, business or real estate law, and two courses in accounting, geography, economics, business management, or real estate.

Experience - An applicant must submit a log of having acquired at least 3,000 hours of real property appraisal experience gained continuously over a period of at least 30 months (to include at least 1500 hours of nonresidential real property appraisal experience).

Examination - An applicant for certified general real property appraiser must pass an examination approved by the Board. Promissor, Inc. administers such examinations at testing centers. Applicants may obtain application booklets, which contains information regarding fees, test dates, and locations of test centers by writing to Promissor/DC Board of Appraisers, Metro-PlexII, Suite 400, 8201 Corporate Drive, Landover, MD 20785, by calling 1-888-204-6206, **or by downloading an application booklet from www.Promissor.com. New application will not be ready until July 1, 2006.-**