

BOARD USE



**NORTH CAROLINA
APPRAISAL BOARD**
5830 Six Forks Road
Raleigh, NC 27609
919-870-4854

NR _____
TYPE: <input type="checkbox"/> EXAM <input type="checkbox"/> REIN <input type="checkbox"/> NON RES
EDUC _____
EXP _____
EXM APRVL _____
EXAM DATE _____
CHAR: A N/A BY
NUMBER
DATE
Amt Rec Trans #

1

PHOTOGRAPH

Attach a Clear Full-Face Photo (2" x 2") Of Head and Shoulders Taken Within Past 6 Months (Required With Each Application)

Application for Appraiser Registration or Certification

TYPE OR PRINT IN INK; The application fee is **\$200**, NON-REFUNDABLE, and payable only by cashier or certified check or money order to the NC Appraisal Board. (All other forms of payment will be returned.)

2 Full Name

First	Middle	Last
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3 Home Address

Street Address		County	
City	State	Zip	
PO Box (if applicable)	City	State	Zip
Telephone	Fax	Email	

4 Appraisal Business Address

Business Name (if applicable)			
Street Address		County	
City	State	Zip	
PO Box (if applicable)	City	State	Zip
Telephone	Fax	Email	

5 Which address do you to prefer to use as your primary mailing address? Home Business

6 Legal Resident of **7** Date of Birth **8** Social Security # **9** Drivers License #

State	Mo	Day	Year		
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10 Indicate below if you have ever been registered as a trainee or licensed or certified as a real estate appraiser in North Carolina or any other State:

State	Trainee/Appraiser #	From (Mo/Yr)	To (Mo/Yr)
State	Trainee/Appraiser #	From (Mo/Yr)	To (Mo/Yr)
State	Trainee/Appraiser #	From (Mo/Yr)	To (Mo/Yr)

11 Indicate the level you are applying for:

Registered Trainee

Certified Residential

Certified General

RESIDENCE

12

List all places of residence during past **FIVE YEARS** – list present address first – (attach sheet if needed).

	<i>Street Address or Highway Number</i>	<i>City</i>	<i>State</i>	<i>From (Mo/Yr)</i>	<i>To (Mo/Yr)</i>
a.					
b.					
c.					
d.					
e.					

EMPLOYMENT

13

Describe **all** employment during the past **FIVE YEARS** – list present employment first – (attach sheet if needed). Applicants must account for the full five years – time as unemployed or as a student during that time must be listed.

	<i>Name of Company</i>	<i>City</i>	<i>State</i>	<i>From (Mo/Yr)</i>	<i>To (Mo/Yr)</i>
a.					
b.					
c.					
d.					
e.					
f.					
g.					

U.S. CITIZENSHIP

14

Are you a citizen of the United States of America (either born or naturalized)? Yes No

*If you are not a US citizen, **attach an explanation as to your status and copies of supporting documentation.***

HIGH SCHOOL EDUCATION

15

Do you have a High School Diploma or its equivalent? Yes No

Name of School City State Year

CHARACTER

Regarding Professional Licenses

If any of the answers in Questions 16 through 20 are "yes", provide a copy of the licensing agency's order, any other documentation regarding the case, and a complete written explanation for each matter.

- | | Yes | No |
|---|--------------------------|--------------------------|
| (16) Have you ever been denied a trainee registration, or an appraiser license or certificate in North Carolina or in any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
| (17) Have you even been denied any other professional license of any other type in any state? | <input type="checkbox"/> | <input type="checkbox"/> |
| (18) Have you ever had any disciplinary action taken against a trainee registration or appraiser license or certificate in North Carolina or any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
| (19) Have you ever had any disciplinary action taken against any other professional license you hold or ever held in North Carolina or any other state? Disciplinary action includes but is not limited to fines, reprimands, suspensions (active or inactive), and revocation. | <input type="checkbox"/> | <input type="checkbox"/> |
| (20) Are there currently any charges pending against you in connection with any professional license in North Carolina or any other state? | <input type="checkbox"/> | <input type="checkbox"/> |

Regarding Criminal Offenses

If any of the answers to Questions 21 and 22 are "yes", provide a copy of the court judgment, arrest warrant or bill of indictment, and include a release from probation or parole, if appropriate. All applicants must provide a criminal background check obtained from <http://cir-ncrec.com/>

- | | | |
|---|--------------------------|--------------------------|
| (21) Have you ever been convicted of or pleaded guilty or no contest to any criminal offense in North Carolina or in any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

"Criminal charges" and criminal offenses include all criminal matters except speeding or parking violations. It DOES include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from your record or expunged, you must check with the appropriate court to make sure this has happened.

- | | | |
|--|--------------------------|--------------------------|
| (22) Are there currently any criminal charges now pending against you in North Carolina or in any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
| (23) Have you ever been adjudged mentally incompetent by a court? | <input type="checkbox"/> | <input type="checkbox"/> |

An inquiry may be made to provide information concerning character and fitness for licensure. This inquiry may include an investigative consumer report and a check of criminal records and driver's license history. I agree that such information may be released to the Appraisal Board. I also agree to furnish, at the Board's request, fingerprints for the purpose of retrieving any criminal history information.

Signature of applicant	Street or PO Box	County
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Name (printed)	City	State	Zip
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- (24) Please list any names that you have used in the past: *(i.e., nicknames, maiden names, etc.)*

INSTRUCTIONS FOR COMPLETING AND FILING APPLICATIONS

- A. Applicants should carefully read the general information included with this Application for Appraiser Registration or Certification.
- B. Applicants may not file a second application for the same level of licensure while there is a pending application or until their application has been cancelled for a minimum of six months.
- C. Nonresident applicants for North Carolina appraiser certification must include the following items with their license applications: (1) Consent to Service Form (2) Affidavit of Residency; and (3) Letter of Good Standing or License History (if certified in another state).
- D. Retain a copy of this application and all attachments, including the Education Section (Schedule A or Schedule B) and your appraisal experience log.

- | | Yes | No |
|--|--------------------------|--------------------------|
| (25) Have you read the general information included with this application along with the North Carolina Appraisers Act and applicable Appraisal Board Rules (available online at www.ncappraisalboard.org)? | <input type="checkbox"/> | <input type="checkbox"/> |
| (26) Do you currently have another application for appraiser registration or certification pending before the Board? | <input type="checkbox"/> | <input type="checkbox"/> |
| (27) Have you previously filed an "Exam Only Application" for the level of licensure you are applying for? | <input type="checkbox"/> | <input type="checkbox"/> |
| (28) (Not applicable for registered trainee.) If yes, have you submitted your exam results to the Board? | <input type="checkbox"/> | <input type="checkbox"/> |
| (29) If you have ever filed an application of any type with the North Carolina Appraisal Board indicate the type and the month and year application(s) was filed | | |

Type	Month	Year

(30) THIS AFFIDAVIT IS TO BE EXECUTED BY APPLICANT BEFORE A NOTARY PUBLIC:

The undersigned, in making this application to the North Carolina Appraisal Board for appraiser registration or certification under the provisions of Chapter 93E of the General Statutes of North Carolina swears (or affirms) that he (or she) is the applicant named herein and that all information provided in connection with this application including required attachments is true to the best of his (or her) knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny permission to take an examination or to deny registration or certification after examination or to withhold renewal of or suspend or revoke a registration or certificate issued by the Board.

SIGNATURE OF APPLICANT: _____

Sworn and subscribed to before me this _____ day of _____ 20_____

(Name of Notary Public, please print)

(Signature of Notary Public)

My Commission expires _____

(AFFIX SEAL)

County _____ State _____

APPRAISAL EDUCATION

If you obtained your education using the Segmented Approach prior to January 1, 2008 then fill out Schedule A. If you obtained your education under the current criteria beginning January 1, 2008 then fill out Schedule B. If you are applying using a combination of current criteria courses taken after January 1, 2008 and requesting equivalency for other courses taken before and after January 2008 then use Schedule B.

REPORTING EXPERIENCE

Applicants for **residential certification** must have a minimum of 300 experience points acquired over a minimum of 2 years (from date of first appraisal to date of last appraisal). At least 150 points must be residential appraisals. Refer to Board Rule 57A.0201(d). Applicants for **general certification** must have a minimum of 360 experience points acquired over a minimum of 2 ½ years (from date of first appraisal to date of last appraisal). At least 180 experience points must be commercial appraisals. Refer to Board Rule 57A.0201(e).

SCHEDULE A

LIST BELOW ALL prelicensing/precertification courses you have completed. Do not list credits received by challenge examination or continuing education courses. Include any course(s) previously reported to the Board. **Attach original certificates of course completion for any previously unreported course.**

Course Title	Month/Day/Year Completion
R-1	
R-2	
R-3	
15-Hr USPAP	
G-1	
G-2	
G-3	

NOTE: Certificates of course completion are valid for 5 years from the date of course completion. Appropriate certificates of course completion must be attached in order to receive an examination approval form from the Board.

Current Level	Application for Exam	Required Certificates of Completion
Registered Trainee	Certified Residential	G-1
Registered Trainee	Certified General	G-1, G-2 & G-3
Licensed Residential	Certified Residential	G-1
Licensed Residential	Certified General	G-1, G-2 & G-3
Certified Residential	Certified General	G-2 & G-3

All applicants must have completed the 15-Hour National USPAP course within the previous 5 years of application date. Exams are valid for a period of two (2) years and must be taken over if older than two years.

SCHEDULE B

Certificates of course completion are valid for 5 years from the date of course completion. Appropriate original certificates of course completion must be attached in order to receive an examination approval form from the Board.

Registered Trainee

<u>Required Courses</u>	<u>Hours</u>		<u>Month/Day/Year Completion</u>
Basic Appraisal Principles	30	<input type="checkbox"/>	_____
Basic Appraisal Procedures	30	<input type="checkbox"/>	_____
Residential Market Analysis & Highest & Best Use	15	<input type="checkbox"/>	_____
15-Hr National USPAP or its Equivalent	15	<input type="checkbox"/>	_____

Equivalent Courses Requested*

<u>Title</u>	<u>Hours</u>	<u>Month/Day/Year Completion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*These courses must be requested for each of the required courses listed above with documentation that the content covers the same subject matter as the required courses.

Certified Residential Appraiser Program

Attach original certificates of course completion for any previously unreported course. In addition to certificates of course completion for appraisal education, **attach an original transcript or certified letter** from an official of your accredited college or university verifying that you have at a minimum a two-year Associate’s Degree.

<u>Required Courses</u>	<u>Hours</u>		<u>Month/Day/Year Completion</u>
Basic Appraisal Principles	30	<input type="checkbox"/>	_____
Basic Appraisal Procedures	30	<input type="checkbox"/>	_____
Residential Market Analysis & Highest & Best Use	15	<input type="checkbox"/>	_____
15-Hr National USPAP or its Equivalent	15	<input type="checkbox"/>	_____
Residential Appraiser Site Valuation & Cost Approach	15	<input type="checkbox"/>	_____
Residential Sales Comparison & Income Approaches	30	<input type="checkbox"/>	_____
Residential Report Writing & Case Studies	15	<input type="checkbox"/>	_____
Statistics, Modeling & Finance	15	<input type="checkbox"/>	_____
Advanced Residential Applications & Case Studies	15	<input type="checkbox"/>	_____
Appraisal Subject Matter Electives	20	<input type="checkbox"/>	_____
		<input type="checkbox"/>	_____

General Appraiser Sales Comparison Approach	30	<input type="checkbox"/>	_____
General Appraiser Site Valuation and Cost Approach	30	<input type="checkbox"/>	_____
General Appraiser Income Approach	60	<input type="checkbox"/>	_____
General Appraiser Report Writing & Case Studies	30	<input type="checkbox"/>	_____
Appraisal Subject Matter Electives	30	<input type="checkbox"/>	_____

Equivalent Courses Requested*

<u>Title</u>	<u>Hours</u>	<u>Month/Day/Year Completion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*These courses must be requested for each of the required courses listed above with documentation that the content covers the same subject matter as the required courses.

If you do not have a Bachelors Degree or higher and you are applying for general certification based on completion of required curriculum courses then complete the following section regarding your college level subject matter courses. Attach verification from accredited college or university for each course.

<u>Curriculum</u>	<u>Title</u>	<u>College/University</u>	<u>Credit Hours</u>
English Composition	_____	_____	_____
Micro Economics	_____	_____	_____
Macro Economics	_____	_____	_____
Finance	_____	_____	_____
Algebra, Geometry or Higher mathematics	_____	_____	_____
Statistics	_____	_____	_____
Intro to Computers	_____	_____	_____
Business or Real Estate Law	_____	_____	_____
2 Elective Courses (<i>accounting, geography, ag-economics, business management, or real estate</i>)	_____	_____	_____
	_____	_____	_____

TOTAL HOURS _____

APPRAISAL EXPERIENCE LOG

Instructions: REPRODUCE SEVERAL COPIES OF THIS BLANK LOG BEFORE YOU START YOUR LOG. Enter on this log the data requested for each appraisal for which points are claimed. The terms used to describe the "Type of Property Appraised" and the "Type of Appraisal Performed" should be those explained in the instructions in the general information. The supervising appraiser information is to be included for each property listed in this log, i.e., name, license or certification number and whether the supervising appraiser has inspected the property. Use as many copies of the log form as are needed. PLEASE TYPE OR PRINT LEGIBLY. Extra points claimed (condemnation, or proposed projects) must be indicated.

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Property Address-Include City, State)		(Date of Appraisal)	(Your File #, if Any)
(Type of Property Appraised)	(Type of Appraisal Performed)	(Points Claimed)	Check if Demo <input type="checkbox"/>
Supervising Appraiser:	Supervisor Lic/Cert No.:	Supervisor accompanied on inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	