

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

BOARD OF REAL ESTATE APPRAISERS



**APPLICATION INSTRUCTIONS AND FORMS
FOR A REAL ESTATE APPRAISERS LICENSE
IN THE DISTRICT OF COLUMBIA**

Your interest in becoming licensed as a Real Estate Appraiser in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a Real Estate Appraiser license in the District of Columbia. Follow the instructions provided below and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

SECTION I THE APPLICATION PROCESS

Upon submission of the required application documents and final approval, you will be issued a license to practice in the District of Columbia. If you submit an application that is incomplete or otherwise deficient, **Pearson VUE's** processing staff will notify you of the deficiencies. If the Board has questions or concerns, you will also be notified.

WHERE TO FILE

All license applications, supporting documents for licensure, and licensing fees should be sent to the following address:

**PEARSON VUE
8201 Corporate Drive
Department DC – AP
Metro-Plex II, Suite 400
Landover, MD 20785**

If you have any questions, call **Pearson VUE's toll-free** Customer Service lines at 1-888-204-6206 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

Types of Real Estate Appraiser License Classifications

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

Licensed Residential Real Property Real Estate Appraisers – a person licensed to appraise properties (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) having a transaction value less than \$250,000.00.

Certified Residential Real Property Real Estate 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 Real Estate Appraisers may also appraise nonresidential real property with a transaction value of up to \$250,000.

Certified General Real Property Real Estate Appraisers – a person licensed to appraise any type of Real Estate and real property.

SECTION II GENERAL REQUIREMENT

In order to qualify as a trainee, licensed residential, certified residential, or certified general Real Estate 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 REQUIREMENT

- 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 Pearson VUE. This fee covers all fees due from the date of issuance until the last day of February in the next even numbered calendar year following the date of registration, licensure, or certification. See specific requirements regarding fees below.

SECTION III SPECIFIC REQUIREMENTS

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 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 license, the Real Estate Appraiser trainee shall pass one of the following examinations approved by the Board, the licensed residential real property Real Estate Appraiser examination, certified residential real property appraisal examination, or certified general real property Real Estate Appraiser examination.

LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

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 – An applicant must furnish evidence of successful completion of at least **150** classroom hours in a course or courses approved by the Board, of which 15 hours must be the National Uniform Standards of Professional Appraisal Practice (USPAP).

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 no less than 12 months.

Examination – An applicant for licensed real property Real Estate Appraiser must pass an examination approved by the Board. Pearson VUE administers such examinations at testing centers. Applicant may obtain application booklets, which contains information regarding fees, test dates and locations of test centers by writing to Pearson VUE/DC Board of Real Estate Appraisers, Metro-Plex II, Suite 400, 8201 Corporate Drive, Landover MD 20785, by calling 1-888-2204-6206 or by **downloading an application booklet from www.pearsonvue.com**.

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

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 –

- (1) An applicant must furnish evidence of successful completion of at least **200** classroom hours in a course or courses approved by the Board, of which 15 hours must be the National Uniform Standard of Professional Appraisal Practice (USPAP).

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 Real Estate Appraiser must pass an examination approved by the Board. Pearson VUE administers such examination at testing centers. Applicants may obtain application booklets, which contains information regarding fees, test dates, and locations of test centers by writing to Pearson VUE/DC Board of Real Estate Appraisers, Metro-Plex II, Suite 400, 8201 Corporate Drive, Landover, MD 20785, by calling 1-888-204-6206, **or by downloading an application booklet from www.pearsonvue.com**.

CERTIFIED GENERAL REAL PROPERTY REAL ESTATE APPRAISERS

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

Education

- (1) An applicant must furnish evidence of successful completion of at least **300** classroom hours in a course or courses approved by the Board, of which 15 hours must be the National Uniform Standards of Professional Appraisal Practice (USPAP).

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, 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 no less than 30 months (to include at least 1500 hours of nonresidential real property appraisal experience).

Examination – An applicant for certified general real property Real Estate Appraiser must pass an examination approved by the Board. Pearson VUE 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 Pearson VUE/DC Board of Real Estate Appraisers, Metro-Plex II, Suite 400, 8201 Corporate Drive, Landover, MD 20785, by calling 1-888-204-6206, **or by downloading an application booklet from www.pearsonvue.com**

SECTION IV EDUCATION/EXPERIENCE REQUIREMENTS FOR ALL INDIVIDUALS APPLYING FOR A LICENSE TYPE FOR THE FIRST TIME

A. All applicants shall furnish proof satisfactory to the Board that the applicant has successfully completed the following education and experience requirements:

NOTE: Pre-licensing education must be obtained from an approved provider. A list of approved providers can be obtained from the Board of Real Estate Appraisers.

License Category	Pre-licensing Hours:*	Experience –
Real Estate Appraiser Trainee	75	None (non-renewable)
Licensed Residential (RA)	150 ☆☆	2000
Certified Residential (CR)	200 ☆☆☆	2500
Certified General (GA)	300 ☆☆☆☆	3000 ☆☆☆☆ ☆

- ☆ 15 hours must be the National Standards of Professional Appraisal Practice
- ☆☆150 hours including the 75 pre-licensure education hours from appraiser trainee.
- ☆☆☆ 200 hours including the 150 pre-licensure education hours from license residential.
- ☆☆☆☆300 hours including the 200 pre-licensure education hours from certified residential.
- ☆☆☆☆☆1500 hours must be in non-residential appraising.

B. Qualifying courses must include coverage of all the topics listed below:

REQUIRED CORE CURRICULUM:

TRAINEE

BASIC APPRAISAL PRINCIPLES.....	30 HOURS
BASIC APPRAISAL PROCEDURES.....	30 HOURS
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT.....	15 HOURS
TRAINEE EDUCATION REQUIREMENTS.....	75 HOURS

LICENSED

BASIC APPRAISAL PRINCIPLES.....	30 HOURS
BASIC APPRAISAL PROCEDURES.....	30 HOURS
THE 15 HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT.....	15 HOURS
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE.....	15 HOURS
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH.....	15 HOURS
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES.....	30 HOURS
RESIDENTIAL REPORT WRITING AND CASE STUDIES.....	15 HOURS
LICENSED EDUCATION REQUIREMENTS.....	150 HOURS

CERTIFIED RESIDENTIAL

BASIC APPRAISAL PRINCIPLES.....	30 HOURS
BASIC APPRAISAL PROCEDURES.....	30 HOURS
THE 15 HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT.....	15 HOURS
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE.....	15 HOURS
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH.....	15 HOURS
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES.....	30 HOURS
RESIDENTIAL REPORT WRITING AND CASE STUDIES.....	15 HOURS

STATISTICS, MODELING AND FINANCE.....	15 HOURS
ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES.....	15 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES.....	20 HOURS
CERTIFIED RESIDENTIAL.....	200 HOURS

CERTIFIED GENERAL

BASIC APPRAISAL PRINCIPLES.....	30 HOURS
BASIC APPRAISAL PROCEDURES.....	30 HOURS
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT.....	15 HOURS
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE.....	30 HOURS
STATISTICS, MODELING AND FINANCE.....	15 HOURS
GENERAL APPRAISER SALES COMPARISON APPROACH.....	30 HOURS
GENERAL APPRAISER SITE VALUATION AND COST APPROACH.....	30 HOURS
GENERAL APPRAISER INCOME APPROACH.....	60 HOURS
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES.....	30 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES.....	30 HOURS

(May include hours over minimum shown above in other modules)

CERTIFIED GENERAL..... 300 HOURS

C. Acceptable appraisal experience includes, but is not limited to:

1. Fee and staff appraisal
2. Ad valorem tax appraisal
3. Condemnation Appraisal
4. Technical review appraisal
5. Appraisal analysis
6. Real Estate consulting
7. Highest and best use analysis, and feasibility analysis study
8. And any other experience determined by the board to be acceptable

SECTION V INFORMATION FOR APPLICANTS APPLYING VIA RECIPROCITY

A. Applicants who hold an active license in another jurisdiction and are in good standing can apply for a license in the District via reciprocity. These applicants must submit the materials identified in Section I and pay the prescribed fee.

SECTION VI INFORMATION FOR TEMPORARY LICENSE APPLICANTS

- A. Temporary licenses to practice real estate appraisal can be obtained for projects of six months or less.
- B. Applicants for temporary license must be currently licensed and in good standing in another jurisdiction.
- C. Applicants for temporary license must provide a project description letter that includes the beginning and ending dates of the project.

SECTION VII INFORMATION FOR APPLICANTS APPLYING VIA ENDORSEMENT

- A. Applicants who hold an active license in another jurisdiction and are in good standing can apply for a license in the District via endorsement. These applicants must submit the materials identified in Section I and pay the prescribed fee.
- B. Submit copies of your pre-licensure education hours, and copies of your work experience log.

SECTION VIII GENERAL INFORMATION

For information concerning the application process, call 1-888-204-6206.

For information concerning Real Estate Appraiser Board meetings, call 1-202-442-4320.

Summary of Licensing Requirements For DC Appraiser Licenses

Section I.

License Type	Application Method	Notarized License Application Form	Two "2x2" Photos	Copy of Govt. Issued ID	Education	Experience	Assoc. or Bach.	Examination Scores	Project Letter	Check or Money Order
AT	Other	X	X	X	X	O	O	O	O	X
RA	Exam	X	X	X	X	X	O	X	O	X
	End.	X	X	X	X	X	O	X	O	X
	Rec.	X	X	X	O	O	O	O	O	X
CR	Exam	X	X	X	X	X	X	X	O	X
	End.	X	X	X	X	X	X	O	O	X
	Rec.	X	X	X	O	O	O	O	O	X
GA	Exam	X	X	X	X	X	X	X	O	X
	End.	X	X	X	X	X	X	O	O	X
	Rec.	X	X	X	O	O	O	O	O	X

Temporary License

License Type	Application Method	Notarized License Application Form	Two "2x2" Photos	Copy of Govt. Issued ID	Education	Experience	Assoc. or Bach.	Examination Scores	Project Letter	Check or Money Order
TRA	Rec.	X	X	X	O	O	O	O	X	X
TCR	Rec.	X	X	X	O	O	O	O	X	X
TGH	Rec.	X	X	X	O	O	O	O	X	X

X = required documents
O = documents not required

Write the abbreviation and description for the license type for which you are applying for on the "Requested License Type" line provided in section one of the application. Select from the license prefixes in the table below.

License Prefix	License Description	License Origins	Exam Fee	Application Fee	DC Fund Fee	Fed Fund Fee	License Fee	Total Due
AT	Appraiser Trainee	O- Other	\$0	\$65.00	\$0	\$0	\$170.00	\$235.00
RA	Licensed Residential	Examination	\$100.00*	\$65.00	\$130.00	\$50.00	\$170.00	\$415.00
		Reciprocity	\$0	65.00	\$130.00	\$50.00	\$170.00	\$415.00
		Endorsement	\$0	\$65.00	\$130.00	\$50.00	\$170.00	\$415.00
CR	Certified Residential	Examination	\$100.00*	\$65.00	\$130.00	\$50.00	\$170.00	\$415.00
		Reciprocity	\$0	\$65.00	\$130.00	\$50.00	\$170.00	\$415.00
		Endorsement	\$0	\$65.00	\$130.00	\$50.00	\$170.00	\$415.00
GA	Certified General	Examination	\$100.00*	\$65.00	\$130.00	\$50.00	\$170.00	\$415.00
		Reciprocity	\$0	\$65.00	\$130.00	\$50.00	\$170.00	\$415.00
		Endorsement	\$0	\$65.00	\$130.00	\$50.00	\$170.00	\$415.00

* Examination Fee Paid Separate (at the time of examination)

Temporary License

License Prefix	License Description	License Origins	Exam Fee	Application Fee	License Fee	Total Due
TRA	Temporary RA	Reciprocity	\$0	\$65.00	\$85.00	\$150.00
TCR	Temporary CR	Reciprocity	\$0	\$65.00	\$85.00	\$150.00
TGA	Temporary GA	Reciprocity	\$0	\$65.00	\$85.00	\$150.00